

# **HOUSTON COLE LIBRARY COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**Third Edition**

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## **Preface**

In 1991, the staff of the Houston Cole Library published the first formal *Collection Management and Development Policy*. This publication was used as a guide in conducting a complete assessment of the Library's collections. In 2001, the Policy was revised to address the changes in University programs, changes in the *ALA Guide for Written Collection Policy Statements*, 2<sup>nd</sup> ed., and the proliferation of electronic media and virtual collection development issues. The present version of the *Policy* has been driven by the need to address additional changes in University programs and change in direction of one of the Library's departments.

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# JACKSONVILLE STATE UNIVERSITY

## HOUSTON COLE LIBRARY

### COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

#### I. Introduction

##### A. Purpose of the policy statement and audience to whom it is directed

Jacksonville State University's Collection Management and Development Policy describes the Houston Cole Library's collection management and acquisitions endeavors and their relationship to the needs of the University's academic, research, and service programs. The policy is directed primarily to the Library's subject specialists, Serials and Acquisitions Librarian, and Technical Services Librarians, and secondarily to the teaching faculty and instructional staff of the University. A tertiary audience, who may find it useful, would include interested patrons and potential resource-sharing libraries and institutions within the state and region. The policy is a combination of narrative statements that follow the format outlined in the American Library Association's *Guide for Written Collection Policy Statements*, 2<sup>nd</sup> ed., and qualitative and quantitative assessments. The assessments are derived from a combination of holdings counts, list checking, and conspectus data adapted from the OCLC/WLN collection services following the guidelines in *Using the Conspectus Method*, 1997 ed.

## **B. General description of the institution and clientele served**

Jacksonville State University, located in Jacksonville, Alabama, is a state-assisted, regional, coeducational institution. Since its founding in 1883 as an institution to prepare teachers, the University's primary mission has been to provide quality education to the citizens of Alabama by integrating traditional academic pursuits with career-oriented programs at reasonable costs. Drawing students primarily from Northeast Alabama, the University is committed to providing a wide variety of undergraduate programs to a diverse population that includes many first-generation college students. In addition to making higher education accessible to diverse segments of our society, the University provides the supporting services that students need to achieve a quality education experience. The University offers a breadth of undergraduate programs in the traditional arts and sciences and in professional fields. Graduate programs that emphasize applied and professional studies or preparation for entry into doctoral study are offered at the Master's and Educational Specialist's levels, and, as of fall 2011, at the Doctorate level, with a Doctor of Science in Emergency Management. The University provides its knowledge, skills, and resources to the community and industry of Northeast Alabama. The University also supports research and scholarly activities that complement its educational and public service purposes.

## **C. Mission statement and goals of the collection management and development program**

The Collection Management and Development Policy is intended to assist the various librarians in the selection of library materials for the collections and to

serve as a guide to library resources for the faculty and other patrons. It supports the librarians in the decision-making process regarding routine acquisitions of materials, gifts/exchanges assessments, and in establishing priorities to guide organization, deselection/replacement, and preservation decisions. In addition, the policy defines the scope of the existing collections and outlines recommendations for future development of collections. The policy is intended to build better communication between teaching faculty and librarians with collection development responsibilities, enabling them to evaluate progress in meeting collection goals. It should provide basic information to prepare and allocate library materials funds.

**D. The Library's official stance on intellectual freedom, censorship, and copyright issues**

The Houston Cole Library adheres to the position governing censorship and intellectual freedom adopted by the Council of the American Library Association and published in the association's *Library Bill of Rights*.

The Library also observes the copyright law of the United States (Title 17, United States Code) governing the making of photocopies or other reproductions of copyrighted material. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## **E. Brief overview of the collection**

### **1. History of collection**

Jacksonville State University traces its origins to establishment, in 1836, of the Jacksonville Male Academy and, in 1837, of the Jacksonville Female Academy. In 1869, Calhoun College was founded; two years later Jacksonville Male Academy merged with the college. The Alabama Legislature established the State Normal School in 1883, whereupon Calhoun College closed its doors transferring its land, its one building, books, and equipment to the school, which previously had absorbed the Jacksonville Female Academy. In 1929, the state Board of Education authorized the normal schools in Alabama to become four-year degree-granting institutions; thus Jacksonville State Normal School became Jacksonville State Teachers College. Because of the diversity of the curriculum, the word "Teachers" was dropped from the institution's name in 1957. In 1966, the Alabama Legislature and the Alabama State Board of Education changed the college's name to Jacksonville State University, removing administration of the institution from the State Board of Education to the Board of Trustees.

The Library at Jacksonville State University reflects this diversified past. Information about the Library and its collections prior to 1913 is sketchy. The first library facility mentioned in the *Normal School Bulletin* appeared in the 1913 issue and relates that the Library was housed in Hames Hall. After one renovation of the Library in 1924, the collection



was moved to the third floor of Bibb Graves Hall in 1930. Funds from the Public Works Administration enabled the college to erect its first totally dedicated library building in 1939. This structure was subsequently named the Ramona Wood Library, after the College Librarian who served from 1921-1953. Wings were added to the Library in 1963 and 1968. In 1972, the Houston Cole Library, named for the then President, was completed and the Ramona Wood Building was remodeled to house the College of Education (now College of Education and Professional Studies). With thirteen stories, the Houston Cole Library stands as the tallest academic edifice in the state.

In September 2014, the Audio-Visual (AV) Center changed its name and primary function. It became Instructional Media and Special Events Services (IMS). Due to this change in function, the materials housed in the AV Center were re-located to the appropriate subject floor and integrated into the regular collection.

## **2. Broad subject areas emphasized or de-emphasized**

The number of books transferred from Calhoun College to the Normal School is not known, but one source indicates that the school held approximately 1,000 books and subscribed to 20 journals and newspapers by the turn of the century. Accession records date from 7 April 1908, and report holdings of 996 volumes, reflecting an annual growth rate of slightly over 1,000 volumes. The collection continued to grow slowly until the middle 1960s when the institution envisioned its mission as that of a

comprehensive university, supporting the teaching, research, and service functions of its larger and increasingly diverse faculty and student body. This change in philosophy witnessed a significant increase in the Library operations budget; the book budget increased from \$30,000 to over \$300,000 between 1961 and 1971. The rapid increase also witnessed the growth in the number of professional librarians to maintain the collections and a marked variety in the format of library materials acquired. As the University's mission began to encompass a more comprehensive research purpose, the Library began to purchase primary source materials to fulfill this mission. In the mid-eighties, the availability of funds did not increase with the inflation rate of library materials, thus decreasing the number of titles added each year. This decline in purchasing power is illustrated by the decreases in the number of titles added: from 19,600 in 1977 to 7,500 in 1987. Since then, the number of items purchased has remained relatively constant. Despite the Library's inability to keep abreast of inflationary monographic and serials costs, the current Library holdings reflect a respectable collection consisting of over 795,000 titles, over 720 current journal subscriptions, over 59,250 electronic full-text titles, and over 20,000 audiovisual items.

The Library's collection management and development practices were also affected by its membership in OCLC in 1974. OCLC is the world's largest library consortium. As a member of OCLC, the Library contributes information to the world's foremost bibliographic database and

sets holdings to facilitate global resource sharing. Member libraries share resources with each other. Electronic catalog records have also led to better collection assessment measurements (e.g. analysis by age, subjects, and circulation statistics).

Another major contributor to changes in these practices was the creation of the Network of Alabama Academic Libraries (NAAL) in 1984. The presidents of Alabama's academic institutions offering graduate education and the Alabama Commission on Higher Education established NAAL to develop a statewide program to strengthen and share library resources supporting graduate education and research. NAAL has undertaken programs to help make academic information resources accessible statewide, correct deficiencies in collections, acquire needed research materials, and strengthen the abilities of library staff to provide research services. Its members include twenty academic institutions, seven research libraries, and the Alabama Commission on Higher Education. By encouraging sharing of resources held by libraries throughout the state, NAAL facilitates cost-effective and efficient use of Alabama's financial resources. NAAL awarded JSU Collection Development grants totaling \$92,026 from 1989-1994 to enhance the Business/Economics collection and \$12,909 for the Public Administration concentration in Environmental Sciences. To facilitate better resource sharing, NAAL funded the retrospective conversion of catalog records for the member libraries and administers a statewide ILL program among the

member institutions and the Alabama Public Library Service (APLS). In addition, the Alabama Libraries Exchange Services (Allies), a partnership of several Alabama academic libraries, allows patrons from the partner libraries to check out materials from the other partner libraries. ALLIES includes Auburn University, Auburn University at Montgomery, Jacksonville State University, University of Alabama, and University of Alabama at Birmingham.

The physical environment of the Houston Cole Library has, to a great extent, dictated the arrangement of the collections and the operations of the public services librarians. Housed in a thirteen-story building, the collections are divided onto nine separate floors. This arrangement has necessitated that library materials would not all be organized in a sequential Library of Congress Classification (LCC) scheme, as in most libraries. It has, however, given the opportunity for Librarians to arrange the collections along an interdisciplinary concept. Thus, with the exceptions of the second, fifth, and tenth floors, the library materials are organized in LCC sequence and share some subject relationship.

### **3. Collection locations**

Materials purchased with library funds are cataloged into the Library's catalog and circulate in accordance with the Houston Cole Library policies. They are assigned a location within the Library's collections and housed in the building. Library funds are not used to purchase departmental materials.

|                         |  |
|-------------------------|--|
| 2 <sup>nd</sup> Floor:  | General Works; Auxiliary Sciences of History; Philosophy, Ethics, & Religion; Library Science & Bibliography; Psychology                       |
| 3 <sup>rd</sup> Floor:  | History; Geography & Anthropology  |
| 4 <sup>th</sup> Floor:  | Commerce & Business Administration; Criminal Justice; Emergency Management; Political Science & Public Administration; Sociology & Social Work |
| 5 <sup>th</sup> floor:  | Education & Physical Education   |
| 6 <sup>th</sup> Floor:  | Art; Music; Languages and Related Literatures; Communication; Drama  |
| 7 <sup>th</sup> Floor:  | English Literature; American Literature; Western European Literature   |
| 9 <sup>th</sup> Floor:  | Biology; Chemistry; Geology; Nursing; Mathematical, Computing, and Information Sciences; Physics & Engineering                                 |
| 10 <sup>th</sup> Floor: | Technology; Family and Consumer Sciences; Law; Military Science; Agriculture; Alabama Gallery  |

#### **F. Organization of the Collection Management and Development Program**

Members of the Collection Management and Development Group (CMDG) are recommended to the Dean of Library Services each year by the Head of Public Services and Head of Technical Services. The final decision lies with the Dean who makes the committee appointments. The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within their disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also

guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students, and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**G. Budget structure and allocation policy**

The Library has two separate materials budgets. The budgets are subdivided into subject fund accounts. These are maintained in the acquisitions module of the Library's integrated library system (Voyager). Allocations are made in accordance with the various collection development policies and assessments.

**H. Relationship to policies and programs for management of collections, such as preservation, storage, replacement, deselection, and access**

In addition to their responsibility as selectors and departmental liaisons, the subject specialists are also responsible for the management of the Library's collection. These responsibilities include the preservation of Library materials and deselecting/replacing materials according to the guidelines outlined in the subject narrative statements. In order to accomplish these goals, the subject specialists must work closely with the Library administration and the technical services librarians to insure that the policies and procedures developed reflect current and cost-effective library management practices.

**I. Cooperative collection development agreements**

Currently, Jacksonville State University has no cooperative collection development agreement with any other institutions in the state or region. It does, however, enjoy membership in NAAL, which promotes and funds resource-sharing throughout the state through consortium pricing, licensing, and subsidizing of electronic resources. The entirety of the Library's holdings is included in WorldCat. In addition, Jacksonville State University offers upper-division, off-site degree programs at Gadsden State Community College and over 30 completely online programs. The Library supports these programs through the Web-based catalog and electronic resources accompanied by document delivery services.

**J. Policies related to equipment purchase and technical support for on-site and remote electronic files and texts**

Equipment for access to electronic files and texts is upgraded as needed. The Head of Public Services, the Head of Technical Services, the Distance Education/Electronic Resources Manager, the Electronic Resources/Documents Librarian, the Systems Administrator, the Division of Information Technology, and, in limited cases, vendors/providers support on-site and remote access.

## **II. General Collection Management and Development Policy**

The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty, and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. A library liaison network is used to assist in the dissemination of information to the departments. The subject specialist librarian is the lead selector and is expected to maintain close communication with the teaching faculty and academic departments within his/her disciplines. To insure currency and appropriateness of selected materials, and to facilitate planning for future programs and departmental needs, communications are processed through a formal, appointed liaison network. Selectors are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal contacts are maintained with teaching faculty, students, and other library patrons through the subject specialist's capacity as a reference or resource person. This interaction with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services. The primary criteria for selecting any resource is the extent to which it is relevant to the curriculum, improves the overall library collection, aids in the research needs of the University's faculty and staff, and/or enhances the Library's access to information. Deselection involves the removal from the active collection of materials to be discarded, stored, or transferred to a special collection. Replacement involves the acquisitions of materials previously held and deselected



by the Library. Primary responsibility for deselection/replacement decisions lies with the subject specialists. Teaching faculty will be consulted when appropriate.

**Selection criteria to consider are:**

- ❑ Scope: Does the work support the mission and goals of the JSU curriculum? Is the work written in English or English translation? What geographical area is covered by the intellectual content and/or publication sources, and what specific areas are excluded? What chronological period does the material cover in terms of intellectual content, movements or schools, and specific periods?
- ❑ Content: Is the work of a scholarly nature? Does the work go into enough detail, or is it superficial? Is the work presented at a level (vocabulary, visual, etc.) that can be comprehended by the intended user? How suitable is the length? Does the work offer an intellectual challenge? Are all sides of a question presented fairly, or is there evidence of bias? If so, is it a hidden or openly admitted bias?
- ❑ Authority: What is the background and reputation of the author or creator? Of the publisher? Of the sponsoring body?
- ❑ Currency: How up-to-date is the information? In revised editions, how much revision has been done?
- ❑ Reliability: How accurate is the information presented? For electronic resources, how reliable is the URL?
- ❑ Comparison with similar resources: Does the Library provide this information in another source?

- Special features/problems: Is special equipment needed to use this work? Does the Library own such equipment? How permanent is the content of this work? Will it soon become obsolete because of the format or content? Is the medium well established in the marketplace, or is it one that may be changed or replaced in the near future?
- Technical support: For electronic sources, does the vendor provide good technical support? Is there a toll-free phone line or website for support? What user documentation is available? Will this acquisition/subscription require special training?
- Cost: Is there a less expensive substitute that will serve the same purpose? What are the processing costs? The storage costs? Is the medium well established in the marketplace, or is it one that may be changed or replaced in the near future?

**Criteria for deselection/replacement of materials are:**

- Missing Materials: Materials missing in inventory after three semesters will be withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and budget.
- Physical Condition: Materials deselected for reason of poor condition will be replaced if they meet the selection criteria, are available, and budget permits. If replacement copy is unavailable for an item still needed in the collection, every effort should be made to preserve it.
- Obsolescence of Information: Materials that contain obsolete or erroneous information and do not retain some historical, seminal, or research value

should be discarded. This factor is particularly applicable in rapidly changing fields such as technology and the sciences.

- Multiple Copies: Excess multiple copies of seldom-used titles should be deselected.
- Later Editions: Replacement by a later edition depends on subject matter, length of time between editions, circulation, or extent of revision.
- Government Documents: Government Documents selected for discard will be handled in accordance with Federal Depository Library Program disposal regulations.
- Superseded Works: Works superseded or cumulated in more comprehensive publications should be deselected.

#### **A. Types of Publications :**

1. Books: Monographs are acquired for all disciplines in hardback, paperback, and electronic (E-book) format. The teaching faculty is invited and encouraged to participate in the collection management and development process. Monograph orders are accepted from any administrator, faculty member, staff member, or student. Publisher's announcements, approval notices, and reviews are disseminated to the library liaisons in each department. Requests are routed to the appropriate subject specialist. The subject specialist reviews the request to check for duplications and determines its appropriateness for inclusion in the collection. Approved requests are returned to the Serials and Acquisitions Librarian for review, processing, and encumbrance. They

are usually acquired through book vendors who purchase the materials from trade, professional, and university press publishers. Other monographs are acquired through standing orders, blanket orders, approval plans, and by direct purchase from the publisher. Subscriptions to E-book collections are also purchased.

2. Periodicals: Usually, serial requests are initiated by the teaching faculty or the subject specialists and are placed with the Serials and Acquisitions Librarian. The Serials and Acquisitions Librarian consults with the subject specialists as to the appropriateness of the request. EBSCO is the Library's serials vendor, and most subscriptions and serials standing orders are acquired through its service. Selected serials are ordered directly from the publisher or association. Scholarly serials are purchased in all formats for all areas of the curriculum, as well as those of a popular or current awareness nature. Selected serials are bound or archived in electronic format.
3. Newspapers: Newspapers are acquired on a selective basis and in all formats. Emphasis is placed on regional, state, and major U.S. and foreign newspapers. Indexed newspapers receive highest priority. Selected newspapers are bound or archived in electronic format.
4. Textbooks: With the exception of the materials collected for the K-12 Textbook Collection, the acquisition of textbooks is strongly discouraged. Exceptions are allowed at the specific request of an instructor, who requests the material for Reserve, or when the work itself

is of a seminal, historical, or other significant nature. As a library review site for the State Board of Education, the Library receives review copies of the student text and all other associated materials for each textbook under consideration for adoption by the state. Teacher's editions generally are not included in review site materials. The textbooks for review are housed in a special location and do not circulate until after the adoption review period has ended. At that time, the textbooks are reviewed by the subject specialist and, if selected, are processed into the K-12 Textbook Collection on the Education floor.

5. Reprints: Reprints are evaluated in the same manner as other monographic and serial requests.
6. Dissertations and Theses: Acquired on a selective basis, usually at the request of a teaching faculty member. The Library provides electronic access to over 55,000 dissertations and theses via ProQuest Central, which are searchable using a search widget specifically targeting dissertations and theses. In addition, the Library provides access to 24-page previews of dissertations and theses through the ProQuest Digital Dissertations & Theses A&I database. One copy of all theses and dissertations from Jacksonville State University graduates is acquired for the Alabama Gallery.
7. Maps: Maps and charts are purchased on a selective basis. GPO maps are supplied as part of the Federal Depository Program and are housed in the map cabinets.

8. Pamphlets: Acquired through the Federal Depository Program. These are housed in the GPO vertical file cabinet.
9. Art works: Not collected.
10. Posters: Are acquired on very selective basis. Preference is given to free items.
11. Musical Scores: Musical scores are purchased selectively.
12. Musical Sound Recordings: Musical sound recordings are purchased selectively.
13. Audio and Visual Materials: All non-print media and multimedia, including streaming media, formats are acquired, unless obsolete.
14. Computer Software: The Library does not purchase computer software. The University's Division of Information Technology coordinates these purchases. Library materials with accompanying computer software are collected.
15. Electronic Formats: Electronic resources require computer access. These may be online or offline resources. Subject specialists, administrators, faculty, staff, and students are strongly encouraged to review online resources for addition to the Library's collection. Information on electronic sources will be routed to the subject specialists and departmental liaisons for evaluation. Evaluated commercial selections for purchase/subscription will be sent to the Serials and Acquisitions Librarian for review for inclusion in the Library collection. Trial access to suggested databases will available on the Library's website along with

an online evaluation submission form. Selected websites are evaluated by the subject specialists. Those sites approved are made available through the Library's website and the links are maintained by Library personnel. A descriptive catalog record for appropriate sites will be incorporated into the Web-based catalog that provides links to the resources through the URLs. Access will be granted locally and remotely. Remote access to purchased content is restricted to JSU authorized users (faculty, administrator, staff, or student) through secure links.

- a. Licensing: The HCL participates in the NAAL consortium in order to take advantage of aggregated purchasing agreements. It seeks consortial licensing opportunities whenever possible. The HCL will negotiate and comply with vendor licensing agreements. Licenses should:
  - ❑ Comply with the limitations set by Alabama law
  - ❑ Provide the HCL with rights to the content for which it has paid
  - ❑ Should not require the HCL to police the use of or hold it libel for the use of the information
  - ❑ Should require only "reasonable effort" on the part of the HCL to address misuse by HCL patrons when discovered by the publisher or vendor

- ❑ Allow use by all of JSU's faculty, administration, staff, and students as well as casual walk-in patrons
  - ❑ Should permit "fair use" of the information, which means including the same sorts of curricular and research purposes that have been pursued with print materials
  - ❑ Should allow the HCL to enhance the use of the data to make it more visible or convenient as needed, e.g. online reserves
  - ❑ Respect the confidentiality of information about individual users and their use of the information
  - ❑ Provide for reciprocal rights to terminate the license agreement
  - ❑ Provide use data to facilitate internal needs and service analysis.
- b. Archiving: It is desirable that offline electronic products include the right to retain the information in the medium purchased, and that, should the physical medium require obsolete hardware, the right to transfer the information content to a future medium be reserved. Online resources cause concerns, as there is no physical possession. A vendor's assurance of perpetual rights cannot assuage concern for continued access should the vendor cease to exist. License



agreements or copyright guides pertaining to archiving are followed.

16. Tests: Not collected.

17. Other:

Vertical File Material: Not purchased. Free materials acquired selectively. Ephemeral Government Documents are classed by SUDoc number and filed in a special Vertical Cabinet location.

Kits: Acquired on a selective basis. In some instances, kits received as part of the State Textbook Adoption Program are housed in the Ramona Wood Teaching Learning Center. Records for these materials are entered into the Library's catalog with a special location designated.

Loose-leaf Materials: Purchased on a selective basis.

- B. Collections of local history, rare books, manuscripts, realia, or archival materials:** The Houston Cole Library collects, as exhaustively as possible, library and archival materials relating to Alabama. Alabamiana is defined as materials written by Alabama authors, about Alabama, or about Alabamians. In addition, works relating to JSU are actively sought and housed in the Alabama Gallery. Normally, rare books are not purchased, but donations of rare items are accepted for inclusion in the Alabama Gallery's Rare Book collection. In addition, circulating materials that are found to be unique are transferred to the Rare Book Collection.
- C. Children's materials:** Monographs are collected for the Juvenile Collection, which is a separate special collection on the Education subject floor.

- D. Fiction:** Acquired to support the curriculum and selectively for leisure activities.
- E. Languages and translations:** Preference is given in all selections to English editions or to those works translated into English. Exceptions include, but are not limited to, works intended for the foreign language program.
- F. Local authors' publications:** Works by state, local, and University authors are collected extensively. One copy is housed in the Alabama Gallery.
- G. Popular versus scholarly works:** Priority is always given to scholarly works, but a selective number of materials are ordered to cover the leisure and remedial needs of the library patrons.
- H. Multiple copies:** Purchased when high demand is demonstrated or anticipated, and at the request of teaching faculty members when proper justification can be shown. Two copies of Alabama materials, one for the Alabama Gallery and a second for the circulating collection, are purchased when available and budget permits.
- I. Reserve materials:** Reserve materials hold the highest acquisition priority and are collected in all formats. All efforts are made to ensure that materials requested for the Reserve area are acquired and processed in a timely manner. The teaching faculty or the subject specialists generate requests based on curriculum support and patron demand. The Reserve area is located in the Lobby of the Library.
- J. Reference works:** Each subject collection has a supporting reference section. Every effort is made to ensure that the reference collections are

current in content and reflect the principal reference sources for each discipline.

**K. Government Publications:** The Houston Cole Library is a selective depository for the Federal Depository Library Program (FDLP). The FDLP has migrated to a dual environment where most documents are available in tangible and digital format. Some documents are available only in digital format. The Government Publishing Office provides FDLP libraries with administrative support, collection development resources, and access services (identification, evaluation, selection, authentication, organization, and cataloging), as well as systems for permanent accessibility of digital resources. The library will integrate records with links for selected documents into the Web-based catalog.

**L. Acquisitions procedures affecting collection policies:**

1. Standing Orders: The Library has a number of standing orders.

Information about specific titles for each subject area can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

2. Approval Plans and Blanket Orders: The Library currently has a number of approval plans and blanket orders. Information about specific titles, series, or publishers for each subject area can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

3. Gifts and Exchanges: The Library will accept donations of library materials and monetary gifts designated for the purchase of library materials in accordance with the following criteria:
- ❑ Publications received as gifts will be evaluated by the same standards that apply to new materials being selected.
  - ❑ The Library has the right to retain or dispose of any gift materials at the discretion of the librarians. Donors should be made aware of this.
  - ❑ Normally, the Library will not accept added copies of materials already in the collection.
  - ❑ Appraisal of gift materials to the Library is the responsibility of the donor. The Library does not appraise gifts.
  - ❑ Gift materials requiring continuing obligations on the part of the Library should not be accepted without serious consideration of the Library's ability to keep the materials up-to-date.
  - ❑ Currently, the Library has an exchange agreement with EBSCO's Missing Copy Bank. Government Documents are offered for exchange in accordance with the FDLP requirements. Other deselected materials are offered for purchase to backfile vendors.

**M. Expensive Purchases:** Criteria are based on current and anticipated need, cost, availability of funds, alternative source options, and interlibrary loan options.

**N. Interdisciplinary Collections:** The Library is divided into eight subject floors with reference, periodical, and microform collections on each one. Interdisciplinary acquisitions are justifiable because more needs are met with a single source. The LC classification determines the subject floor on which the materials reside. Responsibility for evaluating and maintaining these sources sometimes involves more than one subject librarian or department in consultation with the Serials and Acquisitions Librarian.

**O. Access and Ownership Policies:** Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide fee-based per use access services. The Library will maximize access to electronic resources through several means: cataloging of each subscription-based or purchased resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

**AGRICULTURE  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** As there is not a degree program in the area of Agriculture, the primary purpose and emphasis of the Agriculture collection is to support teaching and research in the degree areas related to this field: Biology; Business; Chemistry; Economics; Education; Emergency Management; Environmental Sciences; Family and Consumer Sciences; Public Administration; and Technology. Secondary support is directed to students and faculty with special research projects and interests.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Preference is given to information about agriculture in the United States. Detailed and specialized sources about the state of Alabama and the Southern region of the United States are collected.
  3. Chronological Periods: Emphasis is given to information about the current era; however, no period is excluded from consideration.
  4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications S-SK define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

Publications encompassing animal husbandry, landscaping, forestry, aquaculture, wildlife management, plant culture, farm management, and soil conservation are acquired extensively. Historical material dealing with the development of Agriculture, including biographies and autobiographies are collected. Materials on legal and ethical aspects of Agriculture and works written on a popular level are purchased selectively. The Reference Collection mirrors and supports the retrospective contents and current acquisition practices as outlined herein. Major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Agriculture. Standard Agricultural dictionaries, encyclopedias, handbooks, directories, yearbooks, and biographical reference, and statistical abstracts are updated

regularly. The Reference Collection is continuously reviewed to affect the transfer, on a regular basis, of certain titles into the circulating collection. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; General Works; History; Law; Political Science and Public Administration; Biology; Chemistry; and Environmental Sciences.
2. Other Resources: Electronic resources; Audio-Visual materials; General Reference Collection; Alabama Department of Agriculture and Industries; Calhoun County Extension Service; the Auburn University College of Agriculture; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can



expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Agriculture Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is of primary importance in the field of Agriculture. Every effort is made to insure that the collection is up to date and germane to the degree programs offered. Thus, erroneous or dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.

Additionally, specialized subject bibliographies should be identified and utilized when possible.

**ALABAMA GALLERY  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The Alabama Gallery Collection embraces all disciplines. The purpose of the collection is to serve researchers whose interests pertain to Alabamiana. The Gallery consists of two divisions: The Alabama Collection and the Rare Book Collection.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in other languages are not excluded.
  2. Geographical coverage: Primary emphasis in the Alabama Gallery is on books related to Alabama. There are no limitations for the Rare Book Collection.
  3. Chronological Periods: No limitations.
  4. Dates of Publication: For the Alabama collection, in-print publications receive priority; however, selected retrospective materials are purchased as budget permits. There is no limitation on imprint dates for the Rare Book Collection.
- C. Types of Material:**
1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
  2. Exclusions: Excluded are posters, art works, and computer software.

- D. Treatment of Subject:** The LC Classifications A-Z define the scope of the collection. **The recommended collection level for the Alabama Collection is a 5E, Comprehensive Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing Alabama or Alabama authorship are collected. Archival copies of all theses and dissertations completed at Jacksonville State University are acquired. In addition, the Alabama Gallery serves as the primary agency for preservation of historical materials relating to Jacksonville State University. When possible, two copies of Alabamiana are purchased, one for general circulation and one for the Alabama Collection. Rare books include, but are not limited to, early imprints, autographed books, first editions, and books with unique features. For the Alabama collection, in-print publications receive priority; however, selected retrospective materials are purchased as budget permits. There is no limitation on imprint dates for the Rare Book Collection.
- E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Serials and Acquisitions Librarian Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by all other collections in the library.
2. Other Resources: Electronic resources; Alabama Department of History and Archives; the Anniston-Calhoun County Public Library; ; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
  - a. Acquisitions Plans Affecting the Alabama Gallery Collection:  
Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be

obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection. Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."

- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and “Outstanding Academic Books” which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.



**AMERICAN LITERATURE  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in English and the Bachelor of Science in Education, for those majoring in the teaching fields of English or Language Arts. In addition, support is given to the minors in Business and Technical Writing, Creative Writing, and English. At the Master's level, support is directed for the Master of Arts in English. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are acquired very selectively and usually in English translation.
  2. Geographical Coverage: Geographic guidelines are dictated by the author's country of origin. Thus, the American Literature collection consists of publications by and about colonial American authors or authors born or raised in the United States

3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budgets permit.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms..
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications PS and PZ1-PZ4 define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** All literary genres are collected. Publications of major American authors and those authors emphasized in the curriculum are given priority. Expansion of the literary canon in the 1990s has created a need to balance the collection by increased acquisitions in the areas of ethnic and gender literature. The Reference Collection mirrors and supports the retrospective contents and current acquisition practices as outlined herein. Major English language abstracts, indices, bibliographies, and databases are purchased to provide access to American Literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and yearbooks are updated regularly. Specialized

reference works are added to the collection based on the degree to which they support the curriculum. Priority is always given to scholarly works, but a selective number of materials such as an author's first work, bestsellers, or popular fiction are acquired. Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budgets permit. Evaluation of electronic databases and Websites for possible addition to the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Art; Audio-Visual; Communication; Drama; English Literature; General Works; History; Languages and Related Literatures; Music; and Western European Literatures.
2. Other Resources: Electronic resources; Websites; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can

expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the American Literature Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be identified and utilized when possible.

**ART**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum and the Baccalaureate Art Program: Art History and Studio Art (painting, drawing, printmaking, ceramics, photography and commercial design), and the Master of Fine Arts (MFA degree) with a major in Visual Communication Design. The department of Art is accredited with the National Association of Schools of Art and Design (NASAD), and a member of the College Association of Art (CAA). Secondary support is directed to faculty research and teaching, and research assistance for local area artists. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical coverage: Primary emphasis is on art and artists of the United States; secondary emphasis is on European art and artists; tertiary attention is given to art of the western hemisphere. Selected purchases of materials covering non-western and primitive art are collected.

3. Chronological Periods: Emphasis is on the 21st-century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, retrospective materials are purchased in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications N-NX, TR, and TX define the scope of the collection. **The recommended collection level is 3bP, Intermediate Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Works on the history, technique, and development of Art, including biographies and autobiographies of artists and other prominent people in the art world, are collected. Materials on legal, ethical, social, educational, and psychological aspects of Art as well as works written on a popular level to explain Art to the non-artist are acquired. Less essential items, such as works on aesthetics or research publications in Art education, are purchased selectively. Monographic works treating the craftsman, the collector, or museum researcher are acquired discriminately. The Reference Collection mirrors and supports

the retrospective contents and current acquisition practices outlined herein. Standard print literacy and language dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible addition to the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: American Literature; Audio-Visual; Commerce and Business Administration; Drama; Education; English Literature; General Works; History; Languages and Related Literatures; Music; Psychology; and Western European Literature.
2. Other Resources: Electronic resources; Birmingham Museum of Art; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than



ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisition Plans Affecting the Art Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming

video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**AUXILIARY SCIENCES OF HISTORY  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The Auxiliary Sciences of History Collection embraces all disciplines. The purpose of the collection is to provide secondary support in the fields of Anthropology, Geography, History, and Political Science and Public Administration.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively.
  2. Geographical coverage: No limitations.
  3. Chronological Periods: No limitations.
  4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.
- C. Types of Material:**
1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
  2. Exclusions: Excluded are posters, art works, and computer software.
- D. Treatment of Subject:** The LC Classification C defines the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing the history of civilization, general

archaeology, archives, technical chronology, numismatics, epigraphy, heraldry, genealogy, and general collective biography are collected. Works of a popular nature are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major indices, abstracts and bibliographies, are purchased to provide access to the literature of general history. Standard dictionaries, encyclopedias, almanacs, handbooks, and directories are collected. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; General Works; Geography and Anthropology; History; Philosophy, Ethics and Religion; and Political Science and Public Administration.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Auxiliary Sciences of History Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions

Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.

Additionally, specialized subject bibliographies should be identified and utilized when possible.

**BIOLOGY**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate and Master's levels. Areas of concentration for the Bachelor of Science degree are: Cellular Biology, Ecology/Environmental Biology, Marine Biology, Pre-Health Professional Biology, and Organismal Biology. In addition, a Bachelor of Arts degree with a major in Biology is offered. Concentrations offered in this degree are General Biology and Naturalist. Collection concentration also supports the departmental minor fields of Biology or Special Studies. Further support is directed to the Bachelor of Science in Education program for those majoring in the teaching field of Biology. At the Master's level, support is directed for the Master of Science in Biology. In addition, supporting courses are offered for the Master of Arts in General Studies and the Master of Science in Education with a major in Secondary Education with a teaching field in Biology or General Science. Secondary support is directed to faculty teaching and research, and research assistance for local biologists. A tertiary, but significant, area of the Biology Collection is the holdings in Agriculture, Plant Culture, Forestry, Animal Culture, Aquaculture, and Wildlife Management. The interdisciplinary nature of the biological sciences requires that students and faculty consult related collections in the Library.



**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Biological Sciences in the United States and secondary emphasis is on World Biological Studies.
3. Chronological Periods: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications QD-QR, S-SK define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing natural history, genetics, ecology, cytology, biological physiology, biological anatomy, animal

behavior and psychology, embryology, microbiology, and taxonomy are collected. Historical material dealing with the development of the biological sciences, including biographies and autobiographies of biologists and naturalists are collected. Materials on legal, ethical, and environmental issues in the Biological Sciences are purchased. Works of a popular nature are collected selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language Biology abstracts, indices, and bibliographies are purchased to provide access to the literature of Biology. Standard Biology dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Agriculture; Audio-Visual; Chemistry; Family and Consumer Sciences; and General Works.

2. Other Resources: Electronic resources; Alabama Fish and Game Department; Alabama Fish Hatchery; Marine Environmental Science Consortium Sea Laboratory; U. S. Soil Conservation Service; the Calhoun County Office of the Alabama Cooperative Extension System; U. S. Department of Agriculture; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
  - a. Acquisitions Plans Affecting the Biology Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be

obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection. Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is of primary importance in the field of Biology. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on

Deselection/Replacement in the "General Collection  
Management and Development Policy."

- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**CHEMISTRY**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum and Baccalaureate levels. A Bachelor of Science degree with a major in Chemistry is offered, with Biochemistry, Environmental, or General Chemistry options. Further support is directed to the Bachelor of Science in Education for those majoring in the teaching field of General Science. Additionally, courses are offered at the Master's level in support of the major in Secondary Education with a teaching field of General Science and the Master of Public Administration with a concentration in Environmental Science Management. In addition to supporting students seeking a major or minor in Chemistry, the collection supports those students wishing to follow a professional program leading to a career as a professional chemist. Secondary support is directed to faculty teaching and research, and research assistance for library patrons. The interdisciplinary nature of the chemical sciences requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

2. Geographical Coverage: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications QD and TP define the scope of the collection. **The recommended collection level is 3bE, Intermediate Study of Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing analytical chemistry, inorganic chemistry, organic chemistry, physical and theoretical chemistry, and crystallography are acquired extensively. Historical materials dealing with the development of Chemistry, including biographies and autobiographies of chemists are collected. Works of a popular nature are collected selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and

bibliographies are purchased to provide access to the literature of Chemistry. Standard chemical dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Biology; Agriculture; Family and Consumer Sciences; General Works; Nursing; and Technology and Engineering.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide



online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Chemistry Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is of primary importance in the field of Chemistry. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**COMMERCE AND BUSINESS ADMINISTRATION  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's levels. Areas of concentration at the Baccalaureate level include: Accounting, Economics, Finance, International Business, Management and Information Management/E-Commerce and Marketing. A major in Urban Economics/Real Estate Development is also supported. At the Master's level, the collection supports the research and teaching activities leading to the Master of Business Administration. In addition, it supports the area of concentration in business administration within the Master of Public Administration. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on Commerce and Business Administration in the United States, but other geographic areas are included for consideration.
  3. Chronological Periods: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications H-HJ define the scope of the collection. **The recommended collection level is 3cP, Advanced Study or Instructional Support Level in the Primary Language, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing statistics, economics, demography, economic history and theory, agriculture, industry, labor, communication and transportation, commerce, e-commerce, finance, and public finance are collected. Historical material dealing with the development of Commerce and Business Administration, including autobiographies and biographies of prominent professional business figures and scholars of the discipline, are collected. Works of a popular nature are selectively acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, electronic databases, and bibliographies are purchased to provide access to the

literature of commerce and business administration. Standard commerce and business dictionaries, encyclopedias, handbooks, directories, biographical references, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Criminal Justice; Education; General Works; Nursing; Political Science and Public Administration; Psychology; and Sociology and Social Work.
2. Other Resources: Electronic resources; Alabama Department of Agriculture & Industries; Alabama Department of Economic & Community Affairs; Alabama Department of Environmental Management; Alabama Department of Industrial Relations; Alabama Development Office; Alabama Real Estate Commission; Center for Business and Economic Research (UA); Center for Economic Development (JSU); Federal Trade Commission; U. S. Department of Labor; area Chambers of Commerce; other academic institutions in the

state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

- a. Acquisition Plans Affecting the Commerce and Business Administration Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is of primary importance in the field of Commerce and Business Administration. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and “Outstanding Academic Books” which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.



**COMMUNICATION  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum and the Baccalaureate Communication Program: Communication Law, Communication Theory, Media Ethics, and Radio and Television Production. In addition, support is given to the minor in Communication. Secondary support is directed to faculty teaching and research, and research assistance for local area communication professionals. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on Communication in English-speaking areas; secondary emphasis is on Communication as practiced in other developed countries. Very selected purchases are made of materials covering Third World and developing nations.
  3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications HE and PN define the scope of the collection. **The recommended collection level is 3bP, Intermediate Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing journalism and the mass media, particularly those dealing with the technical, sociological, professional, legal, and ethical aspects of communication are collected extensively. Historical materials dealing with the development of communication studies, including biographies and autobiographies of communication theorists, journalists, broadcasters, actors, screenwriters, and other notable media figures are acquired. Works of a popular nature are purchased selectively. The Reference Collection mirrors and supports the retrospective contents and current acquisitions practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are obtained, in any available format, in order to provide

access to the literature of communication. Standard print literary and language dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Internet sites for possible addition to the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Art; Audio-Visual; Commerce and Business Administration; Drama; General Works; Law; Languages and Related Literatures; Political Science and Public Administration; Sociology and Social Work; and Technology and Engineering.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than

ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Communication Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming

video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is of primary importance in the field of Communication. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**CRIMINAL JUSTICE  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the e Core Curriculum, Baccalaureate, and Master's levels. Areas of concentration at the Baccalaureate level include Corrections, Forensic Investigation, Law Enforcement, Loss Prevention, and Security Administration. At the Master's level the collection supports the research and teaching activities leading to the Master of Science with a major in Criminal Justice and supporting courses for the MA with a Major in Liberal Studies. In addition, it supports the area of concentration in Criminal Justice within the Master of Public Administration program. Secondary support is directed to faculty teaching and research. A tertiary area of support is directed to the activities of the Northeast Alabama Police Academy. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the primary language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on society in the United States, but other geographic areas are included for consideration.

3. Chronological Periods: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classification HV6001-HV9960 define the scope of the collection. **The recommended collection level is 3cP, Advanced Study or Instructional Support Level in the Primary Language, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing law enforcement, ethical issues, corrections, forensics, police administration, prison administrations, polygraph, juvenile delinquency, criminology, and crime are collected. Historical materials dealing with the development of criminal justice, including autobiographies and biographies of criminologists, are purchased. Works written on a popular level are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language

abstracts, indices, electronic databases, and bibliographies are purchased to provide access to the literature of criminal justice. Standard criminal justice dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Emergency Management; Forensic Medicine; Law; Nursing; Philosophy, Ethics, and Religion; Psychology; Political Science and Public Administration; Sociology and Social Work; and Toxicology.
2. Other Resources: Electronic resources; Alabama Alcoholic Beverage Control Board; Alabama Board of Pardons & Parole; Alabama Department of Corrections; Alabama Department of Forensic Sciences; Alabama Department of Public Safety; Alabama Department of Youth Services; Department of Homeland Security; Federal Bureau of Investigation; the National Criminal Justice Reference Service;



other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

- a. Acquisitions Plans Affecting the Criminal Justice Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this

collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is of primary importance in the field of Criminal Justice. Every effort is made to insure that the collection is up-to-date and germane to the programs offered. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and*

*Medium-sized Libraries and Media Centers; Best Books for Academic Libraries; Resources for College Libraries; Magazines for Libraries; and “Outstanding Academic Books”* which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**DRAMA**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum and Baccalaureate Drama programs: Acting, Directing, and Stagecraft. Collection concentration also supports the departmental minor. Further support is directed to the Bachelor of Science in Education Program for those majoring in the teaching field of Drama. Secondary support is directed to faculty teaching and research, and research assistance for local area drama teachers and theatre performers. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Dramatic works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on Drama in the western world; secondary emphasis is on theatre as practiced in the major eastern countries. Selected purchases are made of materials covering Third World and developing nations.
  3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications GV1541-1860, P-PN, and MT955-956 define the scope of the collection. **The recommended collection level is 3aP, Basic Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing the performing arts, dramatic composition, dramatic representation, stage, costume design, make-up, and theatrical design are collected. Historical material dealing with the development of western drama, including biographies and autobiographies of playwrights, performing artists, and others active in the dramatic arts, are collected. Materials on technical, legal, and ethical aspects of theatre as well as works written on a popular level are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are obtained, in any available format, in order to provide

access to the literature of Drama. Specialized dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Websites for possible addition to the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: American Literature; Art; Audio-Visual; English Literature; Communication; Education; General Works; Geography; History; Languages and Related Literatures; Music; and Western European Literatures.
2. Other Resources: Electronic resources; Alabama State Theater; ; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource

sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Drama Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a

number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be identified and utilized when possible.



**EDUCATION**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Baccalaureate, Master, and Educational Specialist levels. Within the Department of Curriculum and Instruction, the areas of concentration include Early Childhood Education, Elementary Education, and Special/Collaborative Education. The Department of Educational Resources offers courses in the following areas: Educational Foundations, Educational Psychology, and Instructional Media. The Department of Secondary Education offers course in six to twelve program areas. An alternative fifth-year certification is available for students who hold Bachelor degrees with a major in a field of study other than teacher education and for students who have teaching certification in one field but wish to change to another at the Master's level. At the Master and the Educational Specialist levels, the majors are: Community Agency Counseling, Collaborative Teacher, Counselor Education, Early Childhood Education, Early Childhood Special Education, Elementary Education, Instructional Leadership, Library Media, Music Education, Physical Education, Reading Specialist, Secondary Education, Special Education, and Sports Management. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively to support education research.
2. Geographical Coverage: Primary emphasis is on Education in the United States; secondary emphasis is on Education in the English speaking countries. Selected materials covering other areas are purchased for comparative purposes.
3. Chronological Periods: Primary emphasis is on Education in the 21st century; however, earlier educational research and historical materials are sought.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. As a library review site for the State Board of Education, the Library acquires an approval copy of the student texts under consideration for adoption by the state. These are housed in a special location and do not circulate until after the adoption review period has ended. At that time the textbooks are processed into the K-12 Textbook Collection. Educational textbooks are not purchased unless

they are of seminal or historical value. Juvenile books representing all subjects and formats (e.g., picture books, dictionaries, and anthologies) are acquired for the Juvenile Collection. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications L-LT, Textbooks A-Z, and Juvenile A-Z define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing the history of Education, theory and practice of Education at all levels, educational psychology, counseling, wellness, individual educational institutions, school law, sports law, ethics of education, school reform, special education, physical education, recreation, educational technology, computer-assisted instruction, media centers, and special aspects of education are collected. Historical materials dealing with the development of Education, including autobiographies and biographies of educators, educational administrators, and educational theorists, are acquired. Popular treatments are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. The major indices, abstracts, and bibliographies are purchased to provide access to the literature of

Education. Standard educational dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical resources are updated regularly.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; American Literature; Audio-Visual; Biology; Chemistry; Drama; English Literature; Family and Consumer Sciences; General Works; Geography and Anthropology; Geology; Health, Physical Education, and Recreation; History; Languages and Related Literatures; Law; Library Science; Mathematical, Computing, and Information Sciences; Music; Nursing; Philosophy, Ethics, and Religion; Physics; Political Science and Public Administration; Psychology; Sociology and Social Work; and Western European Literatures.
2. Other Resources: Electronic resources; JSU Teaching/Learning Center; Alabama Commission on Higher Education; Alabama Department of Secondary Education; Alabama Department of Education; U.S. Department of Education; Alabama High School

Athletic Association; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they could expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

- a. Acquisition Plans Affecting the Education Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/ Approval Plans: The Library currently has a number of blanket orders/approval plans covering this

collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books"

which is published in the January issue of *Choice*.

Additionally, specialized subject bibliographies should be identified and utilized when possible.

**EMERGENCY MANAGEMENT  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, Master's, and Doctoral levels. Baccalaureate degrees offered are the Bachelors of Science Degree in Emergency Management with a Minor in Homeland Security or a Minor in Public Safety Telecommunications. A minor in Emergency Management is also offered. Areas of concentration at the Master's level include: Crisis Management; Hazard Assessment and Recovery; Terrorism and Counter Terrorism; and other analytic and management skills. A Graduate Certificate in Emergency Management is also available. At the Master's level, the collection supports the research and teaching activities leading to the Master of Sciences. Further support is directed to the Doctor of Science in Emergency Management. Some of the areas of focus are: Advanced Data Analysis; Hazards Risk Management; Health Care Systems; Risk-Based Response and Recovery Strategy; Systems Thinking and Applications; and many other areas. In addition, it supports the area of concentration in Public Administration with a concentration in Emergency Management. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.



**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Emergency Management in the United States, but other geographic areas are included for consideration.
3. Chronological Periods: Emphasis is on 21<sup>st</sup>-century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, retrospective publications are purchased in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications HE, HV, P-P99, RA, TD, and TH9000 define the scope of the collection. **The recommended collection level is 4S, Research Level in the Primary Language along with selected other language materials.** Publications encompassing law (federal and state); telecommunications; damage assessment and recovery; public health; environmental technology; terrorism/counter-terrorism; fire

fighting; sociology; psychology; criminal justice; hazardous materials; and emergency management are collected extensively. Historical materials dealing with the development of Emergency Management, including autobiographies and biographies of prominent professional figures and scholars of the field are collected. Works of a popular nature are selectively acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language Emergency Management abstracts, indices, electronic databases, and bibliographies are purchased to provide access to the literature of Emergency Management. Standard emergency management dictionaries, encyclopedias, handbooks, directories, biographical references, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Communication; Criminal Justice; Law; Nursing;

Political Science and Public Administration; Psychology; and Social Work and Sociology.

2. Other Resources: Electronic resources, Alabama Emergency Management Agency; Department of Homeland Security; Disaster Research Center, University of Delaware; Federal Emergency Management Agency; Global Emergency Management Services Association; Hazard Reduction & Recovery Center, Texas A&M; National Emergency Management Association; the Natural Hazards Center at the University of Colorado, Boulder; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Emergency Management Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection. Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

b. Deselection/Replacement: Currency is of primary importance in the field of Emergency Management. Every effort is made to insure that the collection is up-to-date and germane to the

degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**ENGLISH LITERATURE  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** The primary purpose of the English Literature Collection is to support the teaching and research activities in the areas of the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in English and the Bachelor of Science in Education, for those majoring in the teaching fields of English or Language Arts. In addition, support is given to the minors in Business and Technical Writing, Creative Writing, and English. At the Master's level, support is directed to the Master of Arts in English. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Geographical guidelines are dictated by the authors' country of origin. Thus, the English Literature collection consists of publications by and about British and British

Commonwealth authors. Primary emphasis is placed upon the literatures and authors of the United Kingdom. Due to expansion of the literary canon, increasing emphasis is placed on the literatures and authors of the current and former nations of the British Commonwealth.

3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classification PR defines the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

All literary genres are collected. Publications of major authors and those authors emphasized in the curriculum are given priority. Supplementary materials of a biographical, bibliographic, critical, historical, or textual nature are collected intensively. Priority is always given to scholarly works, but a selective number of materials. The Reference Collection

reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, bibliographies, and databases are purchased to provide access to English Literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and yearbooks are updated regularly. Specialized reference works are added to the collection based on the degree to which they support the curriculum. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections Art; Audio-Visual; American Literature; Drama; General Works; History; Languages and Related Literatures; Music; and Western European Literatures.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and



information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the English Literature Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be identified and utilized when possible.

**ENVIRONMENTAL SCIENCE  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate and Master's level. The Department of Physical and Earth Sciences offers Environmental Science as a minor at the Baccalaureate level. At the Master's level, the Political Science Department offers a Master of Public Administration with a concentration in Environmental Science Management. Additional emphasis is on support for other science majors and students in the Bachelor of Science in Education program majoring in the teaching field of General Science. Because of the interdisciplinary nature of Environmental Sciences, students should consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on environmental science in North America, and secondary emphasis is on world environmental science.
3. Chronological Periods: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications GE, GF, QH, S, and TD define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing environment, human ecology, anthropology, natural resources, economics, health, agriculture, engineering, technology, and law and legislation are collected. Historical materials dealing with the development of Environmental Science, including biographies and autobiographies of Environmental Scientists are purchased. Works of a popular nature are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are

purchased to provide access to the literature of environmental science.

Standard environmental dictionaries, encyclopedias, handbooks, directories, yearbooks, biographical references and statistical abstracts are updated regularly.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Biology; Chemistry; General Works; Geography and Anthropology; Geology; Government Documents; Physics and Astronomy; and Technology and Engineering.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource

sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Environmental Science

Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming

video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is important in the field of Environmental Science. Every effort is made to insure that the collection is up-to-date and germane to the programs. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**FAMILY AND CONSUMER SCIENCES  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of Family and Consumer Sciences collection is to provide support for teaching and research at the undergraduate level. The Department of Family and Consumer Sciences offers two degree programs, a Bachelor of Science degree in Education with a teaching field of Family and Consumer Sciences and a Bachelor of Science degree with a major in Family and Consumer Sciences with concentrations in: Child Development, Dietetics, Hospitality and Culinary Management, Human Sciences, and Merchandising. Minors offered within the department include Child Development, Family and Consumer Sciences, Fashion Merchandising, Hospitality and Culinary Management, and Nutrition and Foods. Secondary support is directed toward faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on Family and Consumer Sciences in the United States and other developed countries. Basic information sources for all geographical areas of the world are collected.



3. Chronological Periods: Primary emphasis is on Family and Consumer Sciences in the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications L, NK, TS-TX define the scope of the collection. **The recommended collection level is 3bE, Intermediate Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing clothing collection, food preparation, meal management, institutional management, nutrition, home furnishings, and family budgeting are collected. Materials that treat the historical development of the discipline are purchased. Books of a popular nature on nutrition, cooking, sewing, and home management are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies

are purchased to provide access to the literature of Family and Consumer Sciences. Standard dictionaries, encyclopedias, bibliographies, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. The Reference Collection is reviewed to affect the transfer of older editions of certain titles into the circulating collection.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Commerce and Business Administration; Chemistry; Education; and General Works.
2. Other Resources: Electronic resources; Alabama Department of Public Health; Calhoun County Extension Service; Calhoun County Health Department; local day care centers; area hospitals; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can

expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Family and Consumer Sciences Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Erroneous and dated materials are prime candidates for deselection/replacement. Materials damaged beyond repair may be discarded and replaced, discarded without being replaced, or placed in a non-circulating collection. Replacement may be an exact copy, a new edition, a reprint, or by different title with the same content. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for*

*Academic Libraries; Resources for College Libraries;*  
*Magazines for Libraries;* and “Outstanding Academic Books”  
which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be  
identified and utilized when possible.

**GENERAL WORKS  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The General Works Collection embraces all disciplines. The purpose of the collection is to support the Fine Arts, Humanities, Sciences, Social Sciences, and Technology and to provide general reference and informational support for the teaching and research needs of the JSU community. It complements the discipline specific collections located on the subject floors of the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on the United States, Canada, and Western Europe. Selected purchases are made for materials covering Third World and other countries.
  3. Chronological Periods: Emphasis is on the 20<sup>th</sup> and current century, but no period is excluded from consideration for the collection.
  4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.
- C. Types of Material:**
1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent government documents are acquired.
  2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classification **A** defines the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

Publications that are not subject specific, but rather are general in nature are purchased for this collection. In addition, materials on the history of scholarship and learning in the humanities, museums, general treatment of academic and learned societies, and collected essays are acquired. The General Works Reference collection mirrors and supports the retrospective contents and current acquisition practices as outlined in the General Collection Management and development Policy.” To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the general world of knowledge. Standard general dictionaries, encyclopedias, almanacs, handbooks, directories, yearbooks, and biographical reference, and statistical abstracts are collected. The Reference Collection is continuously reviewed to affect the transfer, on a regular basis, of certain titles into the circulating collection. Evaluation of electronic databases and Internet sites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the University Librarian.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by all other collections in the library.
2. Other Resources: Electronic resources; Audio-Visual materials; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL)
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
  - a. Acquisitions Plans Affecting the General Works Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's



catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection. Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Every effort is made to insure that the collection is up to date and germane to the degree programs offered. Currency is not a major criterion for assessment, thus deselection is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and*

*Medium-sized Libraries and Media Centers; Best Books for Academic Libraries; Resources for College Libraries; Magazines for Libraries; and “Outstanding Academic Books”* which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**GEOGRAPHY AND ANTHROPOLOGY  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** The primary purpose of the collection is to support teaching and research at the Core Curriculum, Baccalaureate, and Master's levels. The Geography program offers a Bachelor of Science degree with three areas of concentration: General Geography, Geoarchaeology, and Geographic Technique. Additional support is directed to the Bachelor of Science in Education for those majoring in the teaching fields of Geography, Science, or Social Science. Collection concentration also supports the departmental minor fields of Physical and Cultural Geography and Anthropology. At the Master's level, the collection supports the Master of Science in Education and for those majoring in Secondary Education in the teaching fields of General Science or Social Science and the Master of Arts with a major in General Studies. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.

2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications G-GR define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing voyages and travels, cartography, physical geography, oceanography, anthropogeography, physical anthropology, ethnology, economic geography, political geography, remote sensing, geomorphology, meteorology, cultural geography, archaeology, folklore, and manners and customs are collected. Historical material dealing with the development of and theory of Geography and Anthropology, including biographies and autobiographies of notable geographers, explorers, anthropologists, archeologists, and cartographers are acquired. Materials on the legal and the ethical aspects of Geography and Anthropology are purchased. Works written on a popular level are acquired selectively. The Reference Collection reflects and supports the

retrospective contents and current acquisition practices outlined herein.

To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of geography and anthropology. Standard geography and anthropology dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; Audio-Visual; General Works; Geology; Government Documents; History; Political Science and Public Administration; Psychology; and Sociology and Social Work.
2. Other Resources: Electronic resources; the Map Collection;; Anniston Museum of Natural History; Alabama Geological Survey; U.S. Geological Survey; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and

information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Geography Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be identified and utilized when possible.

**GEOLOGY**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives.** At Jacksonville State University Geology is under the auspices of the Geography Department, which offers a two-semester sequence in Geology which can be used to meet the University's general studies natural science requirement. Thus, the primary purpose of the collection is to support the teaching and research activities at that level, with additional emphasis on support for other science majors and the Core Curriculum. In addition, the collection supports the Department of Secondary Education's Bachelor of Science degree in Education, Secondary Education 6-12, with a teaching field in General Science. Because of the interdisciplinary nature of the Geological Sciences, students should consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Geological Sciences in North America, secondary emphasis is on world geology, and tertiary emphasis is on extraterrestrial geology.
3. Chronological Periods: No period is excluded from consideration for the collection.



4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the Geological Society of America.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classification QE defines the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

Publications encompassing mineralogy, petrology, structural geology, stratigraphic geology, paleontology, paleozoology, and paleobotany are collected. Historical material dealing with the development of Geology, including biographies and autobiographies of geologists, are purchased. Works of a popular nature are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Geology. Standard geologic dictionaries, encyclopedias,

handbooks, directories, yearbooks, biographical references, and statistical abstracts are updated regularly.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Chemistry; General Works; Geography; Government Documents; Physics and Astronomy; and Technology and Engineering.
2. Other Resources: Electronic resources; the Map Collection; Alabama Geological Survey; U.S. Geological Survey; U.S. Soil Conservation Service; Alabama Oil and Gas Board; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide

online fee-based per use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Geology Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is important in the field of Geology. Every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Geography Department. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**GOVERNMENT DOCUMENTS  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. **Purpose/Objectives:** The Houston Cole Library was designated a selective depository for United States Government publications in 1929, when it became a member of the Federal Depository Library Program (FDLP). As a selective depository the Library receives, free of charge, selected publications produced by the Government Publishing Office and other federal entities for distribution by the Superintendent of Documents through the FDLP. Chapter 19 of Title 44 of the *U.S. Code* is the authority for the establishment, governance, and operation of the FDLP. The *Legal Requirements & Program Regulations of the Federal Depository Library Program* (2011) is the official document which outlines the rules, regulations, and procedures to which all depositories must conform. This publication supersedes the *Instructions to Depository Libraries*, *Federal Depository Library Handbook*, and *Federal Depository Library Requirements*. In compliance with Section III.6 of the *Legal Requirements & Program Regulations of the Federal Depository Library Program*, “Depository libraries must develop depository collections to meet the needs and format preferences of their primary library users and the general public.” (4) In compliance with this mandate, the Library’s Government Documents Department collects, organizes, and provides free and unimpeded access to US Government publications. Items are selected to support the current and anticipated instructional, research, and service

programs of the University and to meet the needs of the community at large, specifically the Third Congressional District of Alabama. The State of Alabama has two regional depositories responsible for the acquiring and keeping in perpetuity all FDLP publications; these regional depositories are located at Gorgas Library, University of Alabama and Auburn University at Montgomery Library. In addition to selecting tangible items, the Government Documents Department also provides access to digital documents in three ways: by adding bibliographic records for Internet resources to the Library catalog; by adding Internet addresses to existing catalog records; and by providing links to Internet resources through the Government Resources section of the Library website. State of Alabama publications are under the direction of the Acquisitions Department. Selection criteria are found in the Alabama Gallery Collection Management and Development statement.

**B. Scope of Coverage**

1. Languages: English is the principal language of the collection.  
Geographical Coverage: No limitations.
2. Chronological Periods: No limitations.
3. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded is computer software.

**D. Treatment of Subject:** LC Classifications A-Z and SuDoc classifications define the scope of the collection. **The recommended collection level is 3aP, Basic Study or Instructional Support Level, predominately English) , while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** The U.S. Government Publishing Office requires depository libraries to collect and have accessible for immediate use certain titles which form the FDLP *Basic Collection*. These titles are:

*American Factfinder*  
*Ben's Guide to U.S. Government for Kids*  
*Budget of the United States Government*  
*Catalog of Federal Domestic Assistance*  
*Catalog of U.S. Government Publications*  
*Census of Population and Housing*  
*Code of Federal Regulations*  
*Compilation of Presidential Documents*  
*Congressional Directory*  
*Congressional Record*  
*County and City Data Book*  
*Economic Indicators*  
*Economic Report of the President*  
*Federal Digital System*  
*Federal Register*  
*Historical Statistics of the United States*  
*Occupational Outlook Handbook*  
*Public Papers of the Presidents of the United States*  
*Social Security Handbook*  
*Statistical Abstract of the United States*

*Statues at Large*  
*United States Code*  
*United States Government Manual*  
*United States Reports*  
*USA Counties*

FDLP mandate allows for collection of these titles in whatever format is appropriate. However, there is also a list of *Essential Titles for Public Use in Paper or Other Tangible Format*, updated periodically, which specifies certain titles which should be selected in tangible format. This list will be periodically reviewed and the Library's Selection Profile modified as necessary. In addition to these essential titles, the FDLP also provides *Suggested Core Collections* delineated by library type, including academic, which should be considered when building and maintaining the Library's Government Documents collection. Publications encompassing population, housing, agriculture, education, criminal justice, drug abuse, child abuse, emergency management, environmental issues, maternal and child health, military history, U.S. history, U.S. laws and legislation, developing countries, national parks, library science, mental health, public health, and space and technology are collected extensively. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

- E. Selectors:** The Electronic Resources/Documents Librarian is the lead selector and is expected to maintain close communication with and consult the subject specialist librarians regarding government resources in their respective subject areas. Additions to the Library's Item Selection Profile



may be made during the annual update cycle (usually in June and July); changes implemented take effect in October.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by all other collections.
2. Other Resources: There are two regional depositories in Alabama, which are mandated to receive 100% of publications available from the Federal Depository Library Program: Gorgas Library at the University of Alabama and Auburn University at Montgomery Library. In addition, Auburn University has chosen to select a large percentage of publications since 1976, resulting in an extensive collection since that date. Birmingham Public Library also maintains a consistently high selection percentage and holds an excellent U.S. documents collection. Federal agency websites and digital collections, including those accessible through the Federal Digital System (FDsys), provide additional access.
3. Access and Ownership Policies: All documents are marked with the depository property stamp, date of receipt, and the SuDoc number. The Library's depository collection is integrated into the general collections. All depository materials are cataloged in the online catalog. The Library provides access to electronic U.S. Government information products that are collected and maintained by GPO, its partners, and other federal agencies and entities. The Library

maximizes access to U.S. Government Internet resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Documents Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Government Documents Department.

The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Government Documents Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the

Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Documents, except when superseded or duplicated, must be retained for five years. Deselection and discard procedures will comply with the mandates set forth in Sections II and III of the *Legal Requirements & Program Regulations of the Federal Depository Library Program*. Deletion of items from the Library's Item Selection Profile may be made at any time using the "Amendment of Item Selections" form available from the FDLP Desktop website. Documents are replaced following standard selection criteria in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

## **HEALTH, PHYSICAL EDUCATION, AND RECREATION COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities of the Department of Health, Physical Education, and Recreation which offers a Bachelor of Science Degree with majors in: Exercise Science and Wellness; Health Education; Physical Education; and Recreation Administration. For students who are interested in pursuing a degree in an area other than Health and Physical Education, the Department of HPER also offers a concentration in Athletic Training and Coaching. A minor in Physical Education or Recreation Administration is available for students who are pursuing a non-teaching degree. At the Master's level, the department offers a Master of Science in Education with concentrations areas in Physical Education and Health Education, a Master of Science in Sport Management, and a graduate certificate in Sport Management. The Department of HPER also offers an Alternative Fifth-Year Teacher Certification M.S.E. Degree in Physical Education for students who have completed a non-teaching baccalaureate degree in Physical Education or a related area. Lastly, the Department of HPER offers an Educational Specialists Degree in Physical Education. Secondary support is for faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the HPER collection. Works written in languages other than English are purchased selectively to support research in this area.
2. Geographical Coverage: Primary emphasis is on HPER in the United States; secondary emphasis is on physical education in other English speaking countries.
3. Chronological Periods: Primary emphasis is on HPER in the 21st century; however, earlier educational research and historical materials are sought.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications GV, QM-QP, and RC1200-1245 define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that**

**support doctoral programs is 4, Research Level.** Publications encompassing the history of physical education, sports history, recreation, wellness, psychology, school law, and sports law. Historical materials dealing with the development of physical education, including autobiographies and biographies are acquired. Popular treatments are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. The major indices, abstracts, and bibliographies are purchased to provide access to the literature of HPER. Standard dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical resources are updated regularly.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; Audio-Visual; Biology; Chemistry; General Works; Geography and Anthropology; Law; Music; and Nursing.
2. Other Resources: Electronic resources; JSU Teaching/Learning Center; Alabama Department of Secondary Education; Alabama

Department of Education; U.S. Department of Education; Alabama High School Athletic Association; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they could expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

- a. Acquisition Plans Affecting the HPER Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/ Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: With the exception of materials supporting the Wellness curriculum, currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and*



*Medium-sized Libraries and Media Centers; Best Books for Academic Libraries; Resources for College Libraries; Magazines for Libraries; and “Outstanding Academic Books”* which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**HISTORY**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in History and the Bachelor of Science in Education, for those majoring in the teaching fields of History and Social Sciences. In addition, support is given to the minor in History. At the Master's level, support is directed for the Master of Arts in History and the Master of Arts with a major in General Studies. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of History or Social Sciences. For assessment purposes, the collection is divided into three subject concentrations: American History, British History, and World History.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively.
  2. Geographical Coverage: Emphasis is on materials about the United States, Western Europe, and Latin America, but no area is excluded.
  3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications D, E and F define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing political, demographic, economic, diplomatic, military, social, cultural, and intellectual aspects of History are collected. Historiographies, including biographies and autobiographies of historians, are purchased. Materials written on a popular level are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language history abstracts and indices are purchased to provide access to the literature of History. Standard historical dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; Audio-Visual; Auxiliary Sciences of History; General Works; Languages and Related Literatures; Law; Philosophy, Ethics and Religion; Political Science and Public Administration; and Sociology and Social Work.
2. Other Resources: Electronic resources; Alabama Department of Archives and History; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information,

particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the History Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**LANGUAGES AND RELATED LITERATURES  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's level programs. Baccalaureate degrees offered are the Bachelor of Arts in Foreign Language, the Bachelor of Arts in English, and the Bachelor of Science in Education. Those majoring in Foreign Languages may concentrate in the teaching fields of French or Spanish. Those pursuing the Bachelor of Science in Education, may major in the teaching fields of English or Language Arts. At the Master's level, support is directed for the Master of Arts in English. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Additional support is given to the minors in Business and Technical Writing, Communication, Creative Writing, English, and Foreign Language. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires students and faculty to consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: No limitations.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the Modern Language Association.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications P-PN define the scope of the collection. **The recommended collection level is 3cP, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing philology, linguistic science, socio-linguistics, semantics, grammar, lexicography, linguistic geography, literary criticism, and world languages and literatures are collected. Historical material dealing with the development of languages and literatures, including biographies and autobiographies of lexicographers, linguists, and other scholars, are purchased. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are obtained, in any available format, in order



to provide access to the literature of language studies. Standard print literary and language dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; American Literature; Art; Education; English Literature; General Works; History; Music; Philosophy, Ethics and Religion; and Western European Literatures.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource

sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Language Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a

number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be identified and utilized when possible.

**LAW**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** As there is not a degree program in the area of Law, the primary purpose and emphasis of the Law collection is to support teaching and research in the degree areas related to this field: Criminal Justice, Environmental Sciences, Emergency Management, Pre-law, and Political Science and Public Administration. Further support is directed to other curricula offered in the disciplines of Commerce and Business Administration, Education, History, Military Science, Nursing, Sociology and Social Work, and Technology and Engineering. Secondary emphasis is directed to students and faculty with special research projects and interests, and research assistance for local legal inquiries.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively to support law research.
  2. Geographical Coverage: Primary emphasis is on Law in Alabama and the United States; secondary emphasis is on Law in English-speaking countries. Materials covering other countries are obtained selectively.
  3. Chronological Periods: Primary emphasis is on Law in the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents as well as publications and proceedings of professional organizations, such as the American Bar Association, are acquired.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications HV, JX, and K define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing criminal justice, business law, education law, and constitutional law are collected. Historical materials dealing with the development of Law, legal systems, criminal justice, including biographies and autobiographies of notable jurists are purchased. Alabama law is collected extensively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Law. Standard law dictionaries, biographical references, encyclopedias,

handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Alabama Gallery; Audio-Visual; Commerce and Business Administration; Criminal Justice; Education; Emergency Management; Environmental Sciences; General Works; History; Military Science; Nursing; Political Science and Public Administration; Sociology and Social Work; and Technology and Engineering.
2. Other Resources: Electronic resources; Alabama Criminal Justice Information System; Calhoun County Law Library; Legal Services of Anniston; University of Alabama Law Library; Cumberland School of Law Library; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can

expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Law Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is of primary importance in the field of Law. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.



Additionally, specialized subject bibliographies should be identified and utilized when possible.

**LIBRARY SCIENCE AND BIBLIOGRAPHY  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities for the Library Media Programs offered by the College of Education. Secondary support is directed to the administrative, teaching, and research needs of the faculty and staff. The Bibliography Collection exists to support the informational needs of the University community, providing access to the wider world of scholarly publications. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.

2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classification Z defines the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

Publications encompassing history of books and bookmaking, book industry and trade, book selling and publishing, writing, printing, copyright, censorship, libraries and library science, information science, information technologies, and bibliography are collected. Materials dealing with the historical development of libraries, publishing, and bibliography, including autobiographies and biographies of librarians are acquired. Works of a popular nature are purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Library Science. Standard library science dictionaries, encyclopedias, almanacs, handbooks, and directories are collected.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Education; General Works; and Mathematical, Computing, and Information Sciences.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
  - a. Acquisition Plans Affecting the Library Science & Bibliography Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be

obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection. Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and “Outstanding Academic Books” which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

## **MATHEMATICAL, COMPUTING, AND INFORMATION SCIENCES COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The purpose of the collection is to support the teaching and research activities in the areas of the Core Curriculum and Baccalaureate levels. At the Baccalaureate level, two majors are offered: Computer Science and Mathematics. The Computer Science major offers three concentrations: Computation emphasizes scientific and mathematical aspects of computer science; Software Engineering emphasizes the development and maintenance of large software systems; and Information Systems emphasizes the development and maintenance of business software systems. The Mathematics major includes three concentrations: Applied Mathematics to prepare for graduate work in the area of Applied Mathematics; Mathematics Education for those majoring in the teaching field of mathematics; and Theoretical Mathematics for those intending to enter graduate studies in Mathematics. In addition, at the Baccalaureate level, there is a Certificate in Computer Science for those students who have earned a Baccalaureate degree previously, as well as a pre-engineering program. The collection also supports the minor fields of Mathematics and Computer Science. At the Master's level, the department offers courses leading to the Master of Science in Mathematics and the Master of Science with a major in Computer Systems and Software Design, as well as supporting courses for the Master of Arts with a major in general studies. Further, students pursuing the Master of Science in

Education or the Educational Specialist Degree may major in Secondary Education with emphasis in the teaching field of Mathematics. Secondary emphasis of the collection is to support faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: No limitations.
3. Chronological Periods: There are no limitations for Mathematics. For Computing and Information Sciences, emphasis is on the 21<sup>st</sup> century.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Mathematical Society, Association for Computer Educators, International Society for



Technology in Education, and National Council of Teachers of Mathematics Publications.

2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications QA and TK define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level.** Publications encompassing mathematical logic, computer science, data processing, elementary mathematics, game theory, algebra, numerical analysis, geometry, topology, calculus, trigonometry, and analytical mechanics are collected. Historical materials dealing with the development of mathematics and computer and information science, including biographies and autobiographies of prominent mathematicians and information scientists are purchased. Sources on the legal and ethical aspects of computer and information science are acquired. Popular works and software specific manuals are collected extensively. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Mathematical, Computing, and Information Sciences. Standard mathematical, computing, and information sciences dictionaries, encyclopedias, biographical references,

handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; General Works; Physics and Astronomy; and Technology and Engineering.
2. Other Resources: Electronic resources; JSU Computer Services Center; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information,

particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Mathematics & Computer Science Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: As currency is of primary importance in the Mathematical, Computing, and Information Sciences fields every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Mathematical, Computing, and Information Sciences Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**MILITARY SCIENCE  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum and Baccalaureate levels. In addition to the Army Reserve Officer Training Corps (ROTC) program, Jacksonville State University offers a minor in Military Science for the Bachelor of Science Degree. The Military Science Collection also supports studies in the Political Science and History disciplines. Secondary support is directed to faculty teaching and research, and research assistance for students with special research projects and interests.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: No limitations.
3. Chronological Periods: No limitations.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in

microforms. Pertinent local, state, and federal government documents are acquired.

2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications U-V define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

Publications encompassing history of arms, armies, military administration, infantry, cavalry, military engineering, air warfare, marines, naval seamen, naval ordinance, and naval warfare are collected. Historical materials dealing with the development of Military and Naval Science, including biographies and autobiographies of seamen, soldiers, and other military figures, are purchased. Sources on the legal and the ethical aspects of Military Science are acquired. Popular works are collected. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Military Science. Standard military dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Auxiliary Sciences of History; General Works; History; Law; Political Science and Public Administration; Nursing; and Technology and Engineering.
2. Other Resources: Electronic resources; Government Publications; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance,

preparation, and loading of necessary software and hardware;  
appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Military Science Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.



- b. Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**MUSIC  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's level programs. Bachelor of Arts degree in Music offers two concentrations: Music Education fulfills the requirements for the professional certificate to teach music at both the elementary and secondary levels; General Music offers a program designed for the study of music within a liberal arts curriculum, and requires a non-music minor. The Master of Arts with a major in music offers two concentrations: Music Education or General Music. Supporting courses are offered for the Master of Arts with a major in General Studies. Secondary support is directed to faculty teaching and research, as well as research assistance for patrons. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on European and American classical music; secondary emphasis is on American popular music. Selected purchases are made of materials covering non-Western cultures.

3. Chronological Periods: Emphasis is post-1550 musical literatures, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the National Association of Teachers of Music and the National Association of Schools of Music.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classification M defines the scope of the collection. **The recommended collection level is 3cP, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

Publications encompassing composition, performance, instruments and instrumental music, vocal music, dance music, sacred music, opera, national music, and popular music are collected. Materials dealing with the aesthetic, physical, psychological, pedagogical, ethical, therapeutic, and performance aspects of Music are purchased. Sources treating the history of music and notables in music are collected. Popular works are

acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of music. Standard music dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly. Evaluation of electronic databases and Websites for possible addition to the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Art; American Literature; Audio-Visual; English Literature; Drama; Education; General Works; History; Languages and Related Literatures; Philosophy, Ethics and Religion; Psychology; and Western European Literatures.
2. Other Resources: Electronic resources; the sound recordings collection in the Music Listening Lab; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Music Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions

Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.

Additionally, specialized subject bibliographies should be identified and utilized when possible.

**NURSING**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Baccalaureate of Science in Nursing and the STEP (RN-BSN) programs levels. Additional support is directed to the Bachelor of Science in Education degree with a major in Health Education. At the Master's level, support is provided for the Master of Science in Nursing (MSN) with a major in Community Health Nursing, the Master of Science in Education, and the Graduate Certificate in Nursing Education. Secondary support is directed to faculty teaching and research, and research assistance for local area allied health professionals. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on nursing in the United States; secondary emphasis is on nursing as practiced in the major British Commonwealth countries. Selective purchases are made of materials covering nursing in Third World and developing nations.
  3. Chronological Periods: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.



4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the National League for Nursing and the American Nurses' Association publications.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications QH, QM, QP, QR, and R define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing public health, medical economics, forensic medicine, toxicology, geriatrics, sports medicine, surgery, gynecology and obstetrics, pediatrics, nutrition, therapeutics, and pharmacology are collected. Historical materials dealing with the development of Nursing, including biographies and autobiographies of nurses and other health care workers are purchased. Sources on the legal and ethical aspects of health care and Nursing are acquired. Monographic works treating exclusively the physician, specialist, or medical researcher are acquired selectively. Appropriate

popular works are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of nursing. Standard nursing and medical dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Biology; Chemistry; Education; Emergency Management; Family and Consumer Sciences; General Works; Philosophy, Ethics and Religion; Psychology; and Sociology and Social Work.
2. Other Resources: Electronic resources; JSU's College of Nursing and Health Sciences Media Center; Lister Hill Medical Library at UAB; Alabama Hospital Library Association; Southeastern/Atlantic Regional Medical Library Service; University of Alabama Health

Science Library; local area hospital libraries; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

- a. Acquisitions Plans Affecting the Nursing Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: As currency is of primary importance in the Medical and Nursing fields, every effort is made to insure that the collection is up-to-date and germane to the programs offered by the College of Nursing. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and “Outstanding Academic Books” which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**PHILOSOPHY, ETHICS AND RELIGION  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

**A. Purpose/Objectives:** As there is not a degree program in the area of Philosophy, Ethics, and Religion, the primary purpose and emphasis of the Philosophy, Ethics, and Religion collection is to support the Core Curriculum. Students are required to take courses within these areas to support their Baccalaureate curricula. Courses are offered in Ancient Philosophy, Contemporary Philosophy, Ethics, Logic, Modern Philosophy, and Political Theory. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on the works of Western philosophers, while writings of non-western philosophers are acquired selectively.
3. Chronological Periods: Emphasis is placed on materials relevant to the study of the progression of philosophic and religious thought from its ancient beginnings to the present.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional philosophical organizations, such as the American Philosophical Society.

2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications B, HX, JC, and K201-487 define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing logic, epistemology, ontology, cosmology, occult sciences, parapsychology, aesthetics, religions, and theology are collected. Historical material dealing with the development of philosophy and religion, including biographies and autobiographies of philosophers, theologians, and notable religious figures are purchased. Materials on the legal and ethical aspects of religion, and works written on a popular level are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition

practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Philosophy. Standard philosophical dictionaries, encyclopedias, handbooks, biographical references, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: American Literature; Audio-Visual; Auxiliary Sciences of History; English Literature; Education; General Works; History; Languages and Related Literatures; Law; Nursing; Political Science and Public Administration; Psychology; Sociology and Social Work; and Western European Literatures.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and



information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Philosophy, Ethics & Religion Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions

Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.

Additionally, specialized subject bibliographies should be identified and utilized when possible.

**PHYSICS AND ASTRONOMY  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, the Minor in Physics, and the Bachelor of Science in Education for those majoring in the teaching field of General Science levels. Additionally, the collection supports the two-year Pre-Engineering program and Astronomy courses. The collection also supports the research and teaching activities leading to the Master of Science in Education and the Education Specialist degrees for those majoring in Secondary Education with a teaching field in General Science. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: None
  3. Chronological Periods: Emphasis is on the 21st century, but no period is excluded from consideration for the collection.
  4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Institute of Physics and the American Physical Society.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications QA-QC define the scope of the collection. **The recommended collection level is 3aE, Basic Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.**

Publications encompassing astronomy, astrophysics, experimental mechanics, acoustics, heat, optics, nuclear and particle physics, electricity and magnetism, geophysics, meteorology, quantum mechanics, and theoretical mechanics are collected. Historical material dealing with the development of Physics, including biographies and autobiographies of physicists and engineers are purchased. Materials on the legal and ethical aspects of Physics and works written on a popular level are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of physics. Standard physics

dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are regularly updated.

Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; General Works; Mathematical, Computing and Information Sciences; Military Science; and Technology and Engineering.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide

online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Physics Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: As currency is of primary importance in the Physics field, every effort is made to insure that the collection is kept up-to-date and germane to the programs offered by the Physical & Earth Sciences Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.



**POLITICAL SCIENCE AND PUBLIC ADMINISTRATION  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts in Political Science and the Bachelor of Science in Education for those majoring in the teaching field of Social Science. Areas of concentration at the Baccalaureate level include American Government, Global Studies, and Theory and Methodology. Additionally, the minors of International Studies and Political Science are supported. The Political Science Department also coordinates those students following a Pre-Law track. At the Master's level, support is directed to the Master of Arts in Political Science, Master of Arts with a major in General Studies, and the Master of Public Administration. There are six fields of concentration within the MPA program: Business Administration, Criminal Justice, Education, Emergency Management, Environmental Science Management, and Political Science. Further support is provided for the Master of Science in Education and the Educational Specialist for those majoring in Secondary Education in the teaching field of Social Science. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on government, politics, and society in the United States, but no area is excluded from consideration.
3. Chronological Periods: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the American Political Science Association.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications HJ, J, and K define the scope of the collection. **The recommended collection level is 3cE, Advanced Study and Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4,**

**Research Level.** Publications encompassing political theory, constitutional history and administration, law, government organization, federal and state relations, political rights, political parties, local and state government, public finance, diplomacy, international relations, international law, and forms of the state are collected. Historical material dealing with the development of Political Science and Public Administration, including biographies and autobiographies of theorists and notable political figures are acquired intensively. Popular works are purchased. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, electronic data files and bibliographies are purchased to provide access to the literature of Political Science and Public Administration. Standard Political Science and Public Administration dictionaries, encyclopedias, directories, yearbooks, biographical references, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

- E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Commerce and Business Administration; Criminal Justice; Education; General Works; History; Law; Philosophy, Ethics and Religion; and Sociology and Social Work.
2. Other Resources: Electronic resources; East Alabama Regional Planning & Development Commission; Alabama Legislative Reference Service; U. S. Advisory Commission on Intergovernmental Relations; U.S. Office of Government Ethics; U.S. Office of Intergovernmental Affairs; U.S. Office of Legislative Affairs, U.S. Office of Public Affairs; Local Representatives' Offices; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information,

particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Political Science and Public Administration Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection. Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.

**PSYCHOLOGY**  
**COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's Levels. Baccalaureate degrees offered are the Bachelor of Science in Psychology and the Bachelor of Science in Education. Major areas of concentration in Psychology are Animal Behavior, Behavior Analysis, Behavior Modifications, Behavior Science, Child Behavior, Consumer Behavior, Human Assessment, and Organizational Behavior. Within the College of Education the major areas of concentration are Educational Psychology, Elementary Education, and Secondary Education (teaching field Psychology). Additionally, a minor in Psychology is supported. At the Master's level, support is directed to the Master of Science in Psychology. Further support is provided for the Master of Science in Education and the Educational Specialist for those majoring in Secondary Education in the teaching field of Social Science, and for the Master of Science in Education with those majoring in Counselor Education, Community Agency Counseling, or Educational Psychology. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on the United States, Canada, and Western Europe. Selected purchases are made for materials covering Third World and other countries.
3. Chronological Periods: Emphasis is on the 20<sup>th</sup> and current century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the American Psychological Association.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications BF, HN, HQ, QL750-795, QP351-495, and RC321-571 define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas**



**that support doctoral programs is 4, Research Level.** Publications encompassing psychoanalysis, experimental psychology, applied psychology, counseling, comparative psychology, genetic psychology, developmental psychology, clinical and general behavior analysis are collected. Historical material dealing with the development of Psychology, including biographies and autobiographies of psychologists, psychotherapists, psychiatrists and other mental health workers are purchased. Materials on legal and ethical aspects of psychology and works written on a popular level are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Psychology. Standard psychological dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

- E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Biology; Education; General Works; Nursing; Philosophy, Ethics, and Religion; and Sociology and Social Work.
2. Other Resources: Electronic resources; JSU Psychology Clinic; Calhoun-Cleburne Mental Health Center; Alabama Department of Human Resources; Alabama Department of Mental Health; the U. S. Department of Health and Human Services; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Psychology Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection is kept to a minimum. Materials for deselection or replacement are evaluated in

accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."

- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be identified and utilized when possible.

**SOCIOLOGY AND SOCIAL WORK  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum, Baccalaureate, and Master's levels. Baccalaureate degrees offered are the Bachelor of Arts or Sciences in Sociology and the Bachelor of Social Work. Minors are offered in Gerontology and Sociology. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
  2. Geographical Coverage: Primary emphasis is on culture, social relations, social behavior, and society in the United States, but no area is excluded from consideration.
  3. Chronological Periods: Emphasis is on the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.
  4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the National Association of Social Workers.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications HM-HX define the scope of the collection. **The recommended collection level is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing social psychology, marriage and family, social histories, theoretical sociology, communities, social pathology, and social classes and races are collected. Historical material dealing with the development of Sociology and Social Work, including biographies and autobiographies of sociologists, social theorists, and social workers are purchased. In addition, materials on the legal and ethical nature of Sociology, Social Work, and Gerontology are acquired. Works written on a popular level will be purchased selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the

literature of sociology, social work, and gerontology. Standard Sociological, Social Work, and Gerontological dictionaries, encyclopedias, handbooks, biographical references, directories, yearbooks, and statistical abstracts are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; Commerce and Business Administration; Criminal Justice; Education; General Works; Law; Nursing; Philosophy, Ethics, and Religion; Political Science and Public Administration; and Psychology.
2. Other Resources: Electronic resources; the Alabama Department of Human Resources; East Alabama Regional Planning & Development Commission; Calhoun-Cleburne Mental Health Center; the U.S. Department of Health & Human Services; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).

3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.
4. Other:
  - a. Acquisitions Plans Affecting the Sociology and Social Work Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions



Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.

Additionally, specialized subject bibliographies should be identified and utilized when possible.

## **TECHNOLOGY AND ENGINEERING COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the undergraduate and graduate levels. The Department of Technology and Engineering offers courses leading to the Master of Science Degree with a major in Manufacturing Systems Technology, and the Bachelor of Science degree with four majors: Applied Electronics Engineering, Applied Manufacturing (Design and Automation or Manufacturing Management), Industrial Leadership, and Occupational Safety and Health Technology Management. Students majoring in Technology may choose to concentrate in industrial technology management or select a minor in a field of their choice. The department also offers a minor in Technology to benefit students majoring in other fields. The program in Secondary Education offers a Technology Education opening which provides students the opportunity to obtain a Class B teaching certificate. These Technology degrees focus on the technological needs of manufacturing industries and, as degree programs of study, are designed to prepare management-oriented technical professionals. Programs offered within the Department involve the application of the knowledge and understanding of materials and production processes, concepts of management and human relations, safety, quality, marketing, communications, electronics, engineering, graphics, mathematics, physical sciences, and computer fundamentals in a

problem-solving approach. The Department of Technology and Engineering also offers the Pre-Engineering program. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of the collection requires that students and faculty consult related collections.

**B. Scope of Coverage:**

1. Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.
2. Geographical Coverage: Primary emphasis is on Technology and Engineering in the United States.
3. Chronological Periods: Primary emphasis on Technology and Engineering in the 21<sup>st</sup> century, but no period is excluded from consideration for the collection.
4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms. Pertinent government documents are required.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications QA, QC, QD, T-TS, and UG define the scope of the collection. **The recommended collection level**

**is 3cE, Advanced Study or Instructional Support Level, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** Publications encompassing the application of knowledge and the understanding of materials and production processes, occupational technology, concepts of management and human relations, marketing, communications, electronics, computer fundamentals, mathematics, physical sciences, applied optics, and graphics are selected. Historical material dealing with the development of the technological and engineering sciences, including biographies and autobiographies of technicians, engineers, and other scientists are purchased. In addition, materials on the legal and ethical aspects of the discipline and popular works are acquired. The Reference Collection reflects and supports the retrospective contents and current acquisition practices as outlined herein. To this end, major English language abstracts are purchased to provide access to the literature of technology and engineering. Standard technological and engineering dictionaries, encyclopedias, handbooks, yearbooks, directories, biographical references, and statistical abstracts are updated regularly. The Reference Collection is reviewed, on a regular basis, to affect the transfer of older editions of certain titles into the general collection. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

- E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and

Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Agriculture; Art; Audio-Visual; Chemistry; Commerce and Business Administration; Communications; General Works; Mathematical, Computing, and Information Sciences; Military Science; and Physics and Astronomy.
2. Other Resources: Electronic resources; Anniston Army Depot Corps of Engineers; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance,

preparation, and loading of necessary software and hardware;  
appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Technology and Engineering Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: As currency is of primary importance in the area of Technology, every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Technology & Engineering Department. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*. Additionally, specialized subject bibliographies should be identified and utilized when possible.



**WESTERN EUROPEAN LITERATURES  
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY**

- A. Purpose/Objectives:** The primary purpose of the collection is to support the teaching and research activities at the Core Curriculum and Baccalaureate levels. Baccalaureate degrees offered are the Bachelor of Arts in Foreign Language and the Bachelor of Science in Education for those majoring in Foreign Languages in the teaching fields of French or Spanish. Additional support is directed for the minor in Foreign Language and to courses in contemporary and world literature offered through the English Department. The interdisciplinary nature of these studies requires students and faculty to consult related collections in the Library.
- B. Scope of Coverage:**
1. Languages: French and Spanish language literary and critical materials are collected in the original language or English translation. Other Western European literary and critical works are selectively collected in English translation.
  2. Geographical Coverage: Geographical guidelines are dictated by the author's country of origin; thus emphasis is on publications by and about authors from France and Spain or colonies of these countries, with lesser emphasis placed on Germany, Italy, and other European countries.
  3. Chronological Periods: No limitations.

4. Dates of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budgets permit.

**C. Types of Material:**

1. Inclusions: Formats include books and periodicals in print and electronic formats, non-print media, and selected materials in microforms.
2. Exclusions: Excluded are posters, art works, and computer software.

**D. Treatment of Subject:** The LC Classifications PQ and PT define the scope of the collection. **The recommended collection level is 2bD, Basic Information Level Advanced, Dual Languages, while the suggested collection level for related areas that support doctoral programs is 4, Research Level.** All literary genres are collected. Publications of major Western European authors and those authors emphasized in the curriculum are given priority. Studies of a bibliographical, biographical, critical, historical, or textual nature are collected intensively. Priority is always given to scholarly works, but other materials, such as an author's first work, bestsellers, or popular fiction are acquired selectively. The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined herein. To this end, major language abstracts, indices, and bibliographies are purchased to provide access to Western European literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and

yearbooks are updated regularly. Evaluation of electronic databases and Websites for possible inclusion in the collection is ongoing.

**E. Selectors:** The primary selectors and de-selectors are the subject specialists, who work with the departmental faculty and the Serials and Acquisitions Librarian to build and maintain the collections for their areas. Final acquisitions decisions lie with the Serials and Acquisitions Librarian and the Dean of Library Services.

**F. Other Categories:**

1. Interdisciplinary Relationships: This collection is further supported by related collections: Audio-Visual; American Literature; Art; English Literature; General Works; History; Languages and Related Literatures; Music; and Philosophy, Ethics and Religion.
2. Other Resources: Electronic resources; other academic institutions in the state of Alabama and the region; and the Alabama Virtual Library (AVL).
3. Access and Ownership Policies: Electronic materials and methods of information dissemination offer the opportunity for libraries and information centers to provide access to more resources than they can expect to acquire and house. Access may be more cost-effective than ownership. Consortial Interlibrary Loan agreements and resource sharing further supplement ownership. The Library does not provide online, fee-based per-use access services. The Library will maximize access to electronic resources through several means: cataloging of

each resource; regular updating of records when information, particularly the site's URL, changes; provision, maintenance, preparation, and loading of necessary software and hardware; appropriate staff and user support; and training.

4. Other:

a. Acquisitions Plans Affecting the Western European Literatures Collection:

Standing Orders: There are a number of standing orders for this collection. Information about the specific titles can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Blanket Orders/Approval Plans: The Library currently has a number of blanket orders/approval plans covering this collection. Information about the specific titles, series, or publisher can be obtained from the Acquisitions Department. The Library's catalog can be searched by title or series to locate holdings information.

Electronic Resources: Electronic resources include databases, ejournals, ebooks, streaming audio, streaming video, etc. The Library has purchased or subscribes to a number of electronic resources for this collection.

Information about specific resources can be found on the

Library's website, via the subject guide, and through the Library's catalog.

- b. Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to a minimum. Materials for deselection or replacement are evaluated in accordance with the statement on Deselection/Replacement in the "General Collection Management and Development Policy."
- c. Collection Assessment Tools: Collection Assessment Tools are standard bibliographies such as *American Reference Books Annual*; *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*; *Best Books for Academic Libraries*; *Resources for College Libraries*; *Magazines for Libraries*; and "Outstanding Academic Books" which is published in the January issue of *Choice*.  
Additionally, specialized subject bibliographies should be identified and utilized when possible.

**APPENDIX**

**AND**

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## APPENDIX

### Collection Depth Indicators (Bushing, David, Powell, *Using the Conspectus Method, 1997*)

#### Introduction

The collection depth indicators are numerical values that are used to describe a library's collecting activity levels and goals. They are used to characterize three different aspects of collection management at the division, category and subject levels: current collection level (CL), acquisitions commitment (AC), and collection goal (GL). The definitions of these codes or collection depth indicators were revised in 1996 and 1997 under the auspices of the Research Libraries Group, the Association of Research Libraries, and WLN. More than 30 active conspectus users from the United States and other countries worked together to update the original language in a way that would improve the use of the definitions while neither diminishing nor changing the sense of codes applied during previous assessments

The revised definitions are intended to apply uniformly to all subjects. They reflect the changing nature of collections in an electronic environment with access in addition to ownership as a viable option. Additionally, these collection depth indicators address nonprint formats. Development of supplemental guidelines is also appropriate to communicate meanings within particular subjects, for example, fiction, architecture, or chemistry.

#### Nonprint Inclusion

Some topics require information in visual, aural, and other nonprint formats, whether at the basic level or beyond. Such topics include, but are not limited to, dance, music, and the other performing arts. To determine the appropriate collection depth indicator to use for topics in which nonprint resources are essential, add the phrase *appropriate nonprint media* to the line detailing the collecting of monographs and reference works. For example, the Basic Information Level (1) for a music collection would include "a limited collection of monographs, reference works and appropriate nonprint media materials."

#### Electronic Resources

Electronic resources are equivalent to print materials at any level as long as the policies and procedures for their use permit at least an equivalent information-gathering experience. Electronic journals, whether remotely or locally stored, are at least equivalent to print journals if:

- access to the electronic resource is at least equal to access to the print product (including graphics, charts and other features);
- there is access to a sufficient number of terminals and lines; and
- the information comes at no additional cost to the patron.

Similarly, a full text electronic archive of monographs, periodicals, images, etc., whether loaded locally or accessed over the Internet, is also equal to the original format if patron access and cost are equal or superior to the print format for the same information or item.

The term *defined access* is used within the collection depth indicators to mean more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library's or institution's Web interface which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection, that is, from limited to extensive to very extensive access to collections of electronic information.

#### Document delivery

Document delivery services that are not instantaneous are not the same as those providing immediate availability on site or electronically. The conspectus methodology measures resources owned by a library and those resources that are immediately accessible to the customer. The conspectus does not attempt to measure what may be obtained on a delayed basis from another collection, library, or vendor, whether the delay is 10 hours or 10 days. Conspectus users should feel free to provide details in the comments field about library user services which supplement but do not replace the library's owned resources.

#### Structure of the collection depth indicators

The collection depth indicators represent a continuum from the Basic Information level through the Research level. These are not equal incremental steps, however, since the difference from one level to the next may be measured both in terms of quantity and quality and the amount of materials necessary to move from one level to the next greatly increases as one moves up the scale. In most instances, each successive level includes the elements, formats and characteristics of the previous levels. This means that a Research level collection contains not only those elements in the Research level (4) definition but also those elements in each of the previous levels -- Basic Information (1), Study (2), and Instruction Support (3).

The RLG Conspectus definitions include 5 collection depth indicators for collection description. The WLN Conspectus definitions include subdivisions to provide a total of 10 collection depth indicators to provide further distinction and clarity for small and medium-size libraries. The basic collection depth indicators provide the general umbrella definitions and the WLN subdivisions make further distinctions that fit into the larger structure. Libraries wishing to use conspectus information in a cooperative project must determine ahead of time whether to use the 5-point scale or the expanded 10-point scale.

### **Collection Depth Indicator Definitions**

#### **0 OUT OF SCOPE**

The library does not intentionally collect materials in any format for this subject.



## **1 MINIMAL INFORMATION LEVEL**

Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

### **1a MINIMAL INFORMATION LEVEL, UNEVEN COVERAGE**

- Few selections and an unsystematic representation of the subject
- Supports limited, specific service needs
- Consistently maintained even though coverage is limited

### **1b MINIMAL INFORMATION LEVEL, FOCUSED COVERAGE**

- Few selections, but a systematic representation of the subject
- Includes basic authors, some core works and a spectrum of points of view
- Consistently maintained

## **2 BASIC INFORMATION LEVEL**

Collections that introduce and define a subject, indicate the varieties of information available elsewhere, and support the needs of general library users through the first two years of college instruction include:

- A limited collection of general monographs and reference tools
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

### **2a BASIC INFORMATION LEVEL, INTRODUCTORY**

Limited collections of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- General encyclopedias, periodical indexes and statistical sources

### **2b BASIC INFORMATION LEVEL, ADVANCED**

Collections of general periodicals and a broader and more in-depth array of introductory monographs and reference tools that include:

- Basic explanatory works

- Histories of the development of the topic
- General works about the field and its important personages
- A broader array of general encyclopedias, periodical indexes, and statistical sources
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

This collection is sufficient to support the basic informational and recreational reading needs of an educated general public or students through the first two years of college.

### **3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL**

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals
- Limited collections of appropriate materials in languages other than the primary language of the collection and the country, for example, materials to aid in learning a language for non-native speakers or literature in the original language, such as German poetry in German or Spanish history in Spanish
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors
- Defined access to a broad collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of retrospective materials.

#### **3a BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL**

Resources adequate for imparting and maintaining knowledge about the primary topics of a subject area that include:

- A high percentage of the most important literature or core works in the field
- An extensive collection of general monographs and reference works
- An extensive collection of general periodicals and indexes/abstracts

- Other than those in the primary collection language, materials are limited to learning materials for non-native speakers and representative well-known authors in the original language, primarily for language education
- Defined access to appropriate electronic resources
- This collection supports undergraduate courses, as well as the independent study needs of the lifelong learner.

### **3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL**

Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with broader and more in-depth materials that include:

- A high percentage of the most important literature or core works in the field, including retrospective resources
- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language. Defined access to a broad range of specialized electronic resources.
- Defined access to a broad range of specialized electronic resources.

This collection supports upper division undergraduate courses.

### **3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL**

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research that include:

- An almost complete collection of core works including significant numbers of retrospective materials and resources
- A broader collection of specialized works by lesser-known, as well as well-known authors
- An extensive collection of general and specialized monographs and reference works
- An extensive collection of general and specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language and a selection of subject-specific materials in appropriate languages.
- Defined access to a broad range of specialized electronic resources

This collection supports master's degree level programs as well as other specialized inquiries.

#### **4 RESEARCH LEVEL**

Collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works
- A very extensive collection of general and specialized periodicals
- Extensive collections of appropriate materials in languages other than the primary language of the country and collection
- Extensive collections of the works of both well-known and lesser-known authors
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

#### **5. COMPREHENSIVE LEVEL**

Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"), in all applicable languages include:

- Exhaustive collections of published materials
- Very extensive manuscript collections
- Very extensive collections in all other pertinent formats

Older material is retained and systematically preserved to serve the needs of historical research. A comprehensive level collection may serve as a national or international resource.

#### **Language Coverage Indicators**

The language coverage indicators defined below are a major change from those originally developed for the RLG Conspectus. The language indicators have been revised so they can be used in many countries and cultures.

Language coverage is closely linked to collection indicator levels. The extent of the collection in the primary language of the country and library, as well as the extent of other languages within the collection helps to determine the collection level indicator for each segment. Language coverage qualifies and amplifies collection levels. In addition to the primary or predominant language, other language coverage is essential for collections at the 3, 4, or 5 level. Generally, the higher the assessment level, the broader or more extensive the additional language coverage expected.

Language indicators may be added to the collection depth indicators for collection level, acquisition commitment and collection goals when appropriate.

**P** = Primary language of the country predominates-little or no other-language material.

**S** = Selected other-language material included in addition to the primary language.

**W** = Wide selection of languages represented

**X** = Material is mainly in one language other than the primary language of the library and country.

While the above language indicators may be adapted to fit most circumstances, there are instances when further adaptation of the conspectus tool is necessary. Countries such as Canada and New Zealand have dual official national or regional languages. Other countries may also have two languages that predominate, either officially or unofficially. The following additional code is suggested for use in such circumstances. The collection management policy will serve to explain any unique circumstances for language as for other collection characteristics.

**D** = Dual languages or two primary languages predominate with little or no other-languages material

The Canadian Association of Research Libraries has used a special language code since 1986 to accommodate their unique language issues. The Y&N Conspectus software supports use of these special indicators.

The comments field should be utilized to indicate which language(s) is represented in addition to the primary or dual languages for a subject, category, or division. The use of the comments field for this purpose provides specific information to explain the use of a language code beyond "P" (primary) or "D" (dual) and allows for the report function to generate a list of all subjects supported by any language of interest.

### **Preservation Indicators**

Preservation indicators state intended action toward care of the physical condition of materials and the maintenance or archiving of the intellectual content of information in print, electronic, or other nonprint formats. For levels I through 5 protection of the collection from undue exposure to water, dirt, or abusive handling is assumed as the fundamental handling standard. Developing a preservation policy as part of the collection management policy provides a basis for collection housing, retention, replacement, or binding decisions.

## **0 OUT OF SCOPE**

No preservation treatment/planned deterioration.

## **1 NORMAL WEAR**

Material is retained for its useful life.

## **2 PHYSICAL PRESERVATION LEVEL**

Some cleaning and mending may be used to repair damage from normal use. Material is retained for its useful life. Environmental conditions are maintained for the average conditions acceptable for most formats in the collection.

## **3 CONTENT PRESERVATION LEVEL/PLANNED REPLACEMENT**

The intellectual content is preserved. The material may be kept in the original format or may be transferred to a more stable or usable format. The original material may be discarded. Environmental conditions are maintained for optimal housing of varied formats.

## **4 RESEARCH CONSERVATION LEVEL**

Resources are preserved or archived in their original formats using restoration and repair methods. Intellectual content is archived in the original format and additional formats. Environmental conditions are maintained for optimal housing of varied formats.

## **5 COMPREHENSIVE ARCHIVING AND CONSERVATION LEVEL**

Material in this category includes items with high informational, artifactual, or monetary values. Restoration and damage prevention are practiced. Controlled environmental conditions are maintained to preserve the material in its original format and in optimal physical condition. Necessary technology is maintained for using materials in their original formats. Environmental conditions are maintained for optimal, archival housing.

Criteria considered in selecting preservation options include:

- Mission and objectives of the library
- Collection management policy
- Importance of the material to the collection
- Policies regarding housing and handling of the material
- Cooperative collection management agreements

Points to consider when assigning preservation indicators during shelf observation:

- Physical condition
- Past and potential use
- Significance of individual items, last copy, uniqueness
- Artifactual value of the item, uniqueness
- Availability of the material in other libraries

- Suitability and availability of alternative formats (Davis, 1994a; Jakimow, 1995)

## Goal and Activity Levels

The following goal and activity levels are the four aspects that are used in the conspectus to create the collection profile. For each WLN Conspectus line that is assessed, a numerical value is assigned to each of these four levels. The overview of a collection is recorded and reported through the use of the collection depth indicators in the goal and activity level fields. These indicators, which were defined in the previous pages, reflect a judgement concerning the depth and breadth of specific subject areas. The indicators express the status of a library's collection goals and activity levels. The four goal and activity levels are:

### **Current Collection (CL)**

### **Acquisitions Commitment (AC)**

### **Collection Goal (GL)**

### **Preservation Commitment (PC)**

Current Collection (CL) reflects the strength of the existing collection. The CL compares the collection to what is available worldwide and identifies its ability to meet the mission of the library.

Acquisitions Commitment (AC), or growth rate, is the current level of activity at which the collection is being developed. It is normally based on recent acquisitions information including new titles purchased and gift additions to the collection. The Acquisitions Commitment is useful for comparison with the Collection Goal, with budget requirements, with publishing output, and with the Current Collection Level.

Collection Goal (GL) represents a target level to which a library plans to build its collection in order to meet user needs.

Preservation Commitment (PC) reflects the level of a commitment to preserving the intellectual content of the material or conserving the physical materials in a particular subject area.

The numeric ratings used for reporting the current collection level, acquisitions rate and collection goals are the collection depth indicators ranging from 0 -- *Out of Scope* to 5 -- *Comprehensive*. The indicators are meant to describe the current collection or acquisition level, and are not intended to rate that collection as *good* or *bad*. Collection goals are based on the library's mission and its client needs. Evaluation and decisions about collection management enter the process when comparison of the current collection level (CL) and acquisition commitment (AC) is made to the collection goal (GL) and preservation commitment (PC).

Determining goal levels is primarily a process of judgement based on experience, knowledge and collected data. Librarians' confidence in their own abilities to make informed judgements is important. Assignment of goal levels is not quantitatively precise, like measuring temperature, but it communicates useful and reactive distinctions within a range on a continuum. The continuum used in collection assessment is the range of collection depth indicators from 0 -- *Out of Scope* to 5 -- *Comprehensive*.



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