

COLLECTION DEVELOPMENT POLICY STATEMENT

CLASSIFICATION: L (EDUCATION)

JULY 1999

General Purpose: To support the Dean of Faculty offices, the Center for Educational Excellence, Student Services, the Registrar, and Reference. To support undergraduate level coursework in the humanities and the social sciences.

Collection Level Intensity: Basic information and general support.

Geographical Areas: No limitations, but major emphasis is on the United States.

Chronological Periods: Emphasis is on current materials.

Types of Material Collected: Monographs, including selected important editions, directories, dictionaries, encyclopedias, yearbooks, government documents, technical reports, college catalogs, and curriculum guides. Serials, including principle indexes/abstracts, and representative magazines and journals. Formats considered include print, CD-ROM, and electronic, and if not available in any other format, microform. All works are published in English.

Types of Material Excluded: Textbooks, equipment catalogs or manuals, slides, audio-visual material, and guidebooks.

Other Factors: Many items are updated on an annual basis and purchased automatically as standing orders.

Subjects and Collection Levels:

L	Education (General)
LA	History of education
LB	Theory and Practice of Education
	1050.9-1091 Educational psychology
	1705-2286 Higher education
	2300-2430 Higher Education
LC	Special aspects of education
	65-245 Social aspects of education
	1390-5158 Education of special
	classes of persons
LJ	Student fraternities and societies, U.S.

There are no academic majors in education. However, there is a great deal of interest

in issues affecting higher education, including:

- a) planning
- b) teaching skills
- c) educational technology
- d) grants
- e) learning skills
- f) tests and test taking skills, especially graduate admissions tests
- g) educational counseling

Weeding Criteria: All withdrawals will be coordinated with the faculty of the Behavioral Sciences and Leadership department.

The following are generally not weeded:

- a) classics in the field
- b) subject matter relating to leadership, military and aviation psychology
- c) sets where at least one volume is considered worth retaining
- d) titles listed in Books for College Libraries or other lists of outstanding books
- e) works on or by individual educators unless superseded by later editions

Materials may be withdrawn from the collection for the following reasons:

- a) Usage: Circulated less than once in five years
- b) Contents/Coverage: Outdated or revised by newer editions. Superior and numerous works on the same subject. Textbooks that are older than five years.
- c) Multiple Copies: No longer needed for reserve or of sufficient interest to the curriculum and research to justify duplication.
- d) Superseded: Includes serials such as directories that are updated frequently. Typically the latest edition is held in reference, the older edition is transferred to the circulating collection and the oldest versions are withdrawn.
- e) Physical Condition: Pages missing, unreadable text or poor quality paper not worth repairing, rebinding or replacing

Last updated by Mary Ellen Haug, Subject Specialist