COLLECTION DEVELOPMENT POLICY STATEMENT

COMMUNICATION

Date: January 2005
Collection Development Librarian: Vera Fullerton

I. PURPOSE/PROGRAM SUPPORT

The collection supports teaching and research in the field of communication, specifically as it relates to the curriculum and research interests of the Communication Program in the Columbian College of Arts and Sciences. The degree offered is a B.A. The program emphasizes a social sciences approach to the study of human communication. Courses examine research and theory about human interactions and relationships within all contexts, including interpersonal, intercultural and organizational communication, nonverbal behavioral and persuasion. A minor in communication is also offered. Graduate degrees are not offered.

The faculty of the Communication Program is comprised of 4 full-time and 9 part-time faculty. Approximately 120 undergraduate students are enrolled in the program.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

Students and faculty may take advantage of the resources of the other members of the Washington Research Library Consortium either through direct borrowing or through the Consortium Loan Service.

B. Other area resources

Faculty have access and borrowing privileges at the Chesapeake Information and Research Library Alliance (CIRLA) libraries. Resources available at the University of Maryland and Johns Hopkins University will be of interest to faculty. Resources available at the Library of Congress may be of interest to the faculty and students.

III. GENERAL COLLECTION GUIDELINES

A. Language
English is the primary language for collecting.

B. Period of Coverage

Emphasis is on the twentieth and twenty-first centuries.

C. Dates of Publication

The emphasis is on current scholarship. Important retrospective works on communication theory may be acquired selectively.

D. Geographical

Emphasis is on North America.

E. Treatment of Subject

Emphasis is on scholarly or practitioner-oriented material. Popular treatments are purchased selectively. Textbooks are collected very selectively unless they become classic works in the field. The emphasis is on the undergraduate level although selective graduate and research level material may be acquired. Reference material, including handbooks and encyclopedias may be acquired selectively.

IV. DESCRIPTION OF MATERIALS AND FORMAT

Materials in several formats will be collected included monographs and serials. DVDs and videos are ordered upon request by faculty. Electronic full text is the preferred format for journal articles.

V. SPECIAL CONSIDERATIONS

The library’s collections in support of sociology, psychology, organizational sciences and education are relevant to communication as well.

VI. DUPLICATION

In general, duplicate copies of a title are not purchased, the operating principle being to purchase more titles rather than extra copies of individual titles. However, if demand warrants, e.g. reserve readings, duplicate copies are bought on a case by case basis. Additional copies of titles may be accepted as gifts.

VII. SELECTION METHODS

A. Selection of new materials generally occurs through 4 sources:
1. The approval plan through Blackwell’s Book Services is monitored on a regular basis to ensure the profile meets our needs. Any changes in the curriculum, as indicated through library impact statements, are examined against possible changes in the approval profile.

2. Firm orders are initiated by the collection development librarian. Firm order requests from faculty and students are reviewed and approved by the collection development librarian.

3. Standing orders, memberships and serial requests are initiated by the collection development librarian.

4. Gifts are accepted under the same guidelines as other acquisitions. They must fit the criteria spelled out in this collection development policy.

B. Deselection

The deselection process can be initiated by Gelman staff, by faculty, or by the collection development librarian. Final decisions on deselection are made by the collection development librarian. Items are checked for general condition, availability of newer or replacement editions and the continuing value of the content.

VIII. LIBRARY OF CONGRESS CLASSIFICATION

Due to the interdisciplinary nature of Communication, material can be found across several Library of Congress classification ranges, including but not limited to P90, P91 and PN.