COLLECTION DEVELOPMENT POLICY STATEMENT

Latin American and Hemispheric Studies

Date: February 2006
Collection Development Librarian: David Ettinger

I. PURPOSE/PROGRAM SUPPORT

The Latin American and Hemispheric Studies Program in the Elliott School of International Affairs offers the M.A. and B.A. degrees. It is multidisciplinary with courses in anthropology, economics, geography, history, public health, political science, and Spanish-American literature. Graduate students must major in one or two of these fields. Undergraduate students must take twelve credit hours of related course work in anthropology, art history, economics, geography and regional science, history, international affairs, political science, or Hispanic literature.

As of the spring semester 2005 ten faculty members taught in the program. Faculty research interests focus on Indian movements, revolutions, history, political parties, and international relations of the Andean countries; the history and politics of Brazil; and the history and social movements of Mexico. There are 21 graduate students in international affairs who focus on Latin America as well as 11 undergraduates doing a dual degree in Latin American affairs.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

Faculty and students may use the resources of Consortium libraries either on-site or through the Consortium Loan Service of Gelman Library.

B. Other area resources

Resources of the Library of Congress and the Columbus Memorial Library of the Organization of American States are of importance for the research of faculty and graduate students. Reference librarians can provide referrals to primary and secondary resources available at other libraries and repositories.

III. GENERAL COLLECTION GUIDELINES
A. Language

   English is the preferred language of the collection, but materials in Spanish and Portuguese are acquired.

B. Period of Coverage

   All periods are included, but emphasis is placed on the twentieth and twenty-first century.

C. Dates of Publication

   Current scholarship is emphasized; older materials are acquired more selectively.

D. Geographical

   The collection principally covers Latin America, including Mexico, the Caribbean, and Central America and South America, with particular emphasis on Peru. Spain and Portugal are also of interest since they have had so much influence on Latin America.

E. Treatment of Subject

   Scholarly materials, both current and retrospective, are preferred. Dictionaries and other reference sources are acquired. Popular materials are acquired on a selective basis. Textbooks are acquired on a highly selective basis.

IV. DESCRIPTION OF MATERIALS AND FORMAT

   Print materials include standard reference sources, circulating monographs, multi-author anthologies, monographic series, and periodicals. Videos are considered for purchase upon faculty request contingent on intended repeated use. Electronic databases supporting research are also acquired.

V. SPECIAL CONSIDERATIONS

   The collection development policy statements of the component disciplines of the program could be relevant for this policy: anthropology, art, economics, geography, history, international affairs, political science, and Spanish.

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 5 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. Journals in the field are scanned for relevant reviews. 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.

5. The library participates in the Federal Depository Library Program; collection development librarians review documents available through the U.S.G.P.O. for access or inclusion in the collection.

B. Deselection

The deselection process may 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

Most of the materials used by faculty and students in the Latin American and Hemispheric Studies Program can be found in the F-H, J, and N portions of the Library of Congress classification system.