COLLECTION DEVELOPMENT POLICY STATEMENT

MUSEUM STUDIES

Date: June 2005
Collection Development Librarian: Liz Harter

I. PURPOSE/PROGRAM SUPPORT

The museum studies collection supports the two-year master's level program, as well as a one-year certificate degree for students who have already completed a master's degree in a subject field. The Museum Studies Program in the Columbian College of Arts and Sciences is designed for those who seek a deepening of their primary academic interest along with training in the broad range of talents required for successful operation of museums. The program is intended to produce graduates who are prepared to assume museum positions that require both scholarship and functional skills.

Students must take a minimum of five courses in museum studies, which concentrate on such functions as museum administration, collections management, exhibiting, and object care and conservation. There are three full-time faculty and approximately twelve adjunct faculty. The graduate and certificate programs together have over 125 students. There are no undergraduate or doctoral students.

The Program is not intended for students whose career interests are curatorial; those students pursue instead a masters degree in their academic discipline with a concentration in museum training. Similarly, students interested in museum education enter the Museum Education Program in the Graduate School of Education and Human Development.

Collection support for the one year of graduate coursework in an academic core is covered by collection development policies in those areas, such as American Studies, Anthropology, History, Educational Leadership, Fine Arts and Art History, and Theatre and Dance.

II. AREA RESOURCES

A. Washington Research Library Consortium (WRLC)

George Washington University is the only WRLC institution to offer a degree in Museum Studies and thus has the strongest library collection in this subject area.
Students and faculty may also take advantage of the resources of the WRLC either through direct borrowing or through the Consortium Loan Service.

B. Other area resources

Important local resources are the several libraries of the Smithsonian Institution and its Center for Education and Museum Studies. Additionally, faculty and graduate students have access and borrowing privileges at the Chesapeake Information and Research Library Alliance (CIRLA) libraries. Within CIRLA, Johns Hopkins University and the University of Maryland provide the strongest collections in Museum Studies.

III. GENERAL COLLECTION GUIDELINES

A. Language

English is the primary language of collection.

B. Period of Coverage

Although the emphasis is on current issues, all time periods are included for materials on the history of museums.

C. Dates of Publication

Current scholarship is emphasized since the field of museum studies is a relatively new and changing discipline; older materials are acquired selectively.

D. Geographical

There are no geographical limits on coverage, although the emphasis is on North America. A secondary emphasis is on Great Britain and other European countries.

E. Treatment of Subject

Emphasis is on scholarly or practitioner-oriented material. Popular English language trade titles may be acquired for cultural context. Textbooks are collected selectively only at the graduate level. Reference material, including handbooks, encyclopedias, and dictionaries is acquired selectively.

IV. DESCRIPTION OF MATERIALS AND FORMAT

Materials in several formats are collected, including print and electronic monographs, serials, and government documents. DVDs and other videos are ordered upon request by faculty based upon intended repeated use. Electronic full text is the preferred format for journal articles and government documents. Microform will be purchased for a source when no other format is available.
V. SPECIAL CONSIDERATIONS

Library materials for the one year’s coursework in an academic core are covered by the collection development policies for those areas, such as American Studies, Anthropology, History, Educational Leadership, Art, Biology, and Theatre and Dance.

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 that 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.

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 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
For museum studies courses, the AM classification is the primary area for materials. However, because of the highly interdisciplinary nature of the Program, materials fall under a number of Library of Congress classifications, for example D (History), E (American Studies), GN (Anthropology), L (Educational Leadership), N (Art), GV and PN (Theatre and Dance), and QH (Biology).