COLLECTION DEVELOPMENT POLICY STATEMENT

SCHOOL OF MEDIA & PUBLIC AFFAIRS

Date: June 2007

Collection Development Librarian: David Killian

I. PURPOSE/PROGRAM SUPPORT

The collection supports the curricular and research needs of the School of Media and Public Affairs (SMPA), which provides, through the Columbian College of Arts and Sciences, programs of study leading to the Bachelor of Arts and the Master of Arts degrees. The BA degree offers two majors, journalism and mass communication, and political communication; the MA degree is in the field of media and public affairs. A minor in journalism and mass communication is also available.

A thesis or additional course work is required for completion of the MA degree.

A joint degree program leading to a Five–Year Bachelor of Arts in an SMPA major and Master of Professional Studies in the field of political management is offered.

SMPA is comprised currently of 20 full-time, one visiting, two adjunct, and 12 part-time faculty members.

In spring 2006, SMPA had 125 undergraduate majors: 65 were journalism majors and 60 were political communication majors. There were 16 students enrolled in the Master’s program. Twenty-five students had chosen either of the two SMPA majors as their undergraduate minor, with most choosing journalism.

II. AREA RESOURCES

A. Washington Research Libraries Consortium (WRLC)

Faculty and students may avail themselves of the collections of the member libraries of the Consortium either through direct borrowing or the Consortium Loan Service. Georgetown University and American University have notably
strong collections of public affairs-related materials (in subject areas such as political science, public administration and public policy); AU has, in addition, collection strength in the area of journalism.

B. Other area resources

Faculty and students have access privileges at Chesapeake Information and Research Library Alliance (CIRLA) libraries. Faculty and graduate students have borrowing privileges. The University of Maryland, College Park, has a strong collection of journalism materials.

Resources at the Library of Congress, e.g., the Newspaper and Current Periodical Reading Room, might be of interest to SMPA students and faculty.

SMPA students intern at faculty-approved area news organizations, agencies, or offices.

III. GENERAL COLLECTION GUIDELINES

A. Language

English is the primary and almost exclusive language of the collection.

B. Period of Coverage

SMPA is mainly focused on current affairs, though materials on U.S. media history from colonial times to the present will be collected.

C. Dates of Publication

The emphasis is on current scholarship, though retrospective works on media history and theory may selectively be acquired.

D. Geographical

The main area of interest for the study of the news media is the United States, though there is also interest in the international news media, particularly in its relation to U.S. foreign and military policy.

E. Treatment of Subject

Scholarly materials, both current and retrospective, are preferred. Popular materials may be acquired selectively. Textbooks are not normally purchased unless they are at the upper-undergraduate or graduate level.
IV. DESCRIPTION OF MATERIALS AND FORMAT

Materials are collected in a number of formats, including monographs, serials, microforms and bibliographic and full-text electronic databases. Videocassettes and DVDs are considered for purchase upon faculty request.

V. SPECIAL CONSIDERATIONS

Gelman Library’s strong collections in political science, public policy, public administration, and international relations help support the research interests of SMPA students and faculty.

VI. DUPLICATION/REFERRAL POLICY

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. 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

Most SMPA titles fall within the following two subclasses of Class P of the Library of Congress Classification System:

- P 87 – 96 Communication. Mass Media
- PN 4699-5650 Journalism.

Other titles relevant to SMPA may be found in these areas:

- JK 1-9993 Political institutions and public administration (United States)
- TR 624-835 Applied photography [for photojournalism]