

Collection Development Policy

Draft

February 20, 2008

To be completed:

Computer Science
Criminal Justice.
Dance
Economics
Environmental Science
General Business & Finance
Mass Communications
Military Science Music
New Faculty
Photography
Sociology .
Special Collections
Speech Communication

Newton Gresham Library Collection Development Policy

INTRODUCTION

Scope and Audience. The Collection Development Policy attempts to relate library collections to the instructional, research, and service needs of the academic programs of Sam Houston State University, to clarify selection and other related procedures, and to delineate responsibilities for collection development. It is aimed primarily at selectors, both library and teaching faculty, and secondarily at students, administrators, other interested individuals and groups, and other libraries, particularly co-members of the **[East Texas Consortium of Libraries (Sam Houston State University, Lamar University, and Stephen F. Austin State University)]** for resource-sharing purposes.

Purpose: The Collection Development Policy serves primarily as a guide for faculty in selecting materials for the Library but also as a resource for deselection (weeding), collection assessment and evaluation, budgeting and allocation, and for coordinated collection development.

Collection Development Program: The Collection Development Program has as its goal the orderly and consistent development of the library collections so that they will be responsive to both the actual and potential needs of the users. In so doing, the program is in keeping with several of the mission statements of the University, namely the following from the Final Report of the Mission Study Committee dated April 26, 1985:

1. Provide a library of the highest quality capable of supporting instruction, research, and public service programs;
2. Provide a strong liberal arts framework for all instructional programs;
3. Provide an environment that encourages systematic enquiry into both practical and purely intellectual problems;
4. Encourage the intellectual development of...students and faculty through access to the record of human experience;

5. Provide academic, pre-professional, and career curriculum research opportunities in the applied arts and sciences, the physical and life sciences, teacher education, the fine arts, business administration, the criminal justice system, the behavioral and social sciences, the humanities, and other related fields.
6. Work with other consortia, institutions, agencies, and civic groups to exchange ideas, to share mutual concerns, and to foster intellectual growth;
7. Provide an intellectual...climate conducive to the fullest development of students.

Library bibliographers are appointed to oversee collection development for those subjects for which they are responsible and to serve as liaison to faculty within the corresponding academic programs. The overall program is coordinated by the Collection Development Librarian, and ultimate responsibility for collection development rests with the Library. The Library seeks the advice of the Faculty Library Committee on major collection development issues such as a reduction in the journal collection or purchasing online only access to book or journals.

Format: The Collection Development Policy is organized by subject/program with detailed information for each according to a uniform format which is outlined as follows:

- A. **Subject/Program.** The policy attempts to cover all subjects pertinent to the instructional, research, and service needs of the university. Essentially, the policy is organized according to the actual instructional program rather than to abstract subjects. Policy statements for various library collections (reserves, reference, government documents, and special collections) are also included;
- B. **Principal Bibliographer.** The Principal Bibliographer in each case is a librarian who is responsible for selection and other collection development matters relating to a particular subject. He or she also acts as liaison with faculty in the corresponding academic unit;
- C. **Collection Goal.** The Collection Goal attempts to relate instructional, research, and service needs to stated program objections;
- D. **Programmatic Information.** This section outlines each subject's specific instructional and research programs and relates this information to specific collection needs;
- E. **Coordination and Cooperative Information.** This section identifies other areas of the overall collection that may be regularly consulted by students and faculty in the program. It also identifies any existing cooperative arrangements;
- F. **Subject and Language Modifiers.** This section delineates geographic, chronological, and language restrictions that may apply to the subject;
- G. **Description of Materials.** This section describes pertinent specific subject treatments, in a bibliographical sense, and specific types and formats of material beyond the universal

need for monographs, journals, and standard reference materials. The publication date reflects any needs for older, retrospective, materials as well as current imprints for each subject;

- H. **Special Considerations.** This section identifies important publishers of current materials beyond the general mainstream publishers of trade books, as well as specialized selection aids for both current and retrospective materials which may be used in conjunction with general selection aids (see below);
- I. **Accreditation.** This section lists actual pertinent accrediting agencies or those from which a program is actively seeking accreditation. The intention of the section is to make selectors aware of library needs that may be specified by an accrediting agency;
- J. **Description of Subject Fields and Selection Intensity Levels.** This section breaks a subject/program into detailed subject areas according to both the programmatic structure of the discipline and the bibliographic structure as outlined by the Library of Congress Classification Schedules and other pertinent classification schemes, where applicable, and assigns to each subject area a selection intensity level (see below).

Curriculum Outline. The following is a brief outline and explanation of the types of degrees offered at Sam Houston State University. More detailed information regarding the curriculum can be found in several periodical reports prepared by the University: *Curriculum Report* (annual—it indicates changes, additions, etc. to the curriculum); *Twelfth-Day Class Report* (issued each semester—it indicates course loads by program and individual instructor); and *Report of the Registrar* (issued each semester—it gives detailed information on the demographics of the student body); Undergraduate and Graduate catalogues.

Undergraduate degrees offered are the following:

1. Bachelor of Arts (B.A.)
2. Bachelor of Applied Arts and Sciences (B.A.A.S.)
3. Bachelor of Business Administration (B.B.A.)
4. Bachelor of Fine Arts (B.F.A.)
5. Bachelor of Music (B.M.)
6. Bachelor of Science (B.S.)

Graduate degrees are offered in the following:

1. Master of Arts (M.A.)

2. Master of Business Administration (M.B.A.)
3. Master of Education (M.Ed.)
4. Master of Fine Arts (M.F.A.)
5. Master of Library Science (M.L.S.)
6. Master of Music (M.M.)
7. Master of Public Administration (M.P.A.)
8. Master of Science (M.S.)

Doctoral degrees are offered in the following:

1. Clinical Psychology (Ph.D.)
2. Counselor Education (Ph.D.)
3. Criminal Justice (Ph.D.)
4. Educational Leadership (Ed.D.)
5. Reading (Ed.D.)

Different degree programs have different plans for graduating with or without a thesis, and each department should be consulted regarding this.

Selection of Materials: The selection of materials is a shared responsibility of the library and teaching faculty. Selectors are encouraged to follow the principles and methodologies of selection as outlined in the professional literature of librarianship. Some useful overviews of selection and development are: *Collection Development in College Libraries* (Chicago: American Library Association, 1991); *Collection Development Policies for College Libraries*, edited by Theresa Taborsky (Chicago: American Library Association, 1989); *Selection of Library Materials in the Humanities, Social Sciences, and Sciences*, edited by Patricia A. McClung (Chicago: American Library Association, 1985), and *Selection of Library Materials in Applied and Interdisciplinary Fields*, edited by Beth J. Shapiro (Chicago: American Library Association, 1987).

Selection Tools: Every selector should utilize both general and specialized selection tools; it is up to the discretion of the individual selector to determine the most useful combination for him or herself. One productive strategy is first to identify the types or major groups of material appropriate to a given subject and which it is appropriate to acquire routinely, then develop a

working list of specific selection tools for the various types of material. What follows is a list of the most commonly utilized general selection tools for both current and retrospective selection. Specialized tools are described in the outline for a given subject.

A. General Tools for Current Monographic Selection.

1. *Choice* (general academic)
2. *Library Journal* (general academic)
3. *Publisher's Weekly* (for advance reviews)
4. *Booklist*.
5. *New York Review of Books*.
6. *Times Literary Supplement*.
7. *London Review of Books*.
8. *New York Times Book Review*.
9. Reviews in professional journals.
10. Publishers' catalogs and brochures.
11. Notification plan via YBP Library Services.

B. Basic Tools for Retrospective Selection.

1. WorldCat content analysis
2. *Books for College Libraries* (3rd ed.)
3. Printed and online catalogs of outstanding library collections.
4. *Cumulative Book Index* (stops at 1990).
5. *National Union Catalog*.

C. Selection Tools for Specific Types of Material.

1. *Reference Services Review* (reference materials).
2. *American Reference Books Annual*.
3. *Guide to U.S. Government Publications*
4. **[New Technical Books]**
5. *Ulrich's Periodicals Directory* (serials database).
6. *Magazines for Libraries* (15th ed) (serials)
7. **[Publications Reference File]**
8. *Texas State Publications*
9. **[International Bibliography: Publications of Intergovernmental Organizations]**

10. **[Ganly. *Serials for Libraries* (2nd ed)]**
11. *Catalog of U.S. Government Publications.*

Selection Intensity Levels: The following levels are used to denote the levels at which selection should be done for specific subjects. The levels and definitions used follow accepted practice and denote levels relative to national collections. A slash (/) between two levels indicates the difference between present and desired levels of collection:

Level O: Out of Scope. The library does not collect in this subject.

Level 1: Minimal Level. A subject area in which few selections are made beyond very basic works. A collection at this level is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

Level 1a: Minimal Level, Uneven Coverage. Few selections are made, and there is unsystematic representation of subject.

Level 1b: Minimal Level, Even Coverage. Few selections are made, but basic authors, some core works, or a spectrum of ideological views are represented.

Level 2. Basic Information Level. A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

Level 2a. Basic Information Level, Introductory. The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as textbooks; historical descriptions of the subject's

development; general works devoted to major topics and figures in the field; and selective major periodicals.

The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.

Level 2b. Basic Information Level, Advanced. At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals that serve to introduce and define a subject.

An advanced basic information level is sufficient to support students in basic courses as well as supporting the basic information needs of patrons in public and special libraries.

Level 3. Study or Instructional Support Level. A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographic apparatus pertaining to the subject.

At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

Level 3a. Study or Instructional Support Level, Introductory. This subdivision of level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in

appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

This subdivision of level 3 supports undergraduate courses, including advanced undergraduate courses, as well as most independent study needs of the clientele of public and special libraries. It is not adequate to support master's degree programs.

Level 3b. Study or Instructional Support Level, Advanced. This subdivision of level 3 collection provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation; access to appropriate machine-readable data files; and reference tools and fundamental bibliographic apparatus pertaining to the subject.

This level supports all courses of undergraduate study and master's degree programs as well as the more advanced independent study needs of the patrons of public and special libraries.

Level 4. Research Level. A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

Level 5. Comprehensive Level. A collection in which a library endeavors, so far as it is possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms),

in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a “special collection;” the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

Note: For levels 0-2b, materials selected from the general selection tools listed above will, in nearly all cases, be sufficient for most needs. Library bibliographers routinely monitor general selection tools (except for reviews in professional journals which are monitored at their discretion), and they should be relied upon in the main to select from them. For levels 3-4, more specialized tools should be utilized in some cases; both library and teaching faculty should share in selecting materials for these levels.

Allocation: The materials budget is apportioned into three separate accounts: monographs; standing orders; and serials. Of the three, only the monographs account is allocated, and it is allocated internally into subject/program funds in an effort to provide complete coverage of, as well as accounting for, all pertinent subjects. Allocations are based primarily on recognized programmatic needs and published data as well as publishing statistics and price data.

Assessment: Assessment of the collection or parts of it should be done as an ongoing process. There are basically two types of assessment, quantitative and qualitative, which may be either collection or client centered; current methodologies are described in *Collection Assessment Manual for College and University Libraries* by Blaine H. Hall (Oryx Press, 1985). Some suggestions for assessing the collection follow:

A. Quantitative.

1. **Shelflist Count.** Statistics on collection size by broad LC class are available for our collection. These can be compared with collection statistics in OCLC Collection Analysis. Prominent subject collections, by LC classification, can be obtained from the **[RLG Conspectus]**. Collection growth and use may also be assessed by using circulation statistics, ILL statistics, cataloging statistics, and acquisitions statistics.

2. **OCLC Collection Analysis.**
3. **Subject Headings.** As indicated in each subject statement, these can be searched on the online catalog in order to see our holdings.

B. Qualitative.

1. **Standard Lists.** *Books for College Libraries* can be checked against the collection.
2. **Other Lists.** Bibliographies, etc, as indicated in each subject statement under “Retrospective Selection Aids” can be checked.
3. **Journals.** Periodicals indexed in various indexes can be checked against our periodicals list. Also, titles can be checked in the Journal Citation Reports volumes for both Science Citation Index and Social Science Citation Index. Standing Order titles can be checked in *Serials for Libraries*.
4. **Citation Study.** One of the most useful methods for evaluating an academic library’s collection is the citation study which determines, by checking at random footnotes and items in its bibliography, whether or not a given book could have been written using the library’s collection.

Special Considerations.

A. **Hardback or Paperback?.** The traditional viewpoint in librarianship is that it was false economy to request a paperback copy of a book that was also available in hardcover, on the grounds that paperbacks deteriorate more quickly than hardcovers. The Newton Gresham Library does not adhere to this viewpoint, and orders paperbacks as often or more often than hardcovers. Paperbacks which deteriorate quickly can be sent to the Library’s Bindery.

B. **Multiple Copies.** In almost all cases, a single copy of a book will be sufficient. In some cases, however, multiple copies will be required. What follows are brief guidelines for determining the need for multiple copies:

1. Works which will be standards for many years to come and for which the demand will be consistently high. (2-3 copies, perhaps more in certain circumstances);
2. Works that will have very high short-term use. Copies should be placed on reserve in order that they receive restricted circulation and wide exposure. (2-3 copies of the paperback version);
3. Works for which it is determined that copies are needed both for the general collection and for Special Collections. (1 copy for each location);
4. Multiple copies of a work for which use is merely speculative should not normally be requested for the general stacks. In such cases, it is more prudent to monitor circulation records in order to determine the need for additional copies rather than request multiple copies in advance of actual need.

C. Types of Materials to Select With Care. The following types of materials should be selected with particular care:

1. **Textbooks.** Textbooks, especially lower-level textbooks (*Introduction to...*, *Basics of...*, *Principles of...*, etc) are designed and produced for classroom use and are marketed to students and faculty rather than to libraries. Textbooks also become outdated quickly and are regularly (usually annually) superseded by new editions. They are thus questionable additions to an academic library collection. Upper-level textbooks may, in selected disciplines (most notably the sciences), be useful library resources. In either case, however, textbooks should be selected on a highly selective basis.

The library's textbook policy, which may require justification for requesting textbooks, is meant to be restrictive rather than prohibitive.

2. **Serials disguised as monographs.** Some publishers, especially publishers of loose-leaf services, produce a basic volume that may be updated regularly by a subscription to the update service for a given volume. Normally, the library will purchase the basic volume without subscribing to the updates, especially if the book is to be cataloged for the general stacks rather than for the reference collection. A subscription to an update service will normally go through the serial review process. A few other publishers, Haworth for example, market individual journal issues as monographs, and selectors should read the fine print before

requesting such material in case the library already subscribes to the journal itself.

3. **Bestsellers, especially fiction.** Unless the library already has an established collection of works by a bestselling author, selectors should avoid selecting bestselling fiction. An alternative is to purchase (or receive as a donation) a mass-market paperback copy to be placed in the paperback racks on the 2nd Floor.
4. **Isolated annuals or volumes in sets.** Occasionally it may be desirable to acquire a single annual or a single volume in a set, but normally it is prudent to request all volumes in a set or a standing order for an annual; otherwise, it is better to avoid requesting them.

D. Out-of-print Titles and Back Files of Serials. For out-of-print titles, reprints in paper are preferred, but microform reprints, if available and the paper copy is unavailable, will be acquired. Searches in the out-of-print market will be considered if a) no reprint is available or b) if the reprint is prohibitively expensive. For back files of serials, hard-copy is preferred for missing issues/volumes within a hard-copy run, and microform is preferred if the library has initiated a subscription 3-4 years after the first issue of a title was published; otherwise, hard-copy will be sought and purchased unless costs are prohibitive or material is unavailable as a unit.

E. Serials Review Process. Requests for subscriptions to serials titles are reviewed routinely by the Collection Development Committee which makes recommendations regarding obtaining subscriptions or not based upon a list of criteria that include availability of funds, programmatic need, reliability of the publishers, reviews of the title, price analysis, indexing, and availability.

F. Weeding. The library has in place a weeding policy (see below) that identifies classes and types of material to be considered for weeding and provides for a review of titles selected for weeding and methods of disposal of weeded material.

G. Gifts. The criteria for adding gifts to the collection are the same as those for the purchase of similar materials as outlined in this policy. Gifts are normally accepted without any commitment on the library's part to add the material to the collection without review by selectors who are free to recommend either adding appropriate material or disposing of unwanted material in a suitable manner. Simple letters of acknowledgment are sent routinely to donors. In accepting gifts, the library adheres to current IRS rulings regarding such gifts and keeps appropriate records. The library normally makes no attempt to appraise gifts; according to current IRS rulings recipients' appraisals are invalid for tax purposes, and serious appraisals must be handled by an outside appraiser, normally at the donor's expense.

H. Current or Older Titles? Selectors may occasionally request materials from a subject bibliography, list, etc., which may include older materials as well as current. As a rule, the emphasis of the collection development program for all areas of the collection, with the exception of Special Collections, is on the acquisition of current materials; that is, materials published in the current or previous year.

Concise Bibliography of Collection Development

Hall, Blaine H. *Collection Assessment Manual for College and University Libraries.*

Phoenix, AZ: Oryx Press, 1985.

Hill, Joanne Schneider, ed. *Collection Development in College Libraries.* Chicago: American Library Association, 1991.

Johns, Cecily, ed. *Selection of Library Materials for Area Studies.* Chicago: American Library Association, 1989.

McClung, Patricia A, ed. *Selection of Library Materials in the Humanities, Social Sciences, and Sciences.* Chicago: American Library Association, 1985.

Shapiro, Beth J, ed. *Selection of Library Materials in Applied and Interdisciplinary Fields.*

Chicago: American Library Association, 1987.

Taborsky, Theresa, ed. *Collection Development Policies for College Libraries*. Chicago:

American Library Association, 1989.

Subject/Program: Accounting

Principal Bibliographer: Abe Korah

Collection Goal: To support the instructional, research, and service needs of the Department of Accounting. The goal of the department is to help students acquire relevant skills and transition seamlessly into the accounting profession.

Programmatic Information

Undergraduate: The program offers a BBA in accounting and minor in accounting.

Graduate: A MS degree in accounting and an MBA with an accounting concentration.

Research:

Primary Faculty Contacts: Carl "Bill" Brewer

Coordination and Cooperative Information

Subject and Language Modifiers

Geographical: U.S.

Chronological: Current theory and practice is emphasized

Language: English

Description of Materials Collected

Treatment: Professional materials are acquired as are legal and technical material. The emphasis is on practice.

Types of Material and Format: Technical manuals, tax services, databases and legal reporters are acquired.

Publication Date: Current imprints are emphasized.

Special Considerations

Publishers of Note: American Institute of Certified Public Accountants, American Accounting Association, Financial Accounting Standards Board, Chartered Institute of Management Accountants, Chartered Institute of Public Finance and Accountancy, McGraw Hill, Wiley, ProQuest, and LexisNexis Academic.

Selection Aids for Current Material: *The CPA Journal, The International Journal of Accounting, British Tax Review, Accounting & Business Research, The Accounting Review, Issues in Accounting Education, The Journal of Accountancy, Journal of International Accounting Research.*

Retrospective Selection Aids/Resources: *Accounting History*

Accreditation: Accredited by AACSB International.

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Accounting Principles (Accounting HF5601-5689)	2B
A. Financial Statements (HF5681.B2)	
B. Partnership and corporation accounting (Corporations – Accounting HF5686.C7; Partnership HF1261)	
C. Cost Accounting (HF5686.C8)	
D. Financial Reporting (Disclosure in accounting; Line of business reporting HG4028.B2)	
E. Bookkeeping	
F. Liabilities	
G. Assets	

H.	Funds-flow statements	
I.	Leases	
J.	Bankruptcy (HG3760-3773)	
	Analysis of Financial Statements	2B
	Oil and Gas Accounting (Petroleum industry and trade - Accounting)	2B
	Accounting Fraud Examination	2B
	Accounting Systems Design	2B
	Auditing	3
	Cost Accounting	3
	Accounting Information Systems Audit	3
	ERP Business Process Integration	3
	Government and Not-for-profit Accounting	3
	Taxation of Partnerships (Taxation HJ3340-7395)	3
	Taxation of Estates, Gifts, and Trusts	3
	Taxation of Corporations and Shareholders	3
	Professional Ethics and Responsibility	3

Subject/Program: Agriculture

Principal Bibliographer: Lynn McMain

Collection Goal: To support the instructional, research and service needs of the Department of Agricultural Sciences. The objectives of the department is to: provide high quality instruction in agricultural sciences, technology, and business; promote research in agricultural sciences; provide a program of continuing education for teachers of agricultural science and agricultural producers; provide educational and competitive activities for youth involved in or interested in the agricultural sciences.

Programmatic Information.

Undergraduate: A Bachelor of Science (B.S.) degree is offered in the areas of agriculture, agriculture-agriculture business, agriculture-agriculture mechanization, agriculture-animal science (pre-veterinary medicine and wildlife ecology), and agriculture-horticulture and crop science. Note pre-professional training is offered for pre-veterinary medicine in agriculture-animal science. Teacher certification is offered with any of the agriculture emphasis majors listed.

Graduate: Master of Science (M.S.), Master of Arts (M.A.) are offered. Additionally a Master in Business Administration-Agri-Business (M.BA.) is offered in cooperation with the College of Business. Thesis and non-thesis options are available for M.S. and M.A. degrees.

Department Chair: Bobby Lane

Department Liaison: Timothy Pannkuk.

Coordination and Cooperative Information: Students and faculty will upon occasion find useful resources in subject areas considered to be cross-disciplinary or collaborative. Examples are: business management, marketing, accounting, economics, finance, biology, environmental science, chemistry, education, statistics, physics, computer science and geography.

Subject and Language Modifiers.

Geographical: Primarily North America, specifically the United States, but there is some interest in world-wide agriculture practice and food production.

Chronological: Contemporary theory and practice is emphasized.

Language: Primarily English and English translations, although occasionally works in Spanish may be acquired.

Description of Materials Collected.

Treatment: The focus is on scholarly and research-oriented materials. Professional material is also preferred when appropriate. There are occasions when cross-disciplinary materials are required and these may fall under the scope of a subject specialist librarian in another discipline.

Types of Material and Format: Research focused books, upper-level text books, and professional books and materials in veterinary medicine, agricultural production, livestock production, crop production, land conservation, horticulture, and agricultural machinery are selectively acquired. Research reports, proceedings, government documents and materials published by producers of agricultural products are acquired.

Publication Date: Currency of material is emphasized; however retrospective purchases may be required to fill possible gaps in the collection.

Special Considerations.

Publishers of Note: Academic Press, American Nurseryman Publishing Co., American Phytopathological Society, American Society for Horticultural Science, American Society of Agricultural and Biological Engineers, Blackwell Publishing, CABI, Cambridge University Press, Cengage Delmar Learning, CRC Press, Marcel Dekker, Oxford University Press, Prentice-Hall, Soil and Water Conservation Society, Texas A&M Press, University of Chicago Press, Wiley.

Selection Aids for Current Material: AGRICOLA database of the National Agriculture Library of the U.S. Department of Agriculture, CHOICE Reviews, HORTScience and HORTTechnology journals.

Selection Aids for Retrospective Material:

“The History of Agricultural Science and Technology: an International Annotated Bibliography”

“Reference Sources in Science, Engineering, Medicine and Agriculture”

“Bibliography of Books and Pamphlets on the History of Agriculture in the United States, 1607-1967”

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Agricultural Business	
Agricultural Economics and Marketing	
Agriculture- Economic Aspects	
Farm Produce- Marketing (S571)	
Livestock- Marketing	2A
Agribusiness Management	
Agricultural Industries	
Agriculture- Economic Aspects	2B
Land and Natural Resource Economics	
Land Use- Rural	
Agricultural Conservation (S604.5-604.64)	
Agricultural Ecology (S589.7)	
Agriculture- Environmental Aspects (S589.75)	3
Agricultural Finance	2B
Agriculture Market Analysis and Prices	

Farm Produce- Marketing (SF571)	
Livestock- Marketing	
Produce Trade (HD9000-9019)	2B
Agriculture Production Economics	2B
Real Estate Appraisal	
Real Estate- Valuation (HD251-279)	2B
Agriculture and Government Programs	
Agricultural Stabilization and Conservation	
Soil Conservation	
Consumer Protection	
Inspection and Marketing	
Genetically Modified Foods (TP248.65)	
Rural Development	
Agriculture and State- United States	3
Cooperative Agriculture	
Agriculture- Cooperative	3
International Agriculture	3
Statistical Methods in Agriculture	3
Agricultural Extension Work	2B
Agricultural Mechanization	
Agricultural Engineering (S671-760)	2B
Rural Electrification (TK4018; HD 9688)	3
Agricultural Machinery (S671-760)	3

Mechanized Harvesting	
Harvesting (SB129)	
Harvesting Machinery (S695-697)	3
Agricultural Surveying	
Agricultural Surveys (S494.5; S21-400)	2B
Irrigation Engineering (TC801-937)	2B
Agricultural Buildings	2B
Agricultural Mechanics	2B
Agricultural Engines and Tractors	
Traction- Engines (TL233)	2B
Animal Science	
Livestock (SF1-121)	
Market Types and Classes of Livestock (beef, sheep, goats, swine, horses)	2A
Livestock-Marketing	
Animal Industry (HD9410-9429)	2A
Livestock Selection and Management	3
Poultry Science	
Poultry (SF481-507)	3
Rodeo Skills	
Rodeos (GV1834)	2B
Dairy Science	
Dairy Farming (SF221-240)	

Dairy Processing (SF250.5)	
Dairying (SF221-275)	2A
Selection, Evaluation and Processing of Meats (poultry, beef, pork, lamb)	
Meat (TS1950-1975)	
Livestock- Carcasses (SF140.C37)	2B
Cutting and Curing of Meats	
Meat Cutting (TS1962)	
Meat- Preservation (TX599-613)	2B
Anatomy and Physiology of Domestic Farm Animals	
Veterinary Anatomy (SF761-767)	
Veterinary Physiology	2B
Horse Husbandry	
Horses (SF277-359)	
Horses- Judging (SF297)	2B
Animal Nutrition (SF95-99)	3
Beef Cattle Production and Management	
Beef Cattle (SF 207)	3
Swine Production and Management	
Swine (SF391-397)	2B
Animal Reproduction	
Breeding (S494)	
Livestock- Breeding (SF105)	3
Animal Diseases and Parasites	

Livestock- Diseases (SF600-1100)	
Veterinary Parasitology (SF810)	2B
Farm Food Preservation	
Food- Preservation (TX599-613)	2B
Horticulture and Crop Science	
Plant Science	2B
Forestry Management	
Forests and Forestry (SD 391- 535)	2B
Soil Science (S590-599.9)	2B
Cereal Crops	
Grain (SB189-191)	2A
Heredity	
Plant and Animal (QH431)	2B
Plant Propagation (SB119-124)	3
Turfgrass Science	
Turfgrasses (SB433)	
Turf Management (SB433)	
Turfgrasses Industry	
Grasses (SB197)	2B
Greenhouse Management (SB415)	
Greenhouse Gardening (SB415)	2B
Soil Fertility and Fertilizers	
Soil Fertility	

Fertilizers (S631-667)	2B
Landscape Design	
Landscape Architecture (SB469-476.4)	2B
Forage Crops and Pasture Management	
Forage Plants (SB193-207)	
Pastures (SB199)	2B
Rice Production and Utilization	
Rice (Sb191.R5)	2B
Vegetable Production	
Vegetables (SB320-353)	2B
Tree Fruit and Small Fruit Production (SB354-399)	2B
Chemical Control of Weeds, Plant Diseases and Pests	
Pests- Control (SB950-990.5)	
Plant Parasites- Control (SB950-950.3)	
Plant Diseases	
Weeds- Control (SB610-615)	3
Agricultural Education	
Vocational Agriculture	
Agriculture- Study and Teaching (S531-539)	2B

Subject/Program: Art (excluding Photography)

Principal Bibliographer: R. Scott Harnsberger

Collection Goal: To support the instructional and research needs of the Art Department.

Programmatic Information:

Undergraduate:

Majors:

BA, Program in Studio Art

BFA, Program in Studio Art

BFA, Program in Advertising and Graphic Design

BFA, Major in Computer Animation

Minors:

Animation

Art History (for Art and non- Art Majors)

Two-Dimensional Studio Art

Three-Dimensional Studio Art

Interior Design (IND Majors only)

Students interested in becoming an art teacher in a public school in the State of Texas will pursue an All-Level Certification in Art. Once all credentials are met for the All-Level Certification this allows employment in grades Kindergarten through 12th grade. To pursue the degree required for certification the candidate must follow the degree plan for a Bachelor of Arts, Major in Art Studio and a Minor in Secondary Education.

Graduate: N/A.

Research: Art faculty.

Primary faculty contact: Sharon King.

Coordination and Cooperative Information: Several courses are taught each year in conjunction with the SHSU Puebla Field School in Puebla, Mexico.

Subject and Language Modifiers:

Geographical: No restrictions, but Western traditions are emphasized.

Chronological: No restrictions.

Language: Predominately English; occasionally monographs and exhibition catalogues are acquired in French, German, Italian, or Spanish.

Description of Materials Collected.

Treatment: Scholarly treatment predominates, although introductory material is acquired selectively. Books on studio art and computer animation software comprise a very small percentage of total annual acquisitions.

Types of Material and Format: Surveys, catalogues, and anthologies of historical periods, geographical areas, movements, schools, themes, and genres; biographies, catalogues raisonnés, exhibition catalogues, and monographs on individual artists; iconography; catalogues of major public and private collections; art criticism and theory; business and legal aspects of art; and museum and gallery administration and practices, including the authentication, conservation, and exhibition of art works. Electronic books are acquired mainly through collective purchases rather than individually.

Special Considerations.

Publishers of Note: Commercial publishers (e.g., Abbeville, Abrams, Blackwell, Bulfinch, Hatje Cantz, Hudson Hills, Merrell, Prestel, Rizzoli, Skira, and Thames & Hudson); university presses (particularly Cambridge, Yale, Harvard, Princeton, Pennsylvania, Penn State, MIT, Chicago, Washington, and California); and presses of museums, galleries, and institutes (e.g., Art Institute of Chicago, Dallas Museum of Art, J. Paul Getty Museum, Metropolitan Museum of Art, National Gallery (London), National Gallery of Art

(Washington, D.C.), Museum of Fine Arts Houston, Museum of Modern Art (N.Y.), Philadelphia Museum of Art, Solomon R. Guggenheim Museum, Tate Gallery, Whitney Museum of American Art, and Wildenstein Institute).

Selection Resources for Current Material: *Choice* (Association of College and Research Libraries, monthly, 0009-4978); and *ARLIS/NA Reviews* (Art Libraries Society of North America, online).

Selection Resources for Retrospective Material: *Guide to the Literature of Art History 2* (American Library Association, 2005).

Accreditation: N/A

Description of Subject Fields and Selection of Intensity Levels

<u>Subject</u>	<u>Level</u>
Museums. Collectors. Collecting (AM)	2B
Visual Arts (N)	3B
Architecture (NA)	2B
Sculpture (NB)	3A
Drawing. Design. Illustration (NC)	3A
Painting (ND)	3B
Print media (NE)	3A
Decorative arts. Applied arts. Decoration and ornament (NK)	2A*
Arts in general (NX)	2B
Ceramic technology—Pottery (TP807-823)	3A
Animated motion pictures (TR897-897.5)	2B
Metalworking—Precious metals. Jewelry (TS740-770)	2B
Welding (TT211)	2A

Handicrafts—Jewelry (TT212)	2A
Handicrafts—Collage, assemblage, constructions, etc. (TT910)	2A
Handicrafts—Pottery craft (TT916-924)	3A
Type and type founding—Specimen books (Z250)	2A
Bookbinding (Z266-275)	2A
Book decoration and ornamentation (Z276)	2A

*Intensity reflects acquisitions for the Art Department only (material in this classification is selected primarily by the bibliographer for the Department of Family and Consumer Sciences).

Subject/Program: Biological Sciences

Principal Bibliographer: Lynn McMain

Collection Goal: To support the instructional, research and service needs of the Department of Biological Sciences. The Department of Biological Sciences is dedicated to the pursuit and dissemination of knowledge and scientific discovery in the life sciences through innovative teaching and research programs. The Department strives to instill in its students the philosophy of lifelong scholarship, producing scientifically literate members of society who have the knowledge to contribute and complete in a rapidly changing world.

Programmatic Information

Undergraduate: A Bachelor of Science (B.S.) and a Bachelor of Arts (B.A.) degree are both offered in the areas of biology and in environmental science.

Graduate: A Master of Science (M.S.) and a Master of Arts (M.A.) is offered by the Department. The M.S. is available with both thesis and non-thesis options. A M.S. interdisciplinary degree is also offered in forensic science.

Department Chair: Jerry Cook

Department Liaison: Jerry Cook

Coordination and Cooperative Information: Students and faculty will upon occasion find useful resources in subject areas considered to be cross-disciplinary or collaborative. Examples are: agriculture, chemistry, health education, physics, education, mathematics/statistics, psychology, geology.

Subject and Language Modifiers

Geographical: There is a particular emphasis on Texas, the Southwest and the United States, but world wide biological and environmental areas are also collected.

Chronological: Contemporary theory and practice is emphasized, but retrospective additions are made, and also works in the history of science.

Language: Primarily English or English translation is acquired.

Description of Materials Collected

Treatment: The focus is on materials of a scholarly and technical nature with professional and methodological works. Scholarly treatment is preferred. There are occasions when cross-disciplinary materials are required and these may fall under the scope of a subject specialist librarian in another discipline.

Types of Material and Format: Research focused books, upper-level text books, and professional books, materials, treatises, handbooks, taxonomies, research reports, technical manuals. Biological Sciences relies heavily on journals and electronic databases.

Publication Date: Currency of material is emphasized; however retrospective purchases may be required to fill possible gaps in the collection.

Special Considerations

Publishers of Note: Academic Press, American Fisheries Society, Blackwell, CABI, CRC Press, Cambridge, Cold Spring Harbor Laboratory of Quantitative Biology, Earthscan Publications, Elsevier, Greenwood Press, Island Press, Johns Hopkins, Lyons Press, MIT Press, Mountain Press, National Academies Press, Oxford University Press, Rutgers, Science Publishers, Sinauer Associates, Springer, Thomson Gale, Timber Press, Wiley, World Scientific, Yale.

Selection Aids for Current Material: Publishers catalogs, CHOICE Reviews, Library Journal reviews, The Quarterly Review of Biology, YBP selection cards.

Selection Aids for Retrospective Material:

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Environmental Science	2A

Fish, Wildlife, Recreation Management	
Wildlife Management	
Fishery Management	
Recreation- Management	2B
Human Anatomy (QM)	2B
Human Physiology (QP34-38)	2B
General Physiology (QP)	2B
Vertebrate Biology (QL605-739)	2B
Comparative Vertebrate Anatomy	
Vertebrate- Anatomy (QL801-950)	2B
Animal Ecology (QH540-549)	2B
Animal Behavior	
Animal, Habits and Behavior of (QL750-785)	2B
Vertebrate Embryology	
Embryology- Vertebrates	2B
Histology (QM550-575)	2B
Genetics	
Mendelian	
Cytogenetics	
Molecular Genetics	
Population Genetics	3
Human Genetics and Societal Problems	
Human Genetics- Moral and Religious Aspects	
Bioethics (QH332)	2B

Immunology	2B
Mycology	3
Microbiology (QR)	2B
Applied Microbiology	
Microbiology- Technique (QR)	2A
Invertebrate Zoology	3
Invertebrate Paleontology	
Invertebrates, Fossil (QE770-832)	2B
Parasitology	2B
Cytology	2B
Electron Microscopy Techniques	2B
Plant Pathology	
Plant Diseases (SB599-791)	2B
Plant Morphology	
Botany- Morphology (QK641-669)	2B
Plant Anatomy	
Botany- Anatomy (QK641-707)	3
Plant Physiology	2B
Plant Ecology	
Botany- Ecology (QK901-976)	2B
Plant Taxonomy	
Botany- Classification (QK91-95)	2B
Plant Systematics	
Plants- Evolution (QK980)	2B

Aquatic Biology (QH90)	2B
Limnology (QH98)	3
Biometrical Methods	
Biometry (QH401-405)	3
Molecular Biology (QH506)	2B
Evolution (QH361-371, QE721)	2B
Endocrinology (QP187, RC648-665)	2B
Ichthyology (QL614-639.5)	3
Avian Biology	
Birds (QL671-699)	3
Mammalogy	
Mammals (QL671-739)	3
Reproductive Physiology	
Animal- Reproduction (QP251-281)	3

Subject/Program: Browsing Books

Principal Bibliographer: Linda Meyer

Collection Goal: To provide students, faculty and staff with popular fiction for recreational reading. The collection was developed as one that required short catalog records only because they are not permanent additions to the Library's collections . Books included in the collection are rotated out of the collection after they have not been checked out for 6 months to a year. Books from various popular fiction genre are included. In particular mysteries, romance, science fiction, suspense, and general fiction are collected. Gift books are added to the collection if they are in good condition and are not duplicates.

Programmatic Information

Undergraduate: n/a

Graduate: n/a

Department Chair: n/a

Department Liaison: n/a

Coordination and Cooperative Information:

Subject and Language Modifiers

Geographical: n/a

Chronological: n/a

Language: n/a

Description of Materials Collected

Treatment: n/a

Types of Material and Format: n/a

Publication Date: n/a

Special Considerations

Publishers of Note: n/a

Selection Aids for Current Material: n/a

Selection Aids for Retrospective Material: n/a

Description of Subject Fields and Selection Intensity Levels

Subject

Level

n/a

Subject/Program: Chemistry

Principal Bibliographer: Lynn McMain

Collection Goal: To support the instructional, research and service needs of the Department of Chemistry. The mission of the Department of Chemistry is to provide an educational environment conducive to scholarship, intellectual development, and the acquisition of a foundation of knowledge and techniques required of professional chemists.

Programmatic Information

Undergraduate: A Bachelor of Science (B.S.) degree is offered in the areas of chemistry with emphasis in biochemistry-biotechnology, forensic science. A B.S. is also offered in forensic chemistry, and chemistry/chemical engineering

Graduate: A Master of Science (M.S.) in Chemistry is offered by the Department, with both thesis and non-thesis options.

Department Chair: Richard E. Norman

Department Liaison: Benny Arney

Coordination and Cooperative Information: Students and faculty will upon occasion find useful resources in subject areas considered to be cross-disciplinary or collaborative. Examples are: agriculture, health education, industrial technology, criminal justice, biology, physics, education, mathematics.

Subject and Language Modifiers.

Geographical: Not applicable.

Chronological: Contemporary theory and practice is emphasized.

Language: Primarily English or English translation is acquired.

Description of Materials Collected.

Treatment: The focus is on materials of a scholarly and technical nature with professional and methodological works. Scholarly treatment is preferred. There are occasions when cross-disciplinary materials are required and these may fall under the scope of a subject specialist librarian in another discipline.

Types of Material and Format: Research focused books, upper-level text books, and professional books and materials. Chemistry relies heavily on journals and electronic databases.

Publication Date: Currency of material is emphasized; however retrospective purchases may be required to fill possible gaps in the collection.

Special Considerations

Publishers of Note: American Association for Clinical Chemistry, American Chemical society, Blackwell, CRC, Elsevier, Garland Science, NRC Research Press, Princeton University Press, Royal Society of Chemistry, Springer, Wiley, World Scientific.

Selection Aids for Current Material: Publishers catalogs, CHOICE Reviews, Library Journal reviews, "The Literature of Chemistry: Recommended Titles for Undergraduate Chemistry Library Collections", Journal of Chemical Education, Journal of the American Chemical Society.

Selection Aids for Retrospective Material:

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Inorganic Chemistry	
Chemistry- Inorganic (QD151-199)	2B
Descriptive Organic Chemistry	
Chemistry- Organic (QD248-449)	2A
Physiological Chemistry	

Nutrition (QP501-801)

2A

Quantitative Analysis

Chemistry- Analytic- Quantitative (QD101-142)

- A. Acid-Base
- B. Precipitation
- C. Redox titrations
- D. Volumetric Analysis (QD111)
- E. Spectrophotometry (QC467)
- F. Colorimetry (QD113)

2A

Organic Chemistry

- A. Bonding
- B. Functional Group Reactions
- C. Nomenclature
Organic Chemistry- Nomenclature (QD291)
- D. Isomerism (QD471)
- E. Synthesis
Organic Chemistry- Synthesis (QD262)

2B

Instrumental Analytical Chemistry

Instrumental Analysis (QD73)

- A. Spectrophotometry
- B. Separation Techniques
Separation- Technology
- C. Electrochemistry (QD273, QD553-585)
- D. Atomic Absorption (QC454, QD95)
- E. Infrared Absorption
Infra-red spectrometry
- F. Ultraviolet and Visible Absorption
Ultraviolet spectroscopy (QC459)
- G. Nuclear Magnetic Resonance
- H. Polarography
Polarograph and polarography (QD115)

- I. Potentiometry
 - J. Gas Chromatography
 - K. Liquid Chromatography
- 2B**

Physical Chemistry

- A. Thermochemistry (QD511-536)
 - B. Thermodynamics (QC311-319)
 - C. Colloids (QD549)
 - D. Kinetic Theory Matter- Kinetic Theory of (QC175)
 - E. Statistical Mechanics (QC175)
 - F. Electrochemistry
- 2B**

Biochemistry

- Biological Chemistry- Technique
- 2B**

Metabolism

- Chemistry of Proteins, Enzymes,
Carbohydrates, and Lipids (QH521)
- 2B**

Biochemical Processes

- Biological Chemistry- Technique
- 2B**

Physical Organic Chemistry

- Chemistry, Physical- Organic (QD476)
- 3**

Organic Reaction Mechanisms

3

Analytical Spectroscopy

- Spectrum Analysis (QD95, OC451-467)

- A. Raman Spectroscopy (QC454)
 - B. Inductively Coupled Emission Spectroscopy
 - C. Molecular Fluorescence
 - D. Phosphorescence
 - E. Mass Spectroscopy
- 3**

Electroanalytical Chemistry and Analytical Separations

Electrochemical Analysis (QD115)

Separation (Technology) Chemistry

Chemistry, Technical (QP)

- A. Electrodeposition
Electroplating (TS670-692)
- B. Controlled Potential Coulometry
- C. Coulometric Titrations
- D. Polarography
Polarograph and Polarography (QD115)
- E. Stripping Voltammetry
Voltammetry (QC615)
- F. Potentiometric Titrations
Volumetric Analysis (QD111)
- G. pH Measurements
Hydrogen-ion concentration (QD561)
- H. Ion-Selective Electrodes
Electrodes, Ion Selective (QD115-QD571) **3**

Pharmacology (RM, QP903-981) **3**

Chemical Kinetics **3**

Enzymes (QP601) **3**

Thermodynamics (QC311-319) **3**

Medical Technology

Chemistry, Clinical (RB40)

- A. Clinical Instrumentation
- B. Urinalysis (RB53)
- C. Parasitology
- D. Mycology (RC117)
- E. Hematology (RB145)

- F. Serology
- G. Microbiology (QR)

2A

Computer Science

Criminal Justice

Dance

Subject/Program: Drama.

Principal Bibliographer: Jess Nevins

Collection Goal: To support the instructional, research, and service needs of the Theatre and Musical Theatre Programs.

Programmatic Information.

Undergraduate: The programs offer a B.F.A. in Theatre and a B.F.A. in Musical Theatre with an optional emphasis in acting, technical theatre, costuming, lighting and scenic design, stage makeup, history, criticism, directing, music, dance, art, industrial education, radio and television, and teacher education.

Graduate: The program offers an M.F.A. in Theatre.

Research:

Primary Faculty Contacts:

Coordination and Cooperative Information. Faculty and students in the Theatre and Musical Theatre Programs may use resources in the following other areas of the collection: English; History; Radio/Television/Film; Speech Communication; Dance; Music; Education; Industrial Technology; Home Economics; Art.

Subject and Language Modifiers.

Geographical. No restrictions, but focus is on drama in the Western tradition.

Chronological. No restrictions; all historical periods are included.

Language. Primarily English.

Description of Materials Collected.

Treatment. Technical, historical, pictorial, and professional materials are needed.

Types of Materials and Format. Playscripts, collected editions of important playwrights, anthologies of plays, and technical manuals are acquired.

Publication Date. Emphasis on current material, but some retrospective historical material will be ordered as needed.

Special Considerations.

Publishers of Note: The plays published by Samuel French and the Dramatists Play Service are acquired and placed on reserve.

Selection Aids for Current Material:

Retrospective Selection Aids/Resources:

Accreditation:

Description of Subject Fields and Selection Intensity Levels.

<u>Subject</u>	<u>Level</u>
Technical Theatre.	3
Set Construction (Theaters – Stage-setting and scenery, PN2091.S8; Stage props, PN1995.9.S69);	
Theatre Lighting (Theaters – Lighting, TH7975.T; TK4399.T6);	
Costume Construction (Costume, GT500-2370; Costume design, TT507).	
Scene Design (Theaters – Stage-setting and scenery, PN2091.S8;	3
Scene painting, ND2885).	
Theatre Design (Theaters – Construction, NA6820-6845; Theaters –	2b
Designs and Plans, PN2053)	
Stage and Theater Management (Theater management, PN2053; 3	

Stage management, PN2085; Theater – Production and direction, PN2053).

Stage Make-Up (Make-up, Theatrical, PN2068).	2b
Acting (stage, PN2061).	
Acting (television and film) (Television acting, PN1992; Motion picture acting, PN1995.9).	2b
Auditioning (Acting – Auditions, PN2071).	2b
Theatre Speech (Elocution, PN4001-4197).	2b
Dialects and Accents (regional U.S. and U.K.) (PN2071).	2b
Play Directing (Theater – Production and directing, PN2053).	3
Children’s Creative Dramatics (Children as actors, PN3157).	2a
Experimental Theatre Production (Experimental theater, PN2189).	2b
History of Costume (Costume, GT530-596).	2b
Costume Construction (Costume design, TT507).	2b
History of the Theatre (Theater – History, PN2131).	2b
Dramatic Theory (Drama – History and criticism, PN1720-1861).	3
Dramatic Criticism (Theater – Reviews, PN1707).	3
American Musical Theatre (development and influence) (Musical Theater, ML1711).	3

Subject/Program: Economics

Principal Bibliographer: Abe Korah

Collection Goal: The purpose of the Economics Collection is to support the instructional, research and service needs of faculty, staff, and students within the Department of Economics and International Business, College of Business Administration. Part of the Department's mission is "to provide curricula that promote critical thinking skills and enhance decision making abilities, which help students become productive and informed citizens." (SHSU Undergraduate Catalog 2006-2008, p. 240) "The Economics program is intended for students seeking a logical, ordered way of looking at business problems." (SHSU Undergraduate Catalog 2006-2008, p.240)

Programmatic Information.

Undergraduate: The Department of Economics and International Business offers a BBA in Economics. Economics may also be chosen as a minor in all bachelor degree programs that permit a minor.

Basic and intermediate principles of macroeconomics and microeconomics are taught, along with more specialized applications of economics in such areas as labor, sports, and the environment. The economics of business and government, public finance, and urban and regional economics are taught as well. A cross-cultural perspective is addressed in several courses, among which are "Comparative Economic Systems" and "International Economics".

Graduate: Although the Department does not offer a Master's degree in Economics, a 500 level Economics course is required as part of the core for the MBA program, and Economics may be chosen as a concentration within the MBA degree.

Research: Local and national business analysis.

Primary Faculty Contacts: Viera Chemlarova

Coordination and Cooperative Information. Students in Economics may utilize material in the following areas: Political Science, Computer Science, Mathematics, History, Philosophy and Law.

Subject and Language Modifiers.

Geographical. Primary geographic focus is the United States, though, as noted, an international/multicultural perspective is part of several courses.

Chronological. Most programs within the department emphasize current research, theory trends, and practice, although the study economic development does draw on historical material. Current imprints are emphasized.

Language. English language material is collected.

Description of Materials Collected.

Treatment. Scholarly works predominate. Economics courses focus on current research, theory, and practice. Monographs and appropriate serials are collected. Publications of professional associations are selectively purchased. Government documents from certain agencies are an additional resource supporting this program. Although the Government Documents Librarian selects the specific materials to be acquired, input from the Economics bibliographer is welcome.

Types of Materials and Format. Reference works, monographs on research, theory, and current topics/trends are collected. Periodicals within the collection scope, along with related indexes and electronic resources are also acquired.

Publication Date. Current material is emphasized, complemented by historical data.

Special Considerations.

Publishers of Note: Sage, U.S. Department of Commerce, Rowman & Littlefield, Greenwood, McGraw-Hill, Conference Board, MIT Press, Wiley, Jossey-Bass, University of Chicago Press, Cambridge Press.

Selection Aids for Current Material: *Journal of Economic Literature*, *e-JEL*.

Retrospective Selection Aids/Resources:

Accreditation: Accredited by AACSB International.

Description of Subject Fields and Selection Intensity Levels.

<u>Subject</u>	<u>Level</u>
Business Analysis	
Commercial Statistics (HF1016-1017)	2B
Operations Research	
Economics (HB)	
Principles of Economics	3
a. Microeconomics	
b. Macroeconomics	
c. Price theory (Prices HB221-236)	
d. Public Finance and Taxation (Finance, Public)	
e. National Income Analysis/Theory (National income)	
f. Economic Fluctuations and Growth (Business cycles HB3711-3840)	
g. Competition and Monopoly (Competition HF1436; HD41; Monopolies HD2709-2930)	
h. Income Distribution	
i. Economic Role of Government	
Comparative Economic Systems	3
Labor Economics	3
Employment (HB301)	3
Urban Economics	3

Regional Economics	3
Monetary Economics	3
Environmental Economics	3
Managerial Economics (HD58.5)	3
Business and Government Economics	3
International Economics	3
Economics of Sports	3
Economic Development (Underdeveloped areas	3
Economics HB310)	

Subject/Program: Education (including Curriculum and Instruction, Language Literacy and Special Populations, Educational Leadership and Counseling)

Principal Bibliographer: Ann Holder

Collection Goal: To support the Instructional, Research, and Service needs of the Division of Teacher Education. The graduate program is designed to prepare teachers for special positions in schools, to improve the professional competence of elementary and secondary teachers, and to prepare students for doctoral work. The program in Educational Leadership and Counseling provides leadership training for teachers, counselors, supervisors, coordinators, assistant principals, principals, central office professionals, and superintendents and brings together theory and practice. In addition, the Counselor Education program provides training in supervision of counselor, play therapy and marriage and family therapy.

Programmatic Information

Undergraduate: Elementary Education majors receive a B. A. or B. S. degree in Academic Studies; suggested minors for Academic Studies include EC-4 (Bilingual Education, Early Childhood Education, Reading Language Arts, and ESL) and the 4-8 (Math, Science, Social Studies, and English, Reading, Language Arts). For students in Secondary Education, the primary teaching field is the student's major. The program in Reading and Special education offers minors in reading and generic special education to students in both elementary and secondary education.

Graduate: The graduate program offers Masters' degrees in: Curriculum and Instruction; Instructional Technology; Educational Administration; Instructional Leadership; Kinesiology; Health; Reading; Special Education; Curriculum and Instruction with an Early Childhood Education emphasis.

Two doctoral programs are offered: Doctor of Education in Educational Leadership and Doctor of Education in Reading.

Certificate programs: Three certification programs are offered in: Academic Advising, Texas Principal Certification and Texas Superintendent Certification

Research:

Primary Faculty Contacts:

Coordination and Cooperative Information: Faculty and Students in education may make use of materials in the following other areas: Psychology, Management, Library Science, Computing Science, Business, English, Speech Communication, Health Education. The Teacher Education Center maintains its own Instructional Materials Center which includes A/V material in its collection.

Subject and Language Modifiers

Geographical: Primarily U.S., but educational practices and theories worldwide are of occasional interest. Extension work in other programs will have special needs.

Chronological: Emphasis is on current theory and practice, but historical materials is also needed.

Language: Primarily English, though material for the bilingual program may require materials in other languages, especially Spanish.

Description of Materials Collected

Treatment: Scholarly materials are needed, as are professional materials, legal materials, and methodologies. Juvenile material is appropriate for the reading program. Technique oriented material is also acquired, especially as regards instructional techniques.

Types of Material and Format: Curriculum guides, state adopted textbooks, are no longer acquired; these materials are available in the Teacher Education Center. Activity books are acquired and placed in the stack. Psychological tests and other test materials requiring special training or licenses are not acquired; materials about these tests are acquired. Test on Microfiche has been acquired to provide access to tests and surveys used in research. ERIC documents were acquired on microfiche and we now have access to the digital collection of ERIC documents. Documents, federal and especially state documents relating to education are acquired as is other relevant material from state agencies and professional organizations. Research reports and surveys are acquired as is legal material, particularly Texas school law. Lower-and upper-level textbooks are acquired on a highly selective basis. Material on supervision of counselors, family and marriage therapy and substance abuse therapy are acquired. Dissertations are

occasionally needed. Standard reference material is acquired as is material on computer applications to the classroom.

Publication Date: Current materials are emphasized, but retrospective material is needed as well, particularly in educational administration.

Special Considerations

Publishers of Note: Texas Education Agency, NCTE, NEA, Amer. Assoc. of Personnel Administrators, Assoc. for Childhood Education International, Nat. Assoc. for the Education of Young Children, NASSP, Association for Supervision and Development, Jossey-Bass, Teachers College Press, Pro-Ed, American Council on Education, American Counseling Association.

Selection Aids for Current Material:

Retrospective Selection Aids/Resources: O'Brien. Education: a guide to reference and information sources.

Accreditation: Texas Education Agency; NCATE; Council for Accreditation of Counseling and Related Educational Programs

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Levels</u>
A. Curriculum and Instruction Elementary Education (Education, elementary LB1555-1601)	
American Education(introduction)(Education-United States:Teachers)	3
Foundations of Bilingual Education (Education, Bilingual LC3701-3743)	3A
Cultural Patterns and Learning (bilingual focus, Southwest)	3A
Human Growth and Learning (Human growth QP84; Learning LB1060)	4

Preschool Child (Education, Preschool LB1140)	3B
Measurement (Educational tests and measurements LB3051)	4
Media Techniques (Audio-visual education LB1043-1044.9)	3B
Language Arts (reading, writing, listening, speaking, thinking)	
(Language art ((Elementary)) LB1576)	4
Bilingual Education (Spanish) (Spanish language – Study and teaching)	3B
Bilingual Curriculum	
Language Development of the Preschool Child (Language acquisition P118)	3B
Teaching English as a Second Language	
(English language-Study and teaching -Foreign students)	3B
Applied Linguistics	3A
Classroom Management(LB3011; School discipline LB3011-3095)	4
Nursery Schools and Kindergarten	
(Nursery schools LB1140; Kindergarten LB1141-1499)	3B
Mathematics in Elementary Education	
(Mathematics – Study and teaching ((Elementary)))	3B
Science in Elementary Education (Science -Study and teaching ((Elementary)))	3B
Social Studies in Elementary Education	
(Social sciences – Study and teaching ((Elementary)))	3B
Public Schools (organization, management, role of teacher) (L-LC)	3B
Computer-Assisted Instruction	3B
Student Teaching (LB2157)	3A

Secondary Education (Education, Secondary)

Reading Methods in Secondary Education (Reading ((Secondary education)) LB1632)	4
Human Growth and Learning (Adolescence LB1135)	4
Classroom Management (LB3011; School discipline LB3011-3095)	4
Teaching Methods in Secondary Education (High school teaching)	4
Content Area Reading	4
Student Teaching (LB2157)	3A

Instructional Technology

Computer-Assisted Instruction	3B
Educational Technology	3B
Educational Innovation	3B
Computer Network Resources	3B
Instructional Systems	3B

B. Language, Literacy, Special Populations

(Reading, Bilingual Education, Special Education, Early Childhood Education)

Reading

Reading and Language (Reading LB1050; Linguistics P121-141; Psycholinguistics P37; sociolinguistics P41)	4
Language Arts (reading, writing, listening, speaking, thinking) (Language art ((Elementary)) LB1576)	4
Teaching of Reading (Reading LB1050)	4
Reading Methods in Secondary Education	

(Reading ((Secondary education)) LB1632)	4
Reading Disabilities (Reading disability; Reading -remedial teaching LB1050.5)	4
Literacy	4
Content Area Reading	4

Early Childhood Education

Human Growth and Learning (Human growth QP84; Learning LB1060)	4
Preschool Child (Education, Preschool LB1140)	3B
Nursery Schools and Kindergarten (Nursery schools LB1140; Kindergarten LB1141-1499)	3B

Special Education (Exceptional children – Education LC3951-3990)

Behavior Disorders (Problem children)	3B
Diagnostic Assessment of Exceptional Children (Exceptional children -Diagnosis)	3B
Curriculum and Methods for the Mentally Retarded (Mentally handicapped children-Education LC4601-4700)	3B
Psychology of Mental Retardation	
Learning Disabilities (LC4704-4705)	3B
Parental Involvement in Special Education (Home and School LC225)	3B
Severely and Profoundly Handicapped Students (Handicapped children – Testing; Handicapped children-Education LC4001-4100; Handicapped children – Care and treatment)	3B
Behavioral Assessment	4
Behavioral Modification	4
Autism in Children	3B

Autistic Children-Rehabilitation **3B**

Bilingual Education

Bilingual Education (Spanish) (Spanish language – Study and teaching) **3B**

Foundations of Bilingual Education (Education, Bilingual LC3701-3743) **3A**

Cultural Patterns and Learning (bilingual focus, Southwest) **3A**

Bilingual Curriculum

Language Development of the Preschool Child (Language acquisition P118)**3B**

Teaching English as a Second Language

(English language-Study and teaching -Foreign students) **3B**

C. **Educational Leadership (Administration/Supervision)**

Administration and Organization of Public Schools (School management and

organiz
ation
LB3011
-3095;
LB2801
-2997)

4

School Law (federal, state, local) (Educational law and legislation LB2503-2797)**4**

Curriculum Planning (Curriculum planning; Education – Curricula) **4**

Educational Research (LB1028)	4
Educational Leadership	4
Leadership (HD)	3B
School-Community Relations (Community and school LC215)	4
School of Finance (Education-Finance LB2824-2830; Public schools-Business management LB2823.5)	4
Role of the Principal (School superintendents and principles LB2803-2822)	4
School Facilities (LB3205-3325)	4
Personnel Administration (School personnel management LB2831.5)	4
D. Counselor Education	
Counseling/Consulting (Counseling; Educational consultants)	4
Vocational Guidance (HF5381-5382.5)	4
Career Education	4
Intelligence Tests (BF431.5)	4
Psychology of Learning (Learning, Psychology of LP1051; BF318)	4
Counselors, Supervision of	4
Educational Counseling	4
Marriage & Family Therapy	4
Divorce (HQ811-960)	4
Substance Abuse Treatment	4
Counseling Research	4
Assessment (Psychological measurement)	4
Play Therapy	4
Human Behavior	4

Subject/Program: Electronic Resources

Bibliographer: Eric Elmore

Collection Goal: Electronic resources are collected according to the existing collection development mission and policy: to acquire and maintain the information resources necessary to support the teaching and scholarly mission of the campus. The Library will make cost-effective and appropriate purchase decisions balancing individual and institutional needs.

While traditional criteria apply to the selection of most electronic titles, the management of this format is more complex. Issues to consider not associated with traditional formats:

1. Differences in mode of access (networked access/remote, networked access/campus, networked access/library, stand-alone, etc.)
2. Pricing options (subscription, network costs, by the search, fee/subsidized/free to users, etc.)
3. Authorization of remote users (by IP address, password, etc.). Off-campus access is a mandatory component of any resource to be added to the Library collection.
4. Hardware and software required to operate or access electronic formats. Maintenance and upgrades can be expensive. No resource should include proprietary “plug-ins” or other types of software for access.
5. Public services support more intense in the areas of staff and user training, documentation, and troubleshooting, especially with services accessed outside of the library.

Programmatic Information

Undergraduate: n/a

Graduate: n/a

Department Chair: n/a

Department Liaison: n/a

Coordination and Cooperative Information: n/a

Subject and Language Modifiers

Geographical: n/a

Chronological: n/a

Language: n/a

Description of Materials Collected

Treatment: n/a

Types of Material and Format: The University Library collects bibliographic materials, fulltext files, numeric data files, and graphic and multimedia files appropriate to the scope of the Libraries' collection. Courseware and instructional programs are generally not collected, unless intended for other than laboratory or classroom use. The Library collects computer software only as accompanying material or if it is used to facilitate access to other electronic formats collected by the Library.

The Library does not acquire site licenses to Academic Support software(exs: Microsoft Office Suite, SPSS, etc.) or courseware for the purpose of distribution to users within the University community.

Publication Date: n/a

Special Considerations. In addition to the general selection criteria used for adding resources to the library collection, the following criteria are considered when evaluating electronic resources:

- Provides web access
- Employs a user-friendly interface familiar to library patrons or consistent with the interface(s) of resources currently in use in the library, and if possible conforms to developing interface standards
- Cost is reasonably in line with projected use and is not contingent on subscribing to or purchasing a print product
- Provides accurate content

- Mandates few or reasonable restrictions on number of users, simultaneous users, or points of access
- Fills gaps in the collection, or appropriately balances the collection in accord with the collection conspectus
- Offers value-added features over a similar print product, such as the ability to search by keyword, download content to disk, or access full text (PDF more valued than html when appropriate for the resource)
- Updates are run in a timely manner
- Available from a reliable vendor with a proven track record
- Acceptable licensing requirements (see section VII on Licensing Agreements)
- ADA Compliant
- Adheres to standards (NISO, Counter, SUSHI, EDI, etc.)
- Resources which are purchased and owned by the Library will be favored over a “rental” model of acquisition.

Publishers of Note: n/a

Selection Aids for Current Material: n/a

Selection Aids for Retrospective Material: n/a

Subject/Program: English and Literature.

Principal Bibliographer: Jess Nevins

Collection Goal: To support the instructional, research, and service needs of the English Program.

Programmatic Information.

Undergraduate: The program offers a B.A. degree with a major in English and a B.A.T. with a curriculum in English, Language Arts, and Reading. The program offers an emphasis in writing.

Graduate: The program offers three degrees: Master of Arts, Plan I; Master of Arts, Plan II; and Master of Education, Plan II.

Research:

Primary Faculty Contacts: Melissa Morpheew

Coordination and Cooperative Information. Faculty and students in the English Program may use resources in the following other areas of the collection: Education; Drama; Foreign Language; Library Science; Philosophy (and Religion); History.

Subject and Language Modifiers.

Geographical. Primarily U.S. and England, but translations of important literary works worldwide are acquired. In addition, general treatises on language may treat languages other than English.

Chronological. No restrictions; all literary and linguistic periods are included.

Language. Primarily English (including Old and Middle English), but critical works in languages may be acquired occasionally.

Description of Materials Collected.

Treatment. Critical, textual, historical, and bibliographical materials of a mainly scholarly nature are included.

Types of Materials and Format. Collected works of authors in major editions, scholarly editions of individual works, criticism for a variety of genres and for individual writers and their works, style manuals, guides to authorship and marketing, grammars, readers (especially in Old or Middle English), dictionaries, important biographies, essays, letters, contemporary poetry and fiction of important writers are included. Author bibliographies and concordances are acquired selectively. Bestselling fiction, unless the library has an established collection by the author, and popular fiction are normally not acquired for the permanent collection.

Publication Date. Current publications are emphasized, but there is often a need for retrospective material.

Special Considerations.

Publishers of Note:

Selection Aids for Current Material: *New York Review of Books; Times Literary Supplement.*

Retrospective Selection Aids/Resources: *Oxford Encyclopedia of British Literature; New Cambridge Bibliography of English Literature.*

Accreditation:

Description of Subject Fields and Selection Intensity Levels.

Subject

Level

Language/Linguistics

3

Composition (English language – Composition and exercises; English language – Rhetoric; English language – Style) (PE);

English Grammar (English language – Grammar) (PE);

Technical Writing (T11);

General Linguistics (historical and descriptive) (Linguistics, P121-141);

History of the English Language (English language – History, PE1075).

Languages and Literatures of Countries Other Than England and America. NGL attempts to acquire representative works in literatures worldwide, in English translation. Literary works in important translations, and editions and corresponding significant critical works, for Ancient Greek and Roman Classics, Russian Literature, and Italian Literature are acquired. For French, German, and Spanish Literature, see Foreign Languages. **3a**

English Literature (PE and PS). Material in all periods and genres is acquired. The intent is a collection of the important editions of major writers and corresponding critical, bibliographical, and biographical works as well as a strong collection of the works, with critical, bibliographical, and biographical support of secondary writers. Contemporary fiction and poetry is collected for established writers, including some popular/best-selling writers in popular genres. Important material on genres themselves are also collected. **3b**

American Literature (PS). The intent of the collection parallels that of the collection in English Literature. Works by Texans and about Texas are particularly collected, mostly for Special Collections. **3b**

Folklore (GR). Important collections of fairy tales and myths are collected as are important critical and topical works. **2b**

Other

Bible as Literature (BS535) **2b**

Literature of the South and Southwest (PS551, PS566) **2b**

Creative Writing (PN147-151)

3b

Literary Criticism and Theory (Criticism, PN75-99).

3b

Environmental Science?

Subject/Program: Family and Consumer Sciences.

Principal Bibliographer: Ann Jerabek.

Collection Goal: The purpose of the Family and Consumer Sciences Collection is to support the instructional, research, and service needs of faculty, staff, and students within the Department of Family and Consumer Sciences, College of Humanities and Social Sciences. "The curriculum aims to provide students with a holistic theoretical base with awareness of physiological, psychological, sociological and intellectual characteristics and human needs of the public they will serve." (SHSU Undergraduate Catalog 2006-2008, p. 336).

Programmatic Information.

Undergraduate: The Department of Family and Consumer Sciences offers the Bachelor of Arts and the Bachelor of Science degree with an option leading to teacher certification. Programs include Interior Design, Fashion Merchandising, Food Service Management, and Food Science and Nutrition. The Food Science and Nutrition program is accredited by the American Dietetic Association.

Graduate: "The graduate program in Family and Consumer Sciences is designed to provide advanced specialized leadership in various professions and to further professional competencies for students in dietetics, extension, business, industry and education...The curriculum is organized to permit advanced study and research in the following areas: Clothing, Textiles, and Merchandising, Family Economics and Resource Management, Nutrition and Dietetics, Family and Consumer Sciences Education, Interior Design..." (SHSU Graduate Catalog 2007-2007, p. 220).

The Department offers the Master of Science degree under three plans. Plan I, designed for prospective college or secondary school teachers, requires a thesis and a comprehensive exam. Plan II, also designed for prospective college or secondary school teachers, does not require a thesis but does require a comprehensive exam. Plan III, designed to meet the needs of the combined Master of Science degree and Sam Houston Dietetic Internship Program, includes a practicum and requires a comprehensive exam, no thesis.

Research:

Primary Faculty Contacts:

Coordination and Cooperative Information.

Subject and Language Modifiers.

Geographical. Primary geographic focus is the United States, though an international/multicultural perspective is increasing.

Chronological. Most programs within the Department emphasize current research, theory trends, and practice. Some courses, however, particularly in the areas of fashion and interior design/furnishing incorporate an historical perspective. Current imprints are emphasized.

Language. English language material is collected.

Description of Materials Collected.

Treatment. The Department focuses on current research theory, and practice in all programs. In addition, historical materials on costume, fashion, and customs of dress are acquired along with biographical materials on fashion designers, and works on textiles. The Food Science and Nutrition program emphasizes diet and nutrition as distinct from culinary arts; therefore, materials on diet and nutrition (including specific applications such as nutrition for athletes, diet as related to diabetes, etc.) are collected widely, whereas cookbooks *per se* are acquired selectively.

Types of Materials and Format. Reference works, monographs on research, theory, and current topics/trends are collected. Catalogs of exhibitions related to furnishings and interior decoration are chosen selectively as well. How-to craft books are very rarely purchased, as are dissertations. Periodicals within the collection scope, along with related indexes and electronic resources are also acquired. Items in print and in electronic format are acquired, through purchase, license, or subscription.

Publication Date.

Special Considerations. The diversity of programs offered by the Department is reflected in the diversity of resources and their use. For example, Interior Design heavily uses illustrated monographs, while Food Science and Nutrition heavily uses journals reporting the most recent research. Distinct from either of those two, Fashion uses magazines and trade publications which report on as well as provide illustrations of the newest trends.

Publishers of Note:

Selection Aids for Current Material:

Retrospective Selection Aids/Resources:

Accreditation:

Description of Subject Fields and Selection Intensity Levels.

<u>Subject</u>	<u>Level</u>
Interior Design.	3b
Fashion Merchandising.	3b
Food Service and Nutrition.	3b

Subject/Program: Foreign Languages

Principal Bibliographer: Erin Dorris

Collection Goal: To support the instructional, research, and service needs of the Department of Foreign Languages. The objectives of the program are: to acquaint students with foreign thought, culture, and heritage; to enable students to communicate adequately in another language; to enable students to teach foreign languages; and to prepare students for careers that might be enhanced by the knowledge of foreign languages. Primary languages studied are Spanish, French, and German. Chinese and Arabic are additionally taught at a more introductory level.

Programmatic Information

Undergraduate: The program offers a B.A. degree with a major in Spanish; minors in Spanish, French, and German are also offered.

Graduate: None offered.

Research:

Primary Faculty Contacts:

Coordination and Cooperative Information: Faculty and students in the Department of Foreign Languages may use the resources of the following other areas of the collection: History; Geography; English; Art; Drama; Education; Business; Music; Political Science.

Subject and Language Modifiers

Geographical: Primarily restricted to countries in which the languages being taught are spoken: France, Germany, Spain, and Latin America; secondary interest in China and the Arab world.

Chronological: Focus on the modern French, German, and Spanish languages and cultures; secondary interest in the modern Chinese and Arabic languages and cultures.

Language: Material in French, German, Spanish, and English is acquired. Works, especially literary works, are acquired in the original language. Translations into English of important works in other languages are primarily the concern of the English Program, and acquiring them is encouraged. There is limited acquisition of language and literature works in Chinese and Arabic.

Description of Materials Collected

Types of Material and Format: Dictionaries, encyclopedias, grammars, monographs, serials, and newspapers are acquired.

Treatment: Some specialized dictionaries (law, medicine, etc.) are needed in addition to standard scholarly dictionaries for reference and authoritative bilingual dictionaries for reference and the main stacks; major encyclopedias for each language are acquired. Some representative newspapers are acquired, especially for Spanish. Important editions of major writers in each language are acquired.

Publication Date: Current publications are emphasized, but some retrospective material is sought and acquired.

Special Considerations

Publishers of Note:

Selection Aids for Current Material:

Retrospective Selection Aids/Resources:.

Accreditation:

Description of Subject Fields and Selection Intensity Levels

Subject

Level

Arabic

Arabic Grammar and Stylistics	1A
Survey of Arabic Literature	1A
Arabic Culture and Civilization	1A
Chinese	
Chinese Grammar and Stylistics	1A
Survey of Chinese Literature	1A
Chinese Culture and Civilization	2A
French	
Elementary French reading, comprehension, communication, and composition	2A
Survey of French Literature	2B
French Grammar and Stylistics	2B
French Phonetics and Conversation	2B
French Culture and Civilization	2B
Modern French Usage and Conversation	2B
19th Century French Literature (Romanticism, Realism and Naturalism, Symbolism, Decadence; poetry, prose, drama)	2B
20th Century French Literature (poetry, prose, drama)	2B
German	
Elementary German reading, comprehension, communication, and composition	2A
Multicultures of America (Central European culture in America in the 20th century with an emphasis on Texas)	2B
German Grammar and Composition	2B
Modern German Usage and Conversation	2B

Survey of German Literature	2B
The German Novelle	2B
German Literature of the 20th Century (German, Austrian, and Swiss; emphasis on such literary figures as Zuckmayer, Durrenmatt, Mann, Borchert, and Grass)	2B
German Culture and Civilization of the 19th and 20th Centuries (literature, art, and philosophy since 1800)	2B
Spanish	
Elementary Spanish reading, comprehension, communication, and composition	2A
Spanish Grammar and Composition	2B
Modern Spanish Usage and Conversation	2B
Spanish for Business	2A
Spanish for Community Services (police, firefighters, correctional officers, social workers, public health workers, medical personnel)	2B
Ibero-American Civilization and Culture (manners and customs, politics, art, and music)	2B
Survey of Spanish Literature (prose, poetry, and drama since the Colonial Period)	2B
Principles of Linguistics (emphasis on phonology, morphology, and semantics)	2B
20th Century Latin American Fiction	2B
Spanish Culture and Civilization	2B

Spanish Presence in the New World (special attention to
the Spanish-speaking population of the U.S.)

2B

Subject/Program: General Business and Finance

Principal Bibliographer: Abe Korah

Collection Goal: To support the instructional, research and service needs of the Department of General Business and Finance. The programs are “designed to arouse intellectual curiosity, develop analytical reason, and provide historical and current information relative to the global environment (SHSU Undergraduate Catalog 2006-2008, p. 246).”

Programmatic Information.

Undergraduate: The program offers a B.B.A. with majors in Banking and Financial Institutions, Finance and General Business Administration. Additionally, the College of Business in conjunction with the accrediting body of The PGA of America offers a 5 year BBA in General Business and Professional Golf Management.

Graduate: The program offers a MS in Finance, an MBA with a concentration in Finance and an Executive MBA in Banking and Financial Institutions.

Research:

Primary Faculty Contacts: Stephen Henry

Coordination and Cooperative Information. Students may use resources in the following areas: Computer Science, Psychology, Education, Mass Communications, Law, Sociology, and Political Science.

Subject and Language Modifiers.

Geographical. Primarily U.S., but there is interest in entrepreneurship, law, communication and finance around the world

Chronological. Current theory and practice are emphasized, though historical material, such as company performance over time, is required.

Language. English.

Description of Materials Collected.

Treatment. Professional and legal materials are needed as are scholarly materials. Popular treatments of business issues are common and are acquired selectively.

Types of Materials and Format. Material include reference materials, monographs, electronic databases with historical data and ratios, and legal material.

Publication Date. Current materials are emphasized.

Special Considerations.

Publishers of Note: Standard & Poors, Compustat, John Wiley & Sons, Bloomberg Press, Springer, McGraw-Hill, Cambridge Press and MIT Press.

Selection Aids for Current Material: *Finance, Financial Analysts Journal, Journal of Business Communication, Business Communication Quarterly, Journal of General Management, Human Resource Planning.*

Retrospective Selection Aids/Resources:

Accreditation: Accredited by AACSB International.

Description of Subject Fields and Selection Intensity Levels

Subject

Level

Finance

Money, Capital, (Money HG171-3881; Capital HB501)	3
Financial Institutions and Markets (Financial institutions; Commodity exchanges HG6046; stock-exchange HG4551-4595)	3
Administrative Finance	3
Business Finance (Finance)	3
Managerial Finance	3
International Finance	3
Security Analysis and Portfolio Management (HG4751-4955)	3
Banking (HG1501-1616)	3
Financial Statements and Credit Analysis	3
Personal Finance (HG 179)	2

General Business

Real Estate Law	2
Business and International Business Law	3
Entrepreneurship (HB615)	3
Business and Intercultural Business Communication	2

Subject/Program: Geography

Principal Bibliographer: Ann Holder

Collection Goal: The primary mission of the Department of Geography and Geology is to provide students of the two complimentary programs a comprehensive understanding of the range and depth of these scientific disciplines which encompass, respectively, the human and physical domains of geography, and the physical and historical domains of geology. This understanding is intended to enable our students to achieve their full potential as skilled professionals and well-qualified technical employees in a diverse range of companies and governmental organizations, and to become effective teachers and community leaders. Our programs enable students to become informed users of a range of technologies and prudent stewards of our natural resources. This understanding of the world will promote successful careers, active life-long learning, and an ability and desire to contribute positively to society.

Programmatic Information

Undergraduate: The program offers B.A. degree in Geography; a B.S. degree in Geography; and Teacher Certification (B.A. or B.S). in Social Studies Composite with a geography emphasis.

Graduate: Masters in Geographic Information Systems pending

Research: Application of Geographic Information Systems; hydrology, geographic education.

Primary Faculty Contacts: Marcus Gillespie

Coordination and Cooperative Information – Faculty and students may make use of resources in the following other areas: Geology; Education; Physics; Chemistry; History; Sociology; Life Sciences; Photography; Agriculture; Physical Education (cultural geography); English (language – cultural geography); Music (cultural geography); Religion (cultural geography); Mathematics; Computer Science (geographic information systems)

Subject and Language Modifiers

Geographical: No restrictions, but there is a focus on the U.S. (especially the southwestern and western U. S.), Texas and Canada.

Chronological: Current trends, theories, and practices are emphasized, but all historical periods are included.

Language: Primarily English or English Translation.

Description of Materials Collected

Treatment: Historical, statistical, technical, professional and pictorial material is acquired.

Types of Material and Format: Monographs and serials are of primary importance. Surveys, demographic material, maps, atlases, research reports, documents, data sets, and textbooks are acquired.

Publication Date: Current materials are emphasized. Items more than 10 years old are acquired selectively, usually as replacements for classic works or at the specific request of a faculty member or student.

Special Considerations

Publishers of Note: U.S. Geological Survey; International Geographical Union

Selection Aids for Current Material: Geotimes; Geography; an International Journal

Retrospective Selection Aids/Resources: Brewer. Literature of Geography (1973); Johnson. Geographic Information: How to Find It, How to Use It.

Accreditation:

Description of Subject Fields and Selection Intensity Levels

Subject

Levels

Weather and Climate (Weather QC851-999; Climatology QC981-999)	3A
Landforms (GB423-445) (also: Geomorphology)	3A
Geography of Europe (Europe – Description and Travel)	3A
Geography of Asia “	3A
Geography of Australia “	3A
Geography of Latin America “	3A
Geography of Africa “	3A
Geography of South Asia “	3A
Applied Meteorology and Climatology	3A
Agriculture and Geography (Geography, Commercial HF1021-1029)	3B
Cartography GA101-1999; Map Drawing GA130	3B
Cultural Geography	3B
Economic Geography (HC, HD)	3B
Forestry and Geography	3B
Fishing and Geography	3B
Geography – Methodology GA150.5)	
Geographic Information Systems	3B
Human Geography	3B
Mining and Geography	3A
Manufacturing and Geography	3B
Transportation and Geography	3B
Map and Air Photo Interpretation	3B
World Agriculture	3A
Historical Geography of the U.S.	3B

Physical and Cultural Geography of the U.S. and Canada	3B
Field Studies (field observation and map production)	3B
Conservation of Natural Resources (S900-949)	3B
Historical Geography of the American South and Southwest; Regional Geography of Texas	3B
Cultural Geography of Texas (ethnic groups)	3B
Urban Geography	3B
Remote Sensing	3B

Subject/Program: Geology

Principal Bibliographer: Ann Holder

Collection Goal: The primary mission of the Department of Geography and Geology is to provide students of the two complimentary programs a comprehensive understanding of the range and depth of these scientific disciplines which encompass, respectively, the human and physical domains of geography, and the physical and historical domains of geology. This understanding is intended to enable our students to achieve their full potential as skilled professionals and well-qualified technical employees in a diverse range of companies and governmental organizations, and to become effective teachers and community leaders. Our programs enable students to become informed users of a range of technologies and prudent stewards of our natural resources. This understanding of the world will promote successful careers, active life-long learning, and an ability and desire to contribute positively to society.

Programmatic Information

Undergraduate: The geology program offers a B.S. degree with a major in geology.

Graduate: The graduate program in geology is designed for students seeking an M.Ed. degree who elect geology as a minor teaching field .

Research:

Primary Faculty Contacts: Brian Cooper

Coordination and Cooperative Information – Faculty and students in the Geology Program may use resources in the following other areas of the collection: Geography; Law; Life Sciences; Physics; Chemistry; History; Economics.

Subject and Language Modifiers

Geographical: No restrictions. Specific courses focus on the geology of Texas, North America, and U.S. national parks.

Chronological: No restrictions.

Language: English Language.

Description of Materials Collected

Treatment: Technological, methodological, professional, legal, and historical materials are acquired.

Types of Material and Format: Documents, maps, upper-level textbooks, treatises, field-trip guidebooks, data sets and proceedings are acquired.

Publication Date: Primarily current material is acquired, but the collection is weak in retrospective material.

Special Considerations

Publisher of Note:

Selection Aids for Current Material: Geotimes; New Publications of the U.S. Geological Survey (online); Eos.

Retrospective Selection Aids/Resources: Mackay. Sources of Information for the Literature of Geology; Wood. Use of Earth Sciences Literature; Bibliography and Index of Geology.

Accreditation:

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Physical Geology (QE28.2)	3A
A. Earthquakes (QE531-541)	
B. Volcanoes (QE521-529)	
C. Plate Tectonics (QE511.4)	
D. Mountain building (Mountains GB501-553)	
E. Weathering and Erosion (Erosion QE571-597)	
F. Glaciation (Glaciers QE575-576)	
G. Oceans (Oceanography GC)	
H. Mineral Resources (Mines and mineral resources (TN))	
Historical Geology	3A
Oceanography (ocean basins, tide-water processes, chemistry of sea water) (GC)	3A
Geology of Texas (Geology – Texas)	3A
Geophysics (QC806; QE500-501)	3A
Structural Geology (folding and faulting of lithosphere, oil exploration) (Geology, Structural QE6001-611)	3A
Mineralogy (incl. optical mineralogy) (QE351-399)	3A
Crystallography (QD901-999)	3A
Petrology (incl. Thin sections) (QE420-499)	3A
Environmental Geology	3A
A. Volcanism	
B. Earthquakes	
C. Landslides (QE599)	
D. Flooding (Floods GB1201-1397)	
E. Waste Disposal	
F. Geomedicine	

G.	Mineral and Energy Resource Development	
H.	Environmental Ethics and Law (Environmental Law)	
	Geology of North America	3A
	Economic Geology (Geology, economic TN260)	3A
	Plate Tectonics (QE511.4)	3A
	Stratigraphy and Sedimentation (Geology, Stratigraphic QE651-699)	3A
	Invertebrate Paleontology (Invertebrates, Fossil QE770-832)	3
	Field Geology (Geology – Field Work QE45)	3A
	Micropaleontology (QE719)	3A
	Geoecology	3
	Geology of U.S. National Parks (National Parks-United States)	3

Newton Gresham Library Collection Development Policy:

Government Documents

The Newton Gresham Library has been a selective depository since 1949 in the Federal Depository Library Program (hereafter FDLP). The mission of the Government Documents Department is to acquire, maintain, and provide access to the tangible and electronic materials produced by the United States government and the State of Texas that will support the curricular and research requirements of Sam Houston State University students, staff, and faculty (both on and off campus) and the informational needs of residents in the 8th Congressional district.

The library currently receives 54% of documents distributed through the FDLP in all available formats, tangible and electronic:

Paper (P)

Microfiche (MF)

Compact Disc (CD)

DVD [optical/recordable discs] (DVD)

Floppy Diskettes (FL)

Electronic Products [miscellaneous/format unknown] (E)

Electronic Library [online] (EL)

Weekly shipments of material are sent to the library from the FDLP based upon our profile, which consists of depository item numbers we have selected from the annual *List of Classes of United States Government Publications Available for Selection by Depository Libraries*.

Access to titles that are available only online is obtained via cataloging records from the Superintendent of Documents, Library Programs Service (LPS), Cataloging Branch. All such records include a PURL (Persistent Uniform Resource Locator) in the 856 field. Approximately two-thirds of online titles are housed on GPO Access servers (beginning in 1994) and one-third are housed on agency websites (copies of the latter are archived by GPO in the event an agency cannot honor a commitment to guarantee permanent access). So far as possible, the FDLP is making online access the standard (even if the title is also available in printed format), with the following exceptions:

- The publication is listed in *Essential Titles for Public Use in Paper Format*.
- The paper and online version differ significantly with the former being more complete.
- Dissemination of the paper version is required by law.

A significant difference between collection development for government documents and for the main library collection is that publications for the former are provided at no cost—they are property of the United States government and the Newton Gresham Library is legally obligated to make available free and unrestricted access not only to the Sam Houston State University community, which is its primary constituency, but also to all residents of the 8th Congressional district.

The *Federal Depository Manual* (Appendix A) lists a “Suggested Core Collection” arranged by depository item number. This provides a basic starting point for collection development, particularly those items listed as appropriate for academic libraries (A), as well as certain more specialized items listed as appropriate for law libraries (L). A revision of this list appears online on the FDLP Desktop (July 2000).

Another important core collection appearing on the FDLP Desktop is the aforementioned *Essential Titles for Public Use in Paper Format* (revised, May 2004). Many titles on this list are cataloged for the Main and Reference collections (occasionally, other depository items are cataloged for these collections, but this is done on a very limited basis).

When a choice is permitted between paper and microfiche formats, the former is preferred for titles where more frequent use (including photocopying) is anticipated. The *FDLP Guidelines on Substituting Electronic for Tangible Versions of Depository Publications* (revised, May 2002) states that “A depository is permitted to replace tangible with electronic equivalents provided the electronic version is complete, official, and permanently accessible. GPO Access databases on the *Substitution List: Official FDLP Permanent Full-Text Databases* meet these requirements.” For the majority of titles on this list, the library is maintaining dual access, tangible and electronic.

It should be noted that publications available only online that are assigned a unique SuDoc class stem are placed in the *List of Classes* with format designation (EL). Other online publications are included in general category classes (e.g., General Publications and Handbooks, Manuals, and Guides) as well as in other classes that represent more than one title (these classes do not have a specific format designation and generally include both tangible and online publications).

The Annual Item Selection Update Cycle begins each year on June 1 and ends on July 31. This is the only time that items may be added to a library’s profile (which subsequently goes into effect at the beginning of the next fiscal year on October 1), while items may be dropped at any time. The GPO requests that depository librarians conduct a zero-based review of their

current item selection list and, in consultation with other depositories in the region, add and delete items based on the anticipated future needs of their clientele.

The GPO encourages cooperative collection development to ensure that all relevant items are available within a local area or region without unnecessary duplication of little used documents. Depositories are asked to select items at a level at least one half the average rate of libraries of a similar size and scope unless they have a written collection development policy certifying that their current selection rate of tangible and electronic information products effectively serves the governmental information needs of their clientele. The GPO strongly encourages libraries to select electronic information products whenever they are available and fit into their collection development profile.

The Newton Gresham Library actively seeks input from the subject bibliographers for their recommendations concerning additions to and deletions from the item list—as well as format designations—although the final decisions on these matters rests with the Government Documents librarian. This annual review of our current profile is conducted online using the Documents Data Miner© search engine, which is maintained through a partnership between the FDLP and Wichita State University.

The Government Documents department of the Newton Gresham Library attempts to collect more comprehensively in certain areas in light of the importance of the subject to both the university curriculum and the information needs of the general public it serves. These areas include federal and Texas executive, legislative, and judicial publications; census reports and surveys; criminal justice and law; education; public health and welfare; geology and hydrology; agriculture and horticulture; wildlife and endangered species; military history; and governmental budgets, revenues, and taxation.

Acquisition of out-of-print documents is done selectively from Needs & Offers lists and commercial book vendors. Bibliographic sources for discontinued items and out-of-print titles include the *Administrative Notes Technical Supplement*; *Inactive or Discontinued Items from the 1950 Revision of the Classified List*; *Guide to U.S. Government Publication*; and the *Out-of-Print GPO Sales Publications Reference File*.

Deselection of federal material is done on an ongoing systematic basis. According to the guidelines in *Instructions to Depository Libraries*, publications must be retained for a minimum of five years unless they meet certain supercession criteria. This includes publications that have been received in new, corrected, revised, or updated editions; publications that have an effective expiration date (e.g., announcements of seminars, meetings, events, products or publications, and grant or fellowship applications); publications in a tangible format that have migrated to an electronic only format (designated EL) where permanent public access is guaranteed; and so forth. The *Superceded List: U.S. Documents That May be Discarded by Depository Libraries* (2002) provides retention criteria for thousands of titles arranged by issuing department with SuDoc class stems and item numbers noted for each. Publications on this list may be withdrawn from a depository's collection and discarded without receiving special permission prior to the five-year retention period mandated by the GPO.

Withdrawal and disposal of non-superceded material (held for at least the five-year minimum retention period) is a privilege granted by the regional depository for Region II (Texas State Library and Archives Commission) and not a right of the Newton Gresham Library. This material is placed on a disposal list that is sent to Stephanie Shunick at the State Library, where it is posted online for review by other libraries. We ship material to any requesting library and the remainder is discarded at the end of the thirty-day posting period.

The Newton Gresham Library participates in the Texas State Publications Depository Program, which is administered by the Texas State Library and Archives Commission in Austin. Texas state agencies—as well as state colleges and universities—are required to deposit publications with the State Library for distribution to libraries participating in the program. A list of the types of publications required for submission, as well as exempt publication types, are listed in the *Texas State Publications Depository Program: Manual for Texas Depository Libraries* (Tables 1 & 2, pp. 12-13). A key difference between the federal and state depository programs is that the latter does not provide for selection by item type and therefore a collection development profile is not maintained.

Deselection of state material is also done on an ongoing systematic basis. Publications distributed through the program are and remain property of the Texas State Library. The Newton Gresham Library is obligated to accept and make available these publications for a minimum of five years, with certain exceptions noted in the Manual (Table 5, p. 34). Due to the fact that there is often a significant lag time between the publication of a document and its

placement in the library's collection, the operative concept is the length of time the library has held the document (as recorded by our receiving date stamp), not the document's publication date. Publications that may be added or discarded at our discretion are noted at the end of each shipping list we receive from the State Library (e.g., daily legislative journals, duplicates, "exempt" publications, and leaflets).

Material that the library has selected for withdrawal from the collection (and which also meets the five-year retention rule) is placed on a disposal list. This is sent to Susan Troyan at the State Library, where it is posted online for review by other libraries. We ship items to any requesting library and the remainder is discarded at the end of the thirty-day posting period.

Costs for replacing lost, worn out, or damaged publications (both federal and state) are born by the Newton Gresham Library if the Government Documents librarian deems that a replacement is necessary due to heavy demand or permanent research value.

References

Administrative Notes Technical Supplement. Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, [monthly].

Documents Data Miner® [online]. Wichita, Kan.: Wichita State University, in partnership with the Federal Depository Library Program, Washington, D.C. <<http://govdoc.wichita.edu/ddm/>>

Federal Depository Library Manual, rev. ed. Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, November 1993.

Federal Depository Library Manual Supplement: Collection Development Guidelines for Selective Federal Depository Libraries. Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, September 1994.

Federal Depository Library Manual Supplement 2: Guidelines for the Federal Depository Library Program. Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, February 1996.

Guide to U.S. Government Publications, edited by Donna Batten. Detroit: Thomson Gale, [annual].

Inactive or Discontinued Items from the 1950 Revision of the Classified List, rev. ed. Washington, D.C.: Depository Administration Branch, Library Division, Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, 1997.

Instructions to Depository Libraries, rev. ed. Washington, D.C.: Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, July 2000.

List of Classes of United States Government Publications Available for Selection by Depository Libraries. Washington, D.C.: Depository Administration Branch, Library Division, Library Programs Service, Superintendent of Documents, U.S. Government Printing Office, [annual].

Out-of-Print GPO Sales Publications Reference File [microfiche]. Washington, D.C.: Superintendent of Documents, U.S. Government Printing Office, 1979-current [five-year cumulations].

Texas State Publications Depository Program: Manual for Texas Depository Libraries. 5th ed., revised by Coby Condrey. Austin: Texas State Library and Archives Commission, February 2004.

APPENDIX

Highlights from the Census 2000 Demographic Profiles: Texas 8th Congressional District

From DP-1. General Characteristics	Number	Percent	U.S.
Total population	651,620	100.0	100%
Male	330,428	50.7	49.1%
Female	321,192	49.3	50.9%
Median age (years)	35.4	(X)	35.3
18 years and over	476,358	73.1	74.3%
65 years and over	74,085	11.4	12.4%
One race - Total	642,177	98.6	97.6%
White	554,088	85.0	75.1%
Black or African American	57,114	8.8	12.3%
American Indian and Alaska Native	3,543	0.5	0.9%
Asian	4,972	0.8	3.6%
Native Hawaiian and Other Pacific Islander	210	0.0	0.1%
Some other race	22,250	3.4	5.5%
Two or more races	9,443	1.4	2.4%
Hispanic or Latino (of any race)	58,920	9.0	12.5%
Average household size	2.69	(X)	2.59

Average family size	3.12	(X)	3.14
Total housing units	269,226	100.0	100.0%
Occupied housing units	232,227	86.3	91.0%
Owner-occupied housing units	181,950	78.4	66.2%
Renter-occupied housing units	50,277	21.6	33.8%
Vacant housing units	36,999	13.7	9.0%

From DP-2. Social Characteristics

	Number	Percent	U.S.
Population 25 years and over	414,948	100.0	
Percent high school graduate or higher	(X)	77.7	80.4%
Percent bachelor's degree or higher	(X)	17.7	24.4%
Civilian veterans (civilian population 18 years and over)	65,841	13.8	12.7%
Foreign born	34,467	5.3	11.1%
Speak a language other than English at home (for the population 5 years and over)	62,690	10.3	17.9%

From DP-3. Economic Characteristics

	Number	Percent	U.S.
Mean travel time to work in minutes (for workers 16 years and over)	30.8	(X)	25.5
Median household income (dollars)	40,459	(X)	41,994
Median family income (dollars)	47,166	(X)	50,046
Per capita income (dollars)	19,962	(X)	21,587

Families	17,040 (X)		
Percent families below poverty level	(X)	9.7	9.2%
Individuals	78,885 (X)		
Percent of individuals below poverty level	(X)	12.6	12.4%

From DP-4. Housing Characteristics	Number	Percent	U.S.
Specified owner-occupied units	123,073	100.0	
Median value (dollars)	85,200 (X)		119,600
Median of selected monthly owner costs	(X)	(X)	
With a mortgage	971	(X)	1,088
Not mortgaged	283	(X)	295

(X) Not applicable.

Source: U.S. Census Bureau, Census 2000, 109th Congressional District Summary File

(100-Percent and Sample)

Source: U.S. Census Bureau

Subject/Program: Health Education

Principal Bibliographer: Lynn McMain

Collection Goal: To support the instructional, research and service needs of the Health Program of the Department of Health and Kinesiology. The mission of the Health Program is to enhance the health and improve the quality of life for individuals, families, and communities through the provision of teaching, service and research in the areas of health education and health promotion.

Programmatic Information

Undergraduate: A Bachelor of Science (B.S.) degree is offered in the areas of health, health with fitness emphasis, and health with teacher certification.

Graduate: A Master of Arts (M.A.) in Health is offered by the Department, with both thesis and non-thesis options. Additionally a Master of Education (M.Ed.) is offered with teaching field of Health.

Department Chair: Alice Fisher

Program Liaison: Bill Hyman

Coordination and Cooperative Information: Students and faculty will upon occasion find useful resources in subject areas considered to be cross-disciplinary or collaborative. Examples are: kinesiology, biology, chemistry, education, management, psychology, sociology and nutrition.

Subject and Language Modifiers

Geographical: Primarily the United States, although global health issues are included.

Chronological: Contemporary theory and practice is emphasized.

Language: Primarily English or English translation is acquired.

Description of Materials Collected:

Treatment: The focus is on materials of a scholarly, medical and technical nature with some popular-level consumer material included. Scholarly treatment is preferred and professional material is also acquired when appropriate. There are occasions when cross-disciplinary materials are required and these may fall under the scope of a subject specialist librarian in another discipline.

Types of Material and Format: Research focused books, lower and upper-level text books, and professional books and materials in health, medicine, health education and promotion and public health. Highly technical medical publications are acquired on a highly selective basis only.

Publication Date: Currency of material is emphasized; however retrospective purchases may be required to fill possible gaps in the collection.

Special Considerations

Publishers of Note: CRC, Harper-Collins, Elsevier, Jossey-Bass, Marcel Dekker, McGraw-Hill, Palgrave-MacMillan, Praeger, Routledge, Sage, Springer, St. Martin's Press, Wiley.

Selection Aids for Current Material: Publishers catalogs, CHOICE Reviews, and Library Journal reviews, YBP selection cards.

Selection Aids for Retrospective Material:

Description of Subject Fields and Selection Intensity Levels

Subject

Level

Lifestyle and Wellness

Conduct of Life (BJ1545-1695)

Lifestyle

Health (RA773-790)

2A

Drug Use and Abuse

Drug Abuse (HV5800-5840)	
Medication Abuse (RM146-146.7)	
Narcotic Habit (RC566)	3
Consumer Health Education	
Consumer Education (TX335)	
Consumer Protection	3
First Aid	
First Aid in Illness and Injury (RC86-88)	2B
Emergency Medical Technician	
Medical Emergencies (RC86.7)	
Emergency Medical Technicians (RA645.5-645.7)	2B
Medical Terminology	
Medicine- Terminology (R123)	2B
Family Life and Sex Education	
Family- Health and Hygiene (RA418.3.F3)	
Sex Instruction (HQ56)	3
Epidemiology of Human Diseases	
Epidemiology (RA651)	3
Patient Education (RA727, RA975.5.P38, RT90)	2B
Industrial Health	
Industrial Hygiene (HD7260-7780)	
Medicine- Industrial	
Environmental Health	2B
Health Problems of Children	

Children- Care and Hygiene (RJ101)	
Children- Health and Hygiene	2B
Health Education for Public Schools	
Health Education- Elementary	2B
Community Health Planning	
Community Health Services	
Public Health (RA)	
Health Planning (RA393-395)	3
Community Organization and Development	
Community Development (HN49.C6)	
Community Organization	2B
School Health Programs	
School Hygiene (LB3401-3495)	
School Children- Health and Hygiene	
School Health Services	
Students- Health and Hygiene	3
Environmental Health	3
International Health	
World Health (RA441)	2B
Human Ecology	3
Health Planning	
Public Health	
Medical Care- Needs Assessment	3
Social and Health Legislation	3

Health Services Administration

Public Health Administration

3

Consultation Techniques

Medical Consultation (R727.8)

3

Subject/Program: History

Principal Bibliographer: Erin Dorris

Collection Goal: To support the instructional, research, and service needs of the Department of History. The graduate program has the objectives of preparing students to teach history in the public schools and junior colleges, training students to work in state historical societies, museums, and the civil service, providing a background for careers in law and journalism, and preparing students for doctoral work elsewhere.

Programmatic Information

Undergraduate: The program offers a B.A. with a major in history; and a B.A. and secondary teaching certification with a major in history, or social studies composite with emphasis in history. Concentrations are in U.S. history, Latin American history, Modern European history, and English history with additional coursework in Far Eastern history, museology, Africa, and historiography.

Graduate: The program offers the following degrees: M.A., Plans I, II, and III; and M.Ed. Areas of concentration are Early U.S. History, Later U.S. History, Modern European History, World History and Military History.

Research:

Primary Faculty Contacts:

Coordination and Cooperative Information: Students in history may make use of materials in the following other areas: Law, English, Journalism, Art, Sociology, Philosophy, Education, Library Science, Military Science, Political Science, Geography, and Economics.

Subject and Language Modifiers

Geographical: Primarily U.S., Latin America, Europe (England and the British Empire, Russia, France, and Germany primarily), Far East (Modern China and Japan), Africa, Middle East.

Chronological: U.S. (all periods); England (1485-); Europe (all periods); Latin America (Colonial, National, Contemporary); Asia (Modern); Middle East (Modern).

Language: Predominately English and English translation, but some materials may be acquired in other languages, particularly Spanish.

Description of Materials Collected

Treatment: Scholarly treatment preferred

Types of Material and Format: Reliance on reference materials as well as on biographies. Microform and electronic sets of historical documents may be considered if funds permit.

Publication Date: Current materials emphasized; retrospective material may be acquired as identified or needed.

Special Considerations

Publishers of Note: AASLH

Selection Aids for Current Material: History: Reviews of New Books; American Historical Review; Journal of American History; English Historical Review; Speculum (Medieval history).

Retrospective Selection Aids/Resources: Paetow. Guide to the Study of Medieval History; Boyce. Literature of Medieval History; Bengston. Introduction to Ancient History; Roach. Bibliography of Modern History; Harvard Guide to American History.

Accreditation:

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Western Civilization (general) (Civilization CB; HM101)	2A
Ancient History (ancient Near East, Greece, Rome) (History,	

Ancient D51-90)	2B
Medieval History (Middle Ages – History D111-203)	2B
European History (general)	2B
Renaissance and Reformation (Renaissance CB359-369; Reformation D220-234)	2B
Tudor-Stuart England (Great Britain – History – Tudors; Great Britain – History – Stuarts)	2B
British Constitutional History (Great Britain – Constitutional history)	2B
British Empire and Commonwealth (Great Britain – History – Victoria; Great Britain – History – 20th century)	2B
Modern England (1714-)	2B
Russian History (ancient to modern, emphasis on the Russian Revolution and New Regime) (Russia – History; Soviet Union – History)	2B
French Revolution and Napoleon (France – History Revolution; France – History – Consulate and Empire)	2B
France and Southern Europe since 1815	2B
Germany and Central Europe (1815-)	2B
World War II (World War, 1939-1945)	2B
Modern China (1850-) (China – History) (DS)	2B
Modern Japan (1868-)	2B
Africa	2B
Middle East	2B

Colonial Latin America	2B
South America: National Period	2B
Mexico and the Caribbean: National Period	2B
Contemporary Latin America	2B
United States History (general) (E178-)	2A
American Social and Intellectual History	3
American Colonial History (United States – History – Colonial Period E186-199)	3
American Revolutionary Period (United States – History – Constitutional period E310)	2B
Civil War (United States – History – Civil War E456-655)	3
Modern American History (1865-)	3
Immigration and Ethnicity in America (United States – Emigration and immigration JV6403-7127)	2B
American Diplomatic History (United States – Diplomatic and consular service JX1705-1706; United States – Foreign relations JX1405-1428)	3
American Military History (United States – History, Military E181)	2B
American Indian History (Indians of North America – History E77)	2B
History of the Old South (Southern States – History F206-220)	2B
Texas and the Southwest (Texas – History F381-395; Southwest, Old F396; Southwest, New F786)	2B

History of the West (West – History F591-596)	3
Family and Local History (oral history, genealogical research, development of towns, etc.) (Local history; Oral history)	3
Museology (Museums AM; Museum techniques AM151-153)	2B
Historiography (D13-15)	2B

Subject/Program: Kinesiology

Principal Bibliographer: Lynn McMain

Collection Goal: To support the instructional, research and service needs of the Kinesiology Program of the Department of Health and Kinesiology. The mission of the Kinesiology Program is to advance students' understanding of relationships among movement, exercise, and skill that occur in the contexts of development, learning, rehabilitation and training. The program seeks to prepare future professionals for movement-related fields such as teaching, coaching, personal exercise, training and fitness. Learning occurs through the study of movement and exercise processes within a framework that emphasizes the clinical and practical implications of theory and research.

Programmatic Information

Undergraduate: A Bachelor of Science (B.S.) degree is offered in the areas of kinesiology, exercise science, athletic training. Teacher certification is offered in all areas of emphasis.

Graduate: A Master of Arts (M.A.) in Kinesiology is offered by the Department, with both thesis and non-thesis options.

Department Chair: Alice Fisher

Program Liaison: Mark Gaus

Coordination and Cooperative Information: Students and faculty will upon occasion find useful resources in subject areas considered to be cross-disciplinary or collaborative. Examples are: dance, health, biology, chemistry, education, management and nutrition.

Subject and Language Modifiers

Geographical: Primarily the United States, although sports world wide are included.

Chronological: Contemporary theory and practice is emphasized.

Language: Primarily English and English translations are acquired.

Description of Materials Collected:

Treatment: The focus is on materials of a practical nature with some popular-level consumer material included. Scholarly treatment is preferred and Professional material is also acquired when appropriate. There are occasions when cross-disciplinary materials are required and these may fall under the scope of a subject specialist librarian in another discipline.

Types of Material and Format: Research focused books, upper-level text books, and professional books and materials in kinesiology, movement and exercise science, weight training and sports. Research reports, proceedings, government documents and books on techniques are also acquired.

Publication Date: Currency of material is emphasized; however retrospective purchases may be required to fill possible gaps in the collection.

Special Considerations

Publishers of Note: AAHPERD, American Sports Data, Inc., Greenwood Press, Human Kinetics, Leisure Press, National Association for Sport and Physical Education, Routledge.

Selection Aids for Current Material: Human Kinetics catalogs, CHOICE Reviews, and NASLINE: Newsletter of North American Sport Library Network.

Selection Aids for Retrospective Material:

Description of Subject Fields and Selection Intensity Levels

Subject

Level

Racquet Sports

Racquet Games (GV900)

2A

Defense Arts

Martial Arts (GV1113)		
Fencing (GV1143-1150.6)	2A	
Gymnastics (GV461-475)		2A
Track and Field		
Track- Athletics (GV1060.5)	2A	
Team Sports		2A
Lifetime/Individual Sports		2A
Intramural Sports (GV710)		2A
Recreational Sports (backpacking, hiking, camping, canoeing, sailing)		
Outdoor Recreation (GV182.2)	2B	
Outdoor Leadership		
Recreation Leadership (GV14.5)	2B	
Aquatics (GV771-840) (swimming, diving, lifesaving, water aerobics)		2A
Weight Training/Conditioning		
Weight Lifting (GV511)		
Bodybuilding (GV514)	2B	
Physical Fitness		2A
Adult Fitness		2A
Motor Learning		3
Psychomotor Ability Testing and Appraisal		
Motor Ability- Testing	2B	
Water Safety		

Aquatic Sports- Safety Measures		
Aquatic Sports- Accidents and Injuries	2A	
First Aid		
First Aid in Illness and Injury(RC86-88)	2A	
Community Recreation and Parks		
Outdoor Recreation (GV182.2)		
Parks (SB481-485)	2A	
Physical Education in Elementary School		
Physical Education for Children (GV443)	3	
Sports Officiating (GV735)		2A
Teaching Individual Sports		2A
Teaching Team Sports	2A	
Social and Industrial Recreation		
(theories of leisure, sport clubs, health spas, gyms, business/factory sports programs)		
Leisure (GV1-200)		
Physical Fitness Centers		
Recreation Centers	2B	
Kinesiology (QP303)		3
Emergency Medical Technicians (RA645.5-645.7)		2B
Coaching (GV711)		3
Physiology of Exercise		
Exercise- Physiological Aspects of (QP301)	3	

Sports Injuries		
Sports- Accidents (RD97)		
Sports- Injuries		
Sports- Safety Measures (GV344)		2B
Administration of Physical Education and Training		
Physical Education and Training (GV201-547)		2B
Driver and Traffic Safety Education		
Automobile Driver Education (TL152.6)		2B
Adaptive Physical Education		
Physical Education for People with Disabilities		
Physical Education for Children with Disabilities		3
Recreation in Correctional Facilities		3
Sports Philosophy	3	
Physical Education Research/Statistics		3
Sports in American Culture		3
Psychology of Sport		3
Biomechanics		3
Physical Education Facilities (GV401)		3

Subject/Program: Library Science.

Principal Bibliographer: Ann Jerabek.

Collection Goal: The purpose of the Library Science collection is to support the instructional, research and service needs of the Department of Library Science, along with the work-related need of the Newton Gresham Library faculty and staff.

Programmatic Information. “The Department of Library Science is charged with applying the University’s mission specifically to the field of Library and Information Science. The goals of the Department of Library Science are to: 1) prepare competent professionals for school librarianship; 2) encourage and support scholarly research and publications; 3) promote and participate in faculty growth and development; 4) offer educational services to schools, libraries, and the community; and 5) plan, implement, and evaluate the academic curriculum, teaching effectiveness, physical resources, program policies, and the learning environment.” (SHSU Graduate Catalog 2005-2007, p. 208). The program focuses on school librarianship and emphasizes current practice and theory. Although the Library Science program does have special accreditation in the area of school librarianship, the program is not accredited by the American Library Association.

Undergraduate: Although the Department of Library Science grants no undergraduate degree, several undergraduate courses are offered, primarily as part of the Teacher Education curriculum. The Department also offers LS 130 Information Access Strategies to “introduce students to the fundamental principles of information search, access, retrieval and transfer.” (SHSU Undergraduate Catalog 2006-2008, p. 316).

Graduate: At the graduate level, the Department of Library Science offers courses leading to Certification as a School Librarian formerly known as Learning Resources Endorsement, and also grants the Master of Library Science degree (36 hrs).

Research:

Primary Faculty Contacts:

Coordination and Cooperative Information.

Subject and Language Modifiers.

Geographical. Materials acquired focus on librarianship as practiced in the United States.

Chronological. Materials acquired focus on current trends and practices, although historical material is acquired selectively. Current imprints are emphasized.

Language. English is the only language in which items for the Library Science collection are acquired.

Description of Materials Collected.

Treatment. Materials collected cover all areas of library and information science, including administration and organization, technical services, public services, as well as information technology and systems. These materials, as noted, also support the work-related need of the Newton Gresham Library faculty and staff. Bibliographical, biographical, and historical works, particularly related to literature for children and young adults is collected as well. A separate collection development policy covers the LS (literature for children and young adults) Collection.

Types of Materials and Format. Reference works, monographs on theory, current/best practices, technology as related to libraries and library users, and especially works dealing with school libraries/media centers are collected. Publications of professional societies and associations are acquired very selectively except those of the American Library Association which are acquired more comprehensively. Dissertations are not generally collected. Some materials such as Library of Congress and Dewey classification schedules, along with certain standards and handbooks or manuals are acquired principally for the work-related needs of the Library faculty and staff. Items in print and in electronic format are acquired, through purchase, license, or subscription.

Publication Date.

Special Considerations. As noted in the program description, the Library Science curriculum emphasizes school librarianship. Thus, the collection intensity for other types of libraries and specialties within librarianship remains low. Items relating to academic libraries constitute an exception since this collection also supports the Library faculty and staff.

Publishers of Note:

Selection Aids for Current Material:

Retrospective Selection Aids/Resources:

Accreditation:

Description of Subject Fields and Selection Intensity Levels.

<u>Subject</u>	<u>Level</u>
School libraries/librarianship.	3b
Academic libraries/librarianship.	3b
Other types of libraries/librarianship.	1a

Subject/Program: Literature for Children and Young Adults (LS Collection)

Principal Bibliographer: Ann Jerabek.

Collection Goal: The purpose of the LS (Literature for Children and Young Adults) Collection is to support the instructional, research, and service needs of specialized courses and programs offered by the Department of Library Science and the Department of Language, Literacy, and Special Populations, both in the College of Education. The “LS” classification is unique to the Newton Gresham Library, developed specifically for the collection of literature for children and young adults (early childhood through high school), and is not part of the Library of Congress classification system.

Programmatic Information.

Undergraduate: The Department of Library Science offers three undergraduate courses (LS 361, LS 362, LS 363) which are directly supported by the LS Collection. This collection also supports the reading courses offered by the Department of Language, Literacy, and Special Populations.

Graduate: Within the Master of Library Science curriculum, a number of courses, including LS 560, LS 561, LS 568, LS 585, and LS 593, are supported by the LS Collection. Directed Individual Study and the Master’s Seminar courses, along with master’s level reading and literacy courses offered by the Department of Language, Literacy, and Special Populations may also draw from LS materials.

Research:

Primary Faculty Contacts:

Coordination and Cooperative Information.

Subject and Language Modifiers.

Geographical. Materials in this collection are primarily, though not exclusively, authored by and set in the United States. The increasingly diverse output in literature for children and young adults now includes many works having non-U.S. authors and/or settings.

Chronological. Current imprints are primarily selected, although the content may be of a futuristic or historical nature.

Language. English language materials are collected primarily; however works in Spanish and Spanish-English (bilingual) are selectively acquired. A few representative titles in Asian languages have been acquired as well.

Description of Materials Collected.

Treatment. Materials collected include fiction and non-fiction works which have as children and/or young adults (at least through the secondary level) as the primary intended audience. In certain instances adult-audience books with particular appeal or appropriateness for young adults are selected. Particular attention is paid to award books, especially those receiving the Caldecott, Newbery, Bluebonnet, Coretta Scott King, and Pura Belpre award/medal. The American Library Association website provides details on these and other applicable awards. Award lists published in reviewing sources and reading lists sponsored by such organizations as the Texas Library Association are monitored. A perspective of social, cultural and ethnic diversity is considered when selecting items for this collection. Bibliographies, surveys, and criticism of literature for children and young adults, as well as material on authors and illustrators are part of the Library Science collection which has a separate collection development policy.

Types of Materials and Format. Books and a few children's periodicals comprise the LS Collection. Fiction is selected in a wide variety of areas, including (in no particular order) short stories, poetry, science fiction, folklore/fairy tales, "problem novels," "graphic novels," "classics," and selected volumes of series. (Since the LS Collection is viewed as a collection of models or examples, rather than a model collection, no attempt is made to acquire all volumes of any given series). Nonfiction works cover all disciplines and are arranged by Dewey classification. At this point, the LS Collection consists of print items only.

Publication Date.

Special Considerations. The LS Collection has the highest circulation of any call number area in the Library, thus preservation (repair/rebinding/replacement) is an ongoing concern. Multiple copies of Newbery and Caldecott award books are routinely acquired. Copies of Newbery, Caldecott, and Bluebonnet award winners are placed on permanent reserve, as well as in the circulating collection.

Publishers of Note:

Selection Aids for Current Material:

Retrospective Selection Aids/Resources:

Accreditation:

Description of Subject Fields and Selection Intensity Levels. n/a

Subject/Program: Management and Marketing – “HD”, “HF”, “HJ”

Principal Bibliographer: Bibliographer

Collection Development Goal: To support the instructional, research and general reference needs of the Management and Marketing faculty, students, and the community.

Programmatic Information:

Undergraduate: The Department’s mission is to furnish students the requisite knowledge and skills to be successful in management, human resource management, management information systems, and marketing, or related careers. (SHSU Undergraduate catalog, 2006-2008)

Graduate: The MBA degree program requires a core of twenty-four graduate semester hours and twelve hours of elective graduate business courses. The selection of elective courses allows a student to design his/her program to meet special interests or needs. The College of Business Administration offers graduate elective courses in Accounting, Economics, Finance, General Business Administration, Management, Management Information Systems, and Marketing. Individual readings/research courses can also be established to further facilitate special student interests. (SHSU Graduate catalog, 2005-2007)

Department Chair: Roger D. Abshire

Department Liaison:

Coordination and Cooperative Information: The collection has been developed to support the courses, studies, and research needs of both undergraduate and graduate students, as well as faculty research. Areas of particular emphasis are human resources management, operations management, project management, strategic management, organizational behavior, marketing, marketing research, and other aspects of both management and marketing.

Subject and Language Modifiers

Geographical:

Chronological:

Language:

Description of Materials Collected

Treatment:

Types of Material and Format: With few exceptions, monographs in print are the format of choice. In most cases, duplicates will not be ordered. As a general rule, textbooks will not be ordered unless they are the best or only source of information.

Scholarly journals, trade publications and general interest business news periodicals are all important to the curriculum of this department. With few exceptions, print format periodicals in the collection are indexed in sources owned by or accessible through the Library. Full text access in one of the databases subscribed to by the Library replaces new subscriptions to periodicals.

Gift books are accepted for inclusion in the collection if they: complement the collection goals, are in good condition, are not duplicates and there is space available on the shelves. If the title already exists in the collection, the best copy will be kept.

Publication Date:

Special Considerations. Weeding will be done as needed. Initially, weeding will consist of the removal of duplicate or superseded copies unless the circulation statistics indicate that the retention of multiple copies is warranted. Directories will be assessed individually to determine historical usefulness. Monographs will be withdrawn if they are in poor or unusable condition and an assessment made of the need to replace it.

The selection intensity levels have been revised due to additions of courses and degrees.

Publishers of Note:

Selection Aids for Current Material:

Selection Aids for Retrospective Material:

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Marketing	
Salesmanship HF5438 – HF5439	3
Marketing Principles	3
Advertising Principles HF5801 – HF6182	3
Retailing HF5429	2b
Consumer Behavior	3
International Marketing	2b
Marketing Research HF5415.2	3
Marketing Management HF5415.13	3
Marketing Channels	2b
Marketing Communication	3
Management	
Management Theory	3
Organization Theory	3
Behavior Dynamics HD58.7	3b
Small Business Management	3
International Management	3
Personnel Management HF5549 – HF5549.5	3

Production Management	TS155	3b
Business Policy		3
Purchasing and Materials Management	HF5437; TS161	3b
Management and Labor Relations	HD6951	3
Business and Society		2b

Mass Communication

Subject/Program: Mathematics

Principal Bibliographer: Linda M. Turney

Collection Goal: To support the instructional, research and service needs of the Mathematics Program.

Programmatic Information

Undergraduate: The following degree programs are offered: B.A. with a major in mathematics; a B.S. with a major in mathematics. Certification, with a major or minor in mathematics, is available for elementary/middle/secondary level. In addition, a minor in mathematics without certification, and a minor in statistics are available.

Graduate: The following degree programs are offered: M.A. in Mathematics, M.S. in Mathematics, M.Ed. in Elementary Education, M.Ed. in Secondary Education, M.S. in Statistics.

Research: Ph.D. in Mathematics Education (approval pending)

Primary Faculty Contacts: Dr. Jon Short

Coordination and Cooperative Information: The Mathematics Program may utilize the resources of Computing Science, Education, Philosophy/Psychology (abstract reasoning).

Subject and Language Modifiers

Geographical: Not applicable.

Chronological: Emphasis is on current theory and practice; occasional historical material may be acquired.

Language: Primarily English or English translation, though some material in other languages, especially journals in German, may be acquired.

Description of Materials Collected

Treatment: College-level material preferred, though there is an occasional need for research reports, proceedings, and other scholarly material.

Types of Materials and Format: Upper- and lower-level textbooks are acquired selectively as are popular works and biographies. Collected works of important mathematicians are acquired if available in English.

Publication Date: Current material is emphasized.

Special Considerations

Publishers of Note: Academic, Springer Verlag, Addison-Wesley, Dekker, Holt, American Mathematical Society, Mathematical Association of America, SIAM, NCTM, American Statistical Association, Institute of Mathematical Statistics, Birkhauser, Wiley, Pitman, Plenum, North-Holland.

Selection Aids for Current Material: *American Mathematical Monthly*; *Current Mathematical Publications*.

Retrospective Selection Aids/Resources: Tucker. *Guide to Information Sources in Mathematics and Statistics* (Libraries Unlimited, 2004); *Library Recommendations for Undergraduate Mathematics* (MAA, 1992); *Using the Mathematics Literature* (Dekker, 2004); Krantz. *Mathematical Publishing: a Guidebook* (AMS, 2005)

Accreditation:

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Intermediate Algebra (Algebra QA152-263)	2A
Plane Trigonometry (Trigonometry, Plane QA533)	2A
Mathematics of Finance	2A
Statistics (HA, QA276-280)	2B

Calculus (QA300-316)	2B	
Geometry (QA440-699)		2B
Differential Equations (QA371-377)		2B
Linear Algebra and Matrices (Algebras, Linear QA251; Matrices QA 263)	3	
Numerical Methods (include interpolation, approximations, solutions of linear and non-linear equations)		2B
Mathematical Modeling (Model Theory)	3	
Analysis (Mathematical Analysis)	3	
Algebraic Structures (groups, rings, fields, finite groups, abelian groups)	2B	
Mathematics for Elementary and Secondary Teachers (probability, statistics, number theory, consumer mathematics, geometry, algebra, analysis, logic)	2B	
Topology (QA611)		3
Theory of Functions (Functions QA331-351)	3	
Abstract Algebra (Algebra, Abstract QA162)	3	
Functions of a Complex Variable (complex numbers, analytic functions, integration theory, Taylor's series, Laurent expansion, calculus of residues)	3	

Military Science

Subject/Program: Music

Principal Bibliographer: Bruce Hall

Collection Goal: To support the instructional and research needs of the School of Music, to support interdepartmental needs in the areas of art, drama, aesthetics, dance, sociology, psychology, education, linguistics, folklore, ethnic and popular cultures, and radio-television-film.

Programmatic Information

Undergraduate: The School of Music offers a B.M. with a major in music education with programs in instrumental, vocal, and elementary music (K-7), a B.M. with a major in music with programs in theory/composition, and music performance, with a B.M. with a major in music therapy.

Graduate: The School of Music offers five graduate programs leading to a M.M. M.M. degree offers courses with concentrations in conducting, Kodaly pedagogy, musicology, performance, and theory/composition.

Department Chair: James Bankhead.

Department Liaison: Sheryl Murphy-Manley

Coordination and Cooperative Information: The School of Music maintains its own band, orchestra and choir music performance collection. Printed music required for private lessons is purchased by the students themselves. Faculty and students in the School of Music may also make use of the following other areas of the collection: Art; Drama; History; Dance; Psychology; Physics; Education.

Subject and Language Modifiers

Geographical: Principal focus on Western art music; increasing ethnomusicological focus in all areas dealing with world music.

Chronological: No restrictions; all periods represented.

Language: Primarily English; some research materials in German and other Western European languages. Music scores and recordings are acquired without regard to language.

Description of Materials Collected

Treatment: Emphasis on histories, surveys, biographies, pedagogy, and materials on theory, criticism, analysis, and musicology. Scholarly treatment is preferred to a more popular presentation. For scores and sound recordings the emphasis is on quality editions and performances scores and sound recordings of contemporary popular music and acquired on a very selective basis.

Types of Material and Format: NGL will acquire monographs, reference works, serials, printed music (except sheet music, parts for large ensembles), and sound recordings (phonodiscs and compact discs primarily); compact discs are preferred over phonorecords for the same performance, but in either case the emphasis is on exemplary performance rather than simply format. Composers' collected editions, historical monuments, sets, and anthologies are especially important. Duplication, in other formats, of works included in collected editions is often desirable for circulation purposes, and different editions, especially critical editions, of the same work are often needed. Original scoring is preferred. Thematic catalogs are acquired selectively as are dissertations and facsimiles. Pre-recorded cassette tapes are not normally acquired except when they accompany a printed publication. For composers, scholarly biographies are normally acquired, though popular ones may occasionally be acquired; in addition to biographies and printed music, essays, writings, correspondence, etc., of important composers are also acquired. Important works on most aspects of music not described below are also acquired.

Publication Date: Current materials emphasized; retrospective materials purchased as needed, primarily in musicology.

Special Considerations

Publishers of Note: Cambridge, Oxford, W.W. Norton, Scarecrow, Ashgate, Routledge, and major university publishers.

Selection Aids for Current Material: *Music Catalog* (Harrassowitz); *Notes* (journal of the Music Library Association); *Gramophone*; *American Record*; *New CD Listing* (MLSC); *New Music Listing* (J.W. Pepper).

Selection Aids for Retrospective Material: *New Grove*; *Musik in Geschichte und Gegenwart*; *Harvard Dictionary of Music*; *Duckles. Music Reference and Research Materials*; Library of Congress Catalogs.

Accreditation: The School of Music is a full member of the National Association of Schools of Music.

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
A. Applied Music. Woodwinds (Clarinet, saxophone, oboe, bassoon, flute, and Piccolo; emphasis on pedagogy) Woodwind instruments MT339 Clarinet - Methods MT382; Clarinet - Studies and exercises MT385	3
Guitar Guitar - Methods MT582 Guitar - Instruction and Study MT580	2A
Singing (physiology of vocal music production, development of the singing voice) Singing - Instruction and study MT820-821; MT853; MT855; MT878	3

Singing - Studies and exercises MT870; MT885	
Singing - Interpretation MT892	
Singing - Methods MT828-850; MT882	
Brasses (trumpet, trombone, French horn, baritone, and tuba; emphasis is on pedagogy)	3
Brass instruments MT339	
Trumpet - Methods	
Trumpet - Studies and exercises MT445	
Percussion (emphasis on pedagogy)	2b
Percussion instruments - Methods MT655	
Strings (violin, viola, violoncello, string bass; emphasis on pedagogy)	2b
Stringed instruments - Methods MT259	
Stringed instruments - Studies and exercises MT259	
Conducting (instrumental and choral)	3
Conducting - MT85	
Conducting, Choral MT85	
Score Reading	3
Score reading and playing MT85	
Jazz Improvisation	2b
Improvisation (Music) MT68	
Jazz Music - Interpretation MT75	

B. Music Theory and Composition

Theory of music (Music - Theory) (diatonic scales and intervals; rhythmic notation; harmony; tonality; chords; modulation; binary, tertiary, and through-composed forms; chromaticism; rondo, sonata, and contrapuntal forms; late 19 th and early 20 th century theories.	2a
Pedagogy of theory	2b
Musicianship/Solfege	2b
Sight-singing MT870	
Counterpoint and analysis (18 th through 20 th centuries)	2b
Counterpoint ML446; MT55;	
Musical analysis	
16 th Century Counterpoint (Music - Theory - 16 th Century)	2b
Orchestration (band and orchestra)	2b
Instrumentation and orchestration ML455; MT70	
Arranging (Arrangement)	
Jazz Arranging (Arrangement; Jazz music;	2b
Instrumentation and orchestration (Dance orchestration)	
MT86	
Composition (18th-20th centuries; emphasis on 20 th century idioms)	3
Composition (Musical) ML430-455; MT40-67	
Style Analysis (Musical analysis)	3
Impressionist Harmony	2b
Impressionism (Music) ML197	

C. Music Literature and History

Music Appreciation	2a
History of Jazz, Rock, and Popular Music	2b
Jazz Music ML3561	
Rock music	
Music, Popular	
History of Music (antiquity to the present)	3
Music - History and criticism ML159-3795	
Studies in Renaissance Music (Dufay to Monteverdi)	3
Music - 15 th century	
Music - 16 th century	
Music - 17 th century	
Studies in Baroque Music (Monteverdi to J.S. Bach)	3
Music - 17 th century	
Music - 18 th century	
Studies in Classical Music (J.S. Bach to Beethoven)	3
Music - 18 th century	
Music - 19 th century	
Studies in Romantic Music (Beethoven to Mahler)	3
Music - 19 th century	
Music - 20 th century	
Studies in Twentieth Century Music (Mahler to present)	3
Music - 20 th century	

Music - 21st century

Piano Literature **2b**

Piano Music - History and criticism ML700-749

Piano music M20-39

Symphonic Literature **3**

Symphony ML1255

Symphonies M1001

Choral Literature **3**

Choral music - ML1500-1554; ML2900-3275;

ML2400-2770

Vocal Literature **3**

Vocal music - History and criticism ML1400-3270

C. Music Education

Elementary School Music (Kodaly and Orff methods) **2b**

Music - Instruction and Study - Juvenile

Kodaly Pedagogy **3**

Folksong Analysis (American folksongs; emphasis on classroom use) **3**

Folk-songs M1627; ML3545;

Folk music - United States.

Marching Band Techniques **2b**

Marching bands MT733.4

Vocal Pedagogy **3**

Singing - Instruction and Study MT820-821; MT853;

MT855; MT878

Singing - Instruction and Study - Juvenile MT899

Piano Teaching **3**

Piano - Instruction and Study MT220-255; MT745-758

Teaching Elementary School Instrumental Music **2b**

Instrumental music - Instruction and study MT170

D. Music Therapy

Music Therapy - ML3920 **3**

Psychology of Music **2b**

Music - Psychology ML3830-3838

Musical instruments for the handicapped **2b**

New

Subject/Program: Philosophy

Principal Bibliographer: R. Scott Harnsberger

Collection Goal: To support the instructional and research needs of the philosophy program and to provide philosophical material to support a variety of other research areas including history, political science, sociology, and general science.

Programmatic Information:

Undergraduate: A major (BA) and minor are both offered.

Graduate: N/A.

Research: Philosophy faculty.

Primary faculty contact: Frank Fair.

Coordination and Cooperative Information: Philosophical materials are relevant to the conceptual and theoretical underpinnings of several other academic areas as noted above. Philosophy of Biology is offered concurrently with the Department of Biological Sciences (BIO/PHL 460).

Subject and Language Modifiers:

Geographical: No restrictions, but Western traditions are emphasized.

Chronological: No restrictions.

Language: Predominately English; occasionally primary texts are acquired in Greek, French, German, or Spanish.

Description of Materials Collected:

Treatment: Scholarly treatment predominates, although introductory texts are acquired selectively in areas such as logic and ethics.

Types of Material and Format: Historical surveys and anthologies of movements and schools; biographies; analysis of philosophical problems and issues in the sub-disciplines; and critical editions of the works of historical and contemporary philosophers along with associated scholarly commentary. Electronic books are acquired mainly through collective purchases rather than individually.

Special Considerations:

Publishers of Note: University presses (particularly Cambridge, Oxford, Harvard, Princeton, Yale, Columbia, Cornell, SUNY, MIT, Chicago, Northwestern, Notre Dame, Duke, California, Stanford, and Toronto) and scholarly presses (e.g., Routledge, Blackwell, Rowman & Littlefield, Springer, and Hackett).

Selection Resources for Current Material: Choice (Association of College and Research Libraries, monthly, 0009-4978); and Philosophical Books (Blackwell, quarterly, 0031-8051).

Selection Resources for Retrospective Material: Bibliographies in Encyclopedia of Philosophy, 2nd ed. (Macmillan Reference USA, 2005, 10 vol.)

Accreditation: N/A

Description of Subject Fields and Selection of Intensity Levels

<u>Subject</u>	<u>Level</u>
General philosophy (B)	3B
Logic (BC)	2B
Speculative philosophy (BD)	3B
Aesthetics (BH)	3A
Ethics (BJ)	3B
Social sciences—Relation to philosophy (H61.5)	2B

Jurisprudence—Theory and philosophy of law (K201-487)	2B
Science—Philosophy (Q175)	3A
Philosophy of biology (QH331)	3A
Bioethics (QH332)	2B
Medical ethics (R724-726)	2B

Photography

Subject/Program: Physics

Principal Bibliographer: Lynn McMain

Collection Goal: To support the instructional, research and service needs of the Department of Physics. The mission of the department is to promulgate the ability to critically think about nature through teaching and to develop the inquisitiveness to seek additional knowledge by research.

Programmatic Information

Undergraduate: A Bachelor of Science (B.S.) degree is offered in the areas of physics, physics/engineering dual degree. Pre-professional training is offered for pre-engineering degrees. Teacher certification is offered with a physical science emphasis.

Graduate: No graduate degrees are offered by the Department.

Department Chair: Rex Isham

Department Liaison: Barry Friedman

Coordination and Cooperative Information: Students and faculty will upon occasion find useful resources in subject areas considered to be cross-disciplinary or collaborative. Examples are: mathematics, chemistry, geology, biology and forensic science.

Subject and Language Modifiers

Geographical: Not applicable.

Chronological: Contemporary theory and practice is emphasized; however on the history of physics is also acquired.

Language: Primarily English and English translations, although occasionally works in German may be acquired.

Description of Materials Collected:

Treatment: The focus is on scholarly, technical materials. Professional material is also acquired when appropriate. There are occasions when cross-disciplinary materials are required and these may fall under the scope of a subject specialist librarian in another discipline.

Types of Material and Format: Research focused books, upper-level text books, and professional books and materials in general physics, astronomy, cosmology, meteorology and climate studies are selectively acquired. Research reports, proceedings, government documents are also acquired.

Publication Date: Currency of material is emphasized; however retrospective purchases may be required to fill possible gaps in the collection.

Special Considerations

Publishers of Note: Academic Press, AIP Press, Cambridge University Press, IEEE/Wiley Interscience, Imperial College Press, Institute of Physics, McGraw-Hill, Oxford University Press, Princeton University Press, Springer, Springer-Praxis, University of Chicago Press, Wiley, World Scientific Publishing,

Selection Aids for Current Material: American Journal of Physics, Physics Today journals and PROLA/Physical Review Online Archive and SPINWEB/Searchable Physics Information Notices databases, CHOICE Reviews.

Selection Aids for Retrospective Material: "A Guide to Information Sources in the Physical Sciences," "Information Resources in Physics"

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Fundamentals of Physics (QC)	2A
Introductory Astronomy (QB)	2A
Astrophysics (QB461)	2A

Mechanics (QC122-168)	2A
Heat (QC251-338)	2A
Sound (QC220-246)	2A
Light (QC350-495)	2A
Electricity (QC501-721)	2B
Electric and Magnetic Circuits	
Electric Circuits (QC601)	
Magnetic Circuits	2B
Electronics (TK7800-7882)	2B
Magnetism (QC751-771)	2B
Electromagnetic Theory (QC661-675)	3
Statics (QA821-835)	2B
Dynamics (QA845-871)	2B
Nuclear Physics (QC173)	3
Light and Optics	
Light, Wave Theory of (QC403)	
Optics (QC353-495)	2B
Quantum Mechanics	
Quantum Theory (QC174)	3
Solid State Physics (QC176-176.8)	2B
Theoretical Physics	
(dynamics of rigid bodies, vibrating systems, normal coordinates,	
Lagrangian and Hamiltonian concepts)	2B
Thermodynamics (QC311-319)	2B

Statistical Mechanics (QC175)

2B

Physical Measurements (QC39)

2B

Subject/Program: Political Science

Principal Bibliographer: Linda Meyer

Collection Goal: To support the instructional, research and general reference needs of the Political Science faculty, students and the community.

Programmatic Information

Undergraduate: The department offers courses in five areas: American government and politics, international relations and foreign policy, comparative politics (the study of politics in other nations), public administration, and political theory. Students should consult with their advisor as to what mix of these areas best meets their needs. Political science courses can be combined with courses in other areas such as criminal justice, environmental studies, or business to prepare for careers in both the public and private sector. (SHSU Undergraduate Catalog, 2006-2008)

Graduate: The graduate program offers a M.A. degree in Political Science which is designed to expand students' knowledge and to develop skills of analysis and professional communication in the area of political science and public administration. The program is of value to both recent college graduates and those seeking to advance their careers. Among these it serves are students preparing for doctoral work or law school, school teachers seeking to improve their professional competence, promising scholars wanting to teach in community colleges, present and prospective public administrators, and those preparing for careers or advancement in nonprofit organizations, international organizations, the military, and private business. In addition, the graduate program offers a Master of Public Administration, M.P.A. which is designed for those seeking a career in public service. The program prepares professionals for work in government at the local, state, or national level; nonprofit organizations; and many areas of business. (SHSU Graduate Catalog, 2007-2009)

Department Chair:

Department Liaison:

Coordination and Cooperative Information:

Subject and Language Modifiers:

Geographical:

Chronological:

Language:

Description of Materials Collected

Treatment: The collection has been developed to support the courses, studies and research needs of both undergraduate and graduate students, as well as faculty research. Areas of particular emphasis are state and national government, constitution, public administration, foreign policy, comparative politics, international relations, and policy.

Types of Material and Format: With few exceptions, monographs in print are the format of choice. In most cases, duplicates will not be ordered. As a general rule, textbooks will not be ordered for the collection. Only when a textbook is the best or only source of information will it be placed in the collection.

Scholarly journals have been the primary emphasis of the Political Science periodicals collection. A number are of shared interest with other social science fields. With few exceptions, print format periodicals in the collection are indexed in sources owned by or accessible through the Library. Subscriptions Full text databases pertinent to Political Science Full text access in one of the databases subscribed to by the Library replaces new subscriptions to periodicals.

Gift Books are accepted for inclusion in the collection if they: complement the collection goals, are in good condition, are not duplicates and there is space available on the shelves. If the title already exists in the collection, the best copy will be kept.

Weeding will be done as needed. Initially, weeding will consist of the removal of duplicate or superseded copies unless the circulation statistics indicate that the retention

of multiple copies is warranted. Given the historical nature of many of the subjects in political science, older material will generally be retained. However, monographs will be withdrawn if they are in poor or unusable condition and an assessment made of the need to replace it.

Publication Date:

Special Considerations

Publishers of Note

Selection Aids for Current Material

Selection Aids for Retrospective Material

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
American public policy JX 6053	3b
Local political systems, County government, Municipal government JS	4
State political systems JK2408 – JK9595	3b
Judicial systems JF701- JF721	3
Ethnic Minority Politics	3
Political Parties JF2011 – JF2111; JK2251 – JK2391	3
Interest and Pressure Groups JK1118; JK2498 -	3
Presidency JF255	3
Executives JF251	3
Congress	3

Legislatures (comparative)	JF501 – JF637	3	
Constitutional Law	J – JQ		2b
Political Theory	J		2b
Political Attitudes and Behavior			3
American Political Thought			2b
International Communism	HX626 – HX795		2b
American Foreign Policy			3a
International Conflict Resolution	JX1901 – JX1991; JX4475		3b
Eastern European Political Systems			3
Asian Political Systems			2b
Western European Political Systems			3
Latin American Political Systems			3
Comparative Politics			3a
Public Policy and Business	JX6053	4	
Environmental Policy	HC58		2b
Government Organization and Management			4
Comparative Political Analysis			3
International Relations			3

Subject/Program: Psychology

Principal Bibliographer: Ann Holder

Collection Goal: To support the instructional, research, and service needs of the Psychology Program.

Programmatic Information

Undergraduate: The program offers a B.S. degree with a major in psychology. The program is divided into 4 blocks: introductory, experimental; personality-social-developmental; and clinical-adjustment. The program is oriented toward admission to graduate school and the degree is useful for obtaining employment in various fields such as human services, community services, and rehabilitation facilities to name a few.

Graduate: The clinical program produces master's level practitioners qualified for licensure as Psychological Associates or Licensed Professional Counselors by the Texas State Board of Examiners of Psychologists. The N.A.S.P accredited school psychology program prepares graduates to become nationally certified school psychologists. With an emphasis on research and the scientific basis of psychology, the general program is designed to produce graduates prepared for careers in research or teaching in the field of psychology. The clinical psychology doctoral program focuses on clinical practice and psychological research. Additionally, the program trains students to be legally informed clinicians through an exposure to applications of clinical psychology to legal issues.

Research: Clinical Psychology; Social Psychology; Forensic Psychology; Psychometrics

Primary Faculty Contacts: Rowland Miller

Coordination and Cooperative Information: Students and faculty in Psychology may use resources in the following other areas; Philosophy; Sociology; Criminal Justice; Health Education; Life Sciences; Computer Science.

Subject and Language Modifiers

Geographical: Not applicable.

Chronological: Emphasis on current practice and theory.

Description of Materials Collected

Treatment: Professional, methodological, and technical materials are needed. Popular works (“pop psychology”) are not routinely acquired.

Types of Material and Format: Psychological testing materials requiring licenses or special training are not acquired; materials about these tests are acquired. Test on Microfiche has been acquired to provide access to tests and surveys used in research but do not require licenses or special training. Statistical materials, proceedings, treatises, documents, handbooks, and clinical studies are needed. Collected works of important psychologists are also acquired.

Special Considerations

Publishers of Note: Academic, Brunner/Mazel, Erlbaum, Free Press, Greenwood, Grune and Stratton, Jossey-Bass, Pergamon, Plenum, Raven Press, Saunders, Springer Verlag, Wiley, ISHI, Pro ED,

Selection Aids for Current Material: Psychology: A Journal of Reviews (A.P.A.); Psychological Documents.

Retrospective Selection Aids/Resources: McInnis. Research Guide for Psychology;

Accreditation: American Psychological Association; NASP (National Association of School Psychologists)

Description of Subject Fields and Selection Intensity Levels

<u>Subject</u>	<u>Level</u>
Social Psychology (HM251-291)	4
Abnormal Psychology (Psychology, Pathological BF173)	4

History of Psychology (BF81-149)	3B
Physiological Psychology (Psychology, Physiological QP 351-499)	3B
Human Sexuality (QP251; BF692; HQ12-471)	3B
Perception (BF311)	3A
Senses and Sensation (BF231-299)	3A
Developmental Psychology (BF712-789)	4
Interpersonal Relations (HM132)	4
Personality (BF698; RC554-574, Disorders)	4
Learning, Psychology of (LB1051; BF318)	4
Clinical Psychology (RC469)	4
Counseling	4
Mental Retardation (Mental Deficiency)	3B
Psychological Measurement (Psychometrics BF39)	4
Divorce (HQ811-960)	4
Adjustment (BF335-340)	4
Educational Psychology (LB1051-1091)	3B
Experimental Design	4
Psychological Research (BF76.5)	4
Social Sciences-Statistical Methods	4
Behavior Modification	4
Neuropsychology	3B
Memory	4

Subject/Program: Reference

Principal Bibliographer: Jess Nevins. The selection of print resources will be the overall responsibility of the Coordinator of Reference Collection Development with input from the Reference librarians and departmental faculty as appropriate.

Collection Goal: The library will maintain a current and comprehensive collection of general and specialized Reference books and electronic resources that will provide information to support all areas of the university curriculum, faculty research, and professional development including—but not limited to—almanacs; atlases and gazetteers; bibliographies; chronologies; concordances; dictionaries; directories; encyclopedias; handbooks; literature and research guides; specialized archival, library, and manuscript catalogs; statistical compilations; style manuals; test preparation guides; thesauri; union lists; and yearbooks.

The Reference collection will also make readily available resources that will assist library users to access, define, explain, identify, and evaluate information in both print and electronic formats.

Programmatic Information

Undergraduate: n/a

Graduate: n/a

Department Chair: n/a

Department Liaison: n/a

Coordination and Cooperative Information:

Subject and Language Modifiers

Geographical: Materials covering all geographic areas will be collected.

Chronological: Materials covering all time periods will be collected.

Language: Priority will be given to materials in English, although unique foreign language titles as well as foreign titles recommended by departmental faculty to support the university curriculum are also purchased.

Description of Materials Collected

Treatment:

Types of Material and Format: The following general types of Reference print resources will be collected:

1. Almanacs and Yearbooks. Current editions of major almanacs and yearbooks for the United States and selected foreign countries will be purchased annually.
2. Atlases, Gazetteers, Maps, and Travel Guides. Current, authoritative world, regional, national, state, historical, and specialized subject atlases; selected current editions of travel guides, particularly those covering Texas; and state road maps, highway mileage guides and city street maps. Topographic and geological maps are located in Government Documents.
3. Bibliographies. Selected bibliographies for major figures in literature and music, as well as for specialized topics where current interest or demand for information is heavy, will be kept in Reference, while most other bibliographies will be housed in the Main collection.
4. Biography. Comprehensive encyclopedias and dictionaries covering national, international, and professional biography.
5. Concordances. Only those for the Bible and major authors (e.g., Shakespeare) will be housed in Reference, with all others placed in the Main collection.
6. Dictionaries and Thesauri. Unilingual, bilingual, and polygot dictionaries for the principal world languages as well as specialized dictionaries for the terminology of all major subject disciplines; and basic thesauri in English.
7. Directories. Standard directories for individuals, associations, colleges and universities, corporations, research centers, libraries, and so forth.
8. Encyclopedias. Major general encyclopedias, both single and multivolume, in addition to important foreign language encyclopedias and specialized encyclopedias of the various subject disciplines, in current editions only.
9. Field Guides. Selected titles will be purchased for Reference, but most will be placed in the Main collection so that they can be checked out for use in the field.
10. Genealogy and Heraldry. Basic guides and handbooks that emphasize methods and resources for historical research.
11. Handbooks and Manuals. Current authoritative editions, particularly those covering mathematics, science, and technology.

12. Legal Materials. Current resources on United States federal case law (Supreme Court, Courts of Appeals, and District Courts); statutory law (U.S. federal and State of Texas); State of Texas administrative law (resources on U.S. federal administrative law are located in Government Documents); and enacted United States public laws. In addition, the collection also contains other supporting material such as casebooks, digests, dictionaries, encyclopedias, and directories. Citators, with the exception of those covering U.S. federal tax law, are not purchased (Shepardizing cases for faculty and students is done online through WESTLAW).
13. Looseleaf Services. These will be confined to those judged to be essential high priority resources in consideration of their high cost as well as the personnel needed for the continual updating required.
14. Plot Summaries. The Masterplots series, edited by Frank N. Magill, will be provided; Cliffs Notes, Monarch Notes, and similar series will not.
15. Sacred Texts. All major versions of the Bible, in addition to the Holy Koran and other sacred works significant to the major world religions.
16. Sam Houston State University Documents and Reports. Current editions of class schedules; undergraduate and graduate catalogs; university budget; minutes of the Texas State University System Board of Regents meetings; Administrative Policies and Procedures Manual; Faculty Handbook; Annual Report on Faculty Research and Creative Accomplishments; President's Honor Roll; Registrar's Twelfth Day Class Report and End of Semester Report; and other university documents are kept in the Ready Reference collection. Earlier editions are transferred to the Peabody Memorial Library Archives. The Student Guidelines and the Alcalde are kept at the Reserve Desk.
17. Style Manuals. All standard style manuals, including those for the scientific and technical fields, in current editions.
18. Telephone directory for Huntsville. The library does not acquire directories for other cities.
19. Test Preparation Guides. Selected guides to be used in preparation for educational and professional exams and tests.

The following specialized Reference resources will be collected:

1. Periodical Indexes. Whenever feasible, periodical indexes will be provided in an electronic format. Selected print indexes will be maintained in those cases where no electronic counterpart exists or where free electronic access for library patrons is prohibitively expensive.
2. Ready Reference Collection materials. A closed stack collection, with a two-hour "building use only" loan period, containing materials that are either frequently requested by patrons or regularly consulted by Reference personnel to provide information for in-house or telephone inquiries.
3. Accounting Alcove materials. Materials on United States tax laws, rules, and regulations.

4. Career & Grants materials. A separate section devoted to current resources on (1) careers and job hunting, and (2) educational and research grants, scholarships, and financial aids.

Publication Date: Currency of material is emphasized; however retrospective purchases may be required to fill possible gaps in the collection.

Special Considerations. So far as possible, all points of view will be reflected in Reference collection and no material shall be excluded solely on the basis of the race, nationality, gender or sexual orientation, or religious creed of the author, or for the author's individual social, political, or religious viewpoint. Narrow doctrinal, partisan, or ideological considerations will have no role to play in the selection or deselection of Reference materials. There shall be no censorship of library resources, print or electronic.

Selective coverage of subjects of current or general interest that are not directly related to academic disciplines will be provided.

Second copies of titles will be acquired if anticipated demand will be heavy (e.g., style manuals).

Resources that are merely compilations or reprints of material readily available elsewhere in the Main collection are not purchased. Reference sources whose sole purpose is to support a individual faculty member's research are not purchased.

Material will be deselected from the Reference collection when revised or updated editions are purchased (with the old editions moved to the Main collection when appropriate), or when the information contained therein has become obsolete or is no longer needed to support the curriculum or faculty research (with the material being withdrawn from the library's collection altogether). Decisions on the retention and disposition of superceded editions of individual titles are recorded in the Cataloging Department.

Publishers of Note: Oxford University Press, McFarland, Greenwood.

Selection Aids for Current Material: Standard professional guidelines, such as those found in William A. Katz's *Introduction to Reference Work*, 7th ed. (New York, 1997), will be followed in the evaluation of Reference resources for purchase. Reviewing sources will include library periodicals (e.g., *Choice*, *Booklist*, *Library Journal*, *Computers in*

Libraries, and Online); library annuals (e.g., *American Reference Books Annual*); standard Reference guides (e.g., *The New Walford: Guide to Reference Resources*, 9th ed., edited by Ray Lester, and the American Library Association's *Guide to Reference Books*, 11th ed., edited by Robert Balay); and publisher's catalogs, brochures, and Internet sites.

Selection Aids for Retrospective Material:

Description of Subject Fields and Selection Intensity Levels. An attempt will be made to keep the collecting intensity levels for individual subject areas in both print and electronic formats proportionate to the overall levels stipulated by the subject bibliographers in their RLG Conspectus reports. These levels will be revised as needed to take into account new courses and degree programs.

Subject/Program: Religion

Principal Bibliographer: R. Scott Harnsberger

Collection Goal: Although there is no academic department or program devoted solely to religion at Sam Houston State University, the library's collection supports instruction for the following courses that have religion as their primary focus:

ENG 390 The Bible as Literature

HIS 360 American Religious History

HIS 333 Religion in World History

HIS 561 American Cultural and Religious History

PHL 367 Philosophy of Religion

POL 369 Religion and Politics

SOC 574 Sociology of Religion

Programmatic Information:

Undergraduate: N/A

Graduate: N/A

Research: Faculty and graduate students in above listed academic departments.

Primary faculty contact: N/A

Coordination and Cooperative Information: The majority of material acquired for the library's collection in the BL–BX classifications supports research in history, philosophy, political science, and sociology. Other courses that deal with various aspects of religion include, but are not limited to, the following:

CJ 539 Global Terrorism
HIS 331 Early Asian History
HIS 334 Renaissance and Reformation
HON 332 Honors Seminar in the Humanities
PHL 471 Death and Dying
PHL 371 Philosophy of Self-Awareness
PSY 371 Humanistic Psychology
SOC 381 Cultural Anthropology
SOC 477 Complex Organization

Subject and Language Modifiers:

Geographical: No restrictions (Eastern and Western traditions are emphasized equally).

Chronological: No restrictions.

Language: Predominately English; occasionally books are acquired in French, German, or Spanish.

Description of Materials Collected:

Treatment: Scholarly treatment predominates, although introductory texts are acquired selectively.

Types of Material and Format: Critical editions of the principal sacred texts of the major world religions along with associated scholarly commentary; historical surveys and anthologies of these religious traditions; biographies; specialized topics within the field of religion and theology; works dealing with the comparative, historical, political, and social aspects of religion. Material on cults and New Age movements are acquired selectively. Works on mythology are acquired by the English bibliographer. Electronic books are acquired mainly through collective purchases rather than individually.

Special Considerations:

Publishers of Note: University presses (particularly Cambridge, Oxford, Harvard, Princeton, Yale, Columbia, Cornell, SUNY, Catholic University, Notre Dame, North Carolina, and Chicago) and scholarly presses (e.g., Blackwell, Routledge, Baker Academic, William B. Eerdmans, Fortress, InterVarsity, and Westminster John Knox).

Selection Resources for Current Material: Choice (Association of College and Research Libraries, monthly, 0009-4978); and Reviews in Religion & Theology (Blackwell, quarterly, 1350-7303).

Selection Resources for Retrospective Material: Bibliographies in Encyclopedia of Religion, 2nd ed. (Macmillan Reference USA, 2005, 15 vol.); Encyclopaedia Judaica, 2nd ed. (Macmillan Reference USA, 2007, 22 vol.); New Catholic Encyclopedia (Thomson/Gale and Catholic University of America, 2003, 14 vol.); and The Encyclopedia of Protestantism (Routledge, 2004, 4 vol.).

Accreditation: N/A

Description of Subject Fields and Selection of Intensity Levels

<u>Subject</u>	<u>Level</u>
Religions, Mythology, Rationalism (BL)	2B
Judaism (BM)	2B
Islam, Bahá'í, Theosophy (BP)	2B
Buddhism (BQ)	2B
Christianity (BR)	3A
The Bible (BS)	3A
Doctrinal Theology (BT)	2B
Practical Theology (BV)	2B
Christian Denominations (BX)	2B

Subject/Program: Replacement Fund

Principal Bibliographer: Janice Lange

Collection Goal: The purpose of the Replacement fund is to replace specific titles originally a part of the library's collection that can no longer be located (status of ASSUMED LOST, MISSING, ROUTE). The database control number of the item intended to be replaced should be provided with the request.

A later edition may be requested as replacement if there is not one already in the collection. The fund may be used (sparingly) to order out-of-print materials. A replacement may be ordered for a multiple copy title only if the need for additional copies is still justified (example, Newbery Medal children's book). The bibliographer must indicate the need for continued multiple copies, or the request will be rejected as a duplicate. The fund may not be used to order additional books on the same topic, or additional books by the same author.

Materials with a status of AVAILABLE that cannot be located should be reported to Circulation for status change (to MISSING) in the online catalog. Circulation performs three searches over time for missing items. If the requestor has already searched for the item, this will count toward required searches. The bibliographer may request that Circulation notify him/her following the third search. A copy of the search request can then be submitted as a Replacement order.

Programmatic Information

Undergraduate: n/a

Graduate: n/a

Department Chair: n/a

Department Liaison: n/a

Coordination and Cooperative Information: n/a

Subject and Language Modifiers

Geographical: n/a

Chronological: n/a

Language: n/a

Description of Materials Collected

Treatment: n/a

Types of Material and Format: n/a

Publication Date: n/a

Special Considerations

Publishers of Note: n/a

Selection Aids for Current Material: n/a

Selection Aids for Retrospective Material:n/a

Description of Subject Fields and Selection Intensity Levels: n/a

Sociology

Subject/Program: Special Collections

Principal Bibliographer: Paul Culp

The attached "Guide to Special Collections and Archives" outlines the strengths of the existing collection, and new purchases--whether recent or antiquarian publications--should augment areas that are already established as research level, such as Texana or American Civil War. Exceptions to that rule would be materials that fill a lacuna in format or printing/binding history of the book; an example might be a fore-edge painting (an attractive bibliographic curiosity), if one could be found on a book that would be a worthwhile addition to the collection even if based on content.

The basic guidelines for housing materials in the Thomason Room, which houses more than one type of "Special Collection": SPECIAL COLLECTIONS is primarily made up of more than 12,000 book titles (duplicates, multiple editions, and multi-volume sets add greatly to this figure) and a large number of manuscripts, maps, and collections of papers. The most important of manuscript holdings have been digitized in order to increase access by advanced history classes without placing excessive wear on the materials. Several criteria are in play when evaluating books for PURCHASE to be placed in Special Collections, and these same criteria are operative when evaluating books already owned for possible RELOCATION in the Thomason Room:

1. Actively collect and preserve REGIONAL TEXANA, specifically those counties assigned by the Texas Regional County Survey Committee to the Newton Gresham Library as their depository: Walker, Grimes, Leon, Montgomery, Trinity, Anderson, Houston, Madison, and Freestone. Polk and San Jacinto are nearby counties also of great interest, and Harris County is collected for a number of reasons (in the long view, Walker County will doubtlessly be part of greater Houston). All formats are relevant.
2. GENERAL TEXANA will NOT be collected exhaustively, though duplicate new books will be added if they meet the highly subjective criterion of "being of such importance that they should be still of interest in a century." Other general Texana that might be placed in Special Collections (whether purchased, donated, or already owned) would be items in format not conducive to survival in the general collection: pamphlets and other ephemera, fine bindings, miniature books, books with loose enclosures, etc. Some

scholarly-audience Texas serial publications are housed in the Thomason Room, and as a general rule, any Texas material with a publication date of 1899 or earlier would have at least one copy placed in Thomason for safe keeping (whether or not rare or valuable). Greater latitude is granted in acquiring Texas fiction, especially in view of the decision in 2008 to create a Texana Media Collection of popular culture (music, radio, television, and film).

3. CIVIL WAR materials will NOT be collected exhaustively, though they will be added following the same guidelines given above for General Texana. The Civil War Collection includes a great many non-book and curio materials, and is housed in special shelving in the center of the Thomason Room. Most printed books have a publication date during or shortly after the end of the war.
4. EARLY IMPRINTS will NOT be collected, though they will be accepted eagerly if donated or found in the stacks. For definition applicable to the Gresham Library, an early imprint is 1799 or earlier, and these are routinely housed in the Thomason Room.
5. RARE BOOKS which are not early imprints are also NOT collected unless they deal with the subject collections outlined in #2 and #3 above, though they too are welcome donations.
6. PHOTOGRAPHY is a subject area that acquires unusually expensive books that are easily damaged by mishandling. The finest of these (especially those with associated loose plates) are housed in Special Collections, as well as works by regional photographers. The original portfolios are housed in flat storage, and occasionally original photographs are added to the collection.
7. All antiquarian MAPS are assigned to Special Collections, and they are housed in map cases located in the University Archives, adjoining the Thomason Room. Occasionally, rare Texas maps are purchased, and a large monetary donation in 2007 made possible the purchase of the Crown Collection of Photographs of American Maps, outside our usual collecting area but very appropriate in view of the master's degree in military history.
8. All MANUSCRIPTS, BROADSHEETS, and other PAPERS are assigned to Special Collections, where they can be appropriately housed. Since the 1960's, this type of material has

generally been acquired only through donation. Though exceptions have and will continue to be made for items very closely linked to major subject areas.

CRIMINAL JUSTICE SPECIAL COLLECTION

Though housed in the Thomason Room, this discrete collection is located on special shelving in the center of the Thomason Room, and is not interfiled with other materials. The core of CJ Special is the book collection of the first two Directors of the Bureau of Prisons (Sanford Bates and James V. Bennett) and the eminent criminologist Austin MacCormick; more importantly, we also own the professional papers of these three men. Other materials that are included and continue to be acquired for this collection are ANY materials pertaining to the Texas Department of Criminal Justice or the College of Criminal Justice of Sam Houston State University.

Accounts of sensational crimes in the state of Texas are also collected. Quite a number of manuscripts and rare books on the history of prisons are included in this collection and will continue to be acquired in a limited fashion, but criteria such as VALUE and AGE which are considered in Special Collections do not enter into selection for CJ Special.

ART, FURNITURE, AND CURIO ITEMS

The Thomason Room is a quasi-museum, well-established as the "treasure house" where items in this collection are housed. These examples of "realia" are not cataloged in SIRSI, though most are inventoried. The largest single holding, the 1,800-plus drawings of Col. John Thomason, is a closed collection for all practical purposes, but other art works have been pulled in from other areas of SHSU. These items, such as antique furniture, cameos, busts, stereopticons, oil paintings, etc. are almost entirely donated, and will continue to be. The likely exception will be artifacts picturing or pertaining to Sam Houston, the university's namesake.

Speech Communication

Procedures for Review of Lost Books

“Lost” materials include books that have been borrowed, lost and paid for (ASSUMED LOST), books not checked out and reported missing from the shelf (MISSING), and books borrowed and overdue for one year (CHARGED/ASSUMED LOST). Other status designations that may be included for review are ROUTE and NO HOLDINGS.

Lost books will be referred to Collection Development by Circulation on a monthly basis. Several searches for lost materials will have been performed by the time bibliographers receive notification of titles. All titles will be reported to bibliographers; however, records for titles that appear to be out-of-print according to B&T Title Source will be deleted from the database before distribution to bibliographers. Bibliographers may search shelves if desired, but it will be more important to search the **online catalog** to look for factors which may influence the decision to replace a title. Some factors to be considered are:

- A. The library has multiple copies of the title;
- B. We have acquired a newer edition and no longer need the lost material;
- C. We have another copy on a different bibliographic record (please notify Cataloging)
- D. The book is part of a series or set.

Bibliographers will usually be given Transaction Records of the lost books. These provide additional information which may be helpful in deciding whether to replace a book. It is important that these records be returned to Collection Development as soon as possible with your recommendation attached. Bibliographers may request replacement with the same or newer edition (will be ordered on the REPlacement fund) or elect not to replace a title.

Collection Development will perform searches for availability of items that are to be replaced and forward order requests to Acquisitions. If searches of the usual sources (BIP, B&T Title Source) reveal no matches for a “re-order” item, or if the book vendor (usually not Baker & Taylor) reports the item “out-of-print,” this information will be reported to the bibliographer and the item will be deleted from the database. Items to be deleted will be referred to the Cataloging unit.

The bibliographer may then initiate a **separate** order request for an o.p. search if desired, although replacing a title with in-print material in the same subject area is usually more expedient.

All REPlacement requests should be routed through Collection Development, since special tracking is required.

Serials Weeding

Serials should be weeded according to the following guidelines:

- A. Identify titles which have been dropped or ceased ten or more years ago (i.e., 1998 or earlier).
 - A. Check these titles against those which are duplicated in the library's databases.
 - B. Check these titles against ILL request lists to identify those titles for which five or more requests per year have been made so that this information will be available to the subject bibliographer. (The bibliographer may not want to weed that title if it has had frequent ILL requests and may be a candidate for a current subscription at some point in the future).
 - C. Check consortium holdings for those titles so that this information will be available to the subject bibliographer. (The bibliographer may want to consider the impact the weeding will have on the consortium).
- B. Have the subject bibliographers review the resulting titles and discuss the use and importance of these titles with their departmental liaisons in order to recommend which titles should be weeded.
- C. Titles which have been identified for weeding by subject bibliographers and/or departmental liaisons should be reviewed by the Serials and Policy Review Committee to determine whether a bibliographer or liaison from a subject area(s) outside the main area should be consulted so that the titles will be reviewed by all areas which may use them. The Serials and Policy Review Committee can also attempt to resolve areas of disagreement concerning whether a title should be weeded or not, and present the final list to the Collection Development Committee.
- D. A second category of titles to consider for weeding are those bound volumes which are duplicated in the library's databases or in microform. These titles must also be reviewed on a title by title basis taking into consideration the impact weeding would have on photocopy services and printing.

