

# **Collection Development Policy**

Buswell Memorial Library

Wheaton College

Wheaton, Illinois

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# Introduction

## Purpose

### ***Curricular Support***

The primary focus of the library's collections is to provide the books, articles, databases, and other resources needed to support the programs of study at Wheaton College.

### ***Non-curricular Support***

As funds allow, the library's collections also supply resources to support research, extracurricular study, and general interest and enjoyment for the Wheaton College community.

## **Budget and Allocations**

The Collections Team and Dean of Library and Archives collaborate annually to allocate general, endowed, and grant funds among the following categories: Journals, Monographs (which include DVDs and streaming), Databases, and Realia.

## **Division of Responsibility**

The Collections Team provides leadership in all aspects of collection development, in consultation with the Dean of Library and Archives. This includes articulating the scope and goals of collection growth; planning; guiding subject librarians; and analyzing use made of collections. The Dean of Library and Archives is responsible for managing the acquisitions budget.

Subject librarians have primary responsibility for the selection of resources to support their program/departments and advise the Collections Team on the selection of journals and electronic resources. All members of the campus community are welcome to make recommendations via the suggestion box provided on the library's website.

## Selection Criteria

### **Reflection of Kingdom Diversity**

Buswell Library seeks to build collections that include a wide range of voices, communities, histories, and perspectives.

Wheaton College's "Christ-Centered Diversity" statement from 2019 includes numerous commitments to promote diversity and inclusion. Buswell Library's collections have an important role to play in fulfilling some of these commitments, in particular: 1) "Strengthen resources to improve educational and vocational experiences and outcomes for underrepresented students and students with disabilities"; and 2) "Collaborate in scholarship and community to promote and cultivate a deep appreciation for diversity in worship, cultural expressions, and ways of knowing."

Whenever possible, the library will select resources in formats that meet the needs of all users, including those with disabilities. Buswell Library may need to acquire resources from a broader range of content

producers and suppliers than it has used in the past, in order to adequately acquire resources from and about marginalized and underrepresented groups.

## **Collection Categories**

Library collections fall into three broad categories: resources owned by the library; resources the library does not own but pays for access; and highly selective resources that are freely available via open access publishing or other means. The library prioritizes resource ownership whenever possible.

## **Excellence of Thought and Expression**

Excellence is determined by reviews published in respected sources, the quality of the author's or publisher's previous offerings, and direct examination of a copy of the work whenever possible.

The library's collections provide the range of argument and opinion that generally mirrors the range present among scholars in each field. The library does not limit acquisitions to authors whose arguments or opinions accord with the college community's theological convictions. The library seeks to acquire materials that exemplify Wheaton College's commitment to the integration of faith and learning.

## **Relevance to Curriculum**

Relevance is judged by examination of curricular goals and course syllabi, and through consultation with departmental faculty.

Each subject area is assigned a collecting level using the Association of Research Libraries (ARL) framework (see [Appendix](#)). Works outside the collecting level for that subject area are acquired only as funds allow.

If the Collections Team identifies a particular subject area as deficient in relation to its desired collecting level, additional funds may be allocated to that area until the desired level has been reached.

Buswell Library does not acquire textbooks except under specific circumstances and at the discretion of the subject librarian. A textbook is defined by the International Bureau of Education (UNESCO) as a "written source of information designed specifically for the use of students, on a particular subject or field of study that is usually developed based on a syllabus and geared towards meeting specific quality and learning requirements."

## **Format Specific Criteria**

### Serials and Databases

Buswell Library selects electronic databases, and serials in print and/or electronic format. Electronic format and perpetual access to serials is preferred when available.

### Books

For print titles paperback edition is preferred, subject to the discretion of the subject librarian.

Used books, facsimile reprint editions, and self-published books will be added to the collection only in exceptional cases.

The library actively selects ebooks for addition to its collections, with preference for title-by-title selections. To minimize restrictions and provide the best user experience, the preferred choice for our collection is a DRM-free option where available.

Ebook packages are sometimes acquired, in consultation with subject librarians and with the approval of the Collections Team. Ebook packages may be acquired when the desired publications are available only in this form or when pricing options make a package more cost-effective.

When selecting between print and ebook format, subject librarians should consider:

- Anticipated use
- Cost
- Anticipated user
- Program/department preference
- Preferred vendors

## Videos

The library's video collection is intended to serve the informational, educational, and recreational needs of the Wheaton College community and to promote academic discourse among students, faculty, and staff. Public performance rights are not purchased separately unless requested.

Buswell Library selects nonfiction, documentary, and instructional videos primarily through faculty request or recommendation. Because nonfiction videos are often significantly more expensive than a book on a comparable topic, videos selected to support the curriculum, should be accurate and timely, and have the potential for long-term use.

Buswell Library selects feature films, short films, and television series on video both to support the curricular areas of film history and film studies, and to provide for recreational viewing for the Wheaton College community. We select feature films based on recommendations from recognized critics, Oscar winners and nominees, inclusion in the National Film Registry, and from our own viewing experiences.

There is no preferred format for video titles; each title should be considered on a case-by-case basis. Subject librarians should consider the following when selecting the format of a video requested by faculty:

- Availability on DVD
- Time constraints
- User (on-campus within a class, a title assigned outside of class time, within distance classes, etc.)

In cases where it isn't clear which format to select, the subject librarian should consult with the co- chairs of the Collection Team. When selecting feature films for the collection, subject librarians should opt for DVD.

## Free Internet Resources

Free internet resources can provide unique content and enhance traditional resources in a college library. Internet resources are considered for addition to the library's Databases A-Z page after evaluation and recommendation by subject librarians. They may also be cataloged and made accessible via the library's online catalog and/or discovery interfaces.

## Other Format Considerations

Multiple copies in any format are acquired only in exceptional cases, except ebooks.

CD is the preferred format for audio works. Cassettes, LPs, and other formats are acquired only in exceptional cases.

We do not actively acquire print maps and atlases.

Models, specimens, etc., are generally not acquired.

Microfilm and software are acquired only in exceptional cases, at the discretion of the subject librarian.

Organic or consumable materials included in educational kits are not acquired or are removed from the accompanying material.

Theses and dissertations written by Wheaton College students are acquired in print. Theses and dissertations written by students at other institutions are acquired only in exceptional cases.

## Retention

Buswell Memorial Library reserves the right to add or remove content at its discretion, and in accordance with its policy.

The Collections Team coordinates periodic reviews of the library's collections (physical and electronic). Each subject area / collection is reviewed at least once every ten years, and usually within two years preceding an academic department's ten-year review. The following considerations can help to determine whether any given item should be retained or deselected:

- Does it provide ongoing support for the curriculum?
- Does it fit the ARL collecting level that has been selected for the subject area / collection?
- Is it a classic or influential work in its field?
- Is it used regularly?
- Does the library have additional copies?
- Does the library own a copy or copies in a preferred format (or should the library acquire such)?
- Is it especially rare, valuable, or otherwise suitable for transfer to a special collection?
- Is it the last copy in Illinois? (If so, transfer to CARLI Last Copy Program.)
- Do departmental faculty have a reason to retain a copy?
- Should it be replaced by a more recently published work?
- Is it in such poor condition that continued use is difficult? (Consider repair or replacement.)

Withdrawn print materials may be sold, given away, or discarded. Access to deselected e-resources can be removed.

The library participates in a last-copy program with our primary consortium, CARLI. This program seeks to preserve the last copy of books within the Illinois academic and research library community. The project allows any CARLI library that withdraws a last-copy book to donate it to another CARLI library that will retain the title for resource sharing in Illinois.



## Challenged Materials

Academic libraries collect materials representing many viewpoints, so that students may learn to exercise their critical faculties as part of their liberal arts education. Challenges to materials in the collection will follow the library's "Challenged Materials Policy."

## Other Policies

### **Access versus Ownership**

Wheaton College is prudent in striving to own as many of the library resources as it needs to adequately accomplish its educational mission. Buswell Library takes seriously its curatorial responsibility for these scholarly assets and strives to build collections that can be maintained and controlled in perpetuity.

Some resources, however, are not available for purchase or their purchase is unfeasible. Thus, Buswell Library carefully enters into contracts with some vendors to lease or subscribe to particular resources.

### **Book Demand Driven Acquisitions (DDA)**

The Book DDA program is intended to help library users quickly gain access to materials that are not already in the library's collection but which meet collection development selection criteria. For more information, see the "DDA documentation."

### **Faculty Grants**

Wheaton College faculty occasionally receive grants to purchase library resources. The grantee (i.e. the faculty member) should consult with their departmental subject librarian as to how best to implement these purchases (including fringe or additional costs).

### **Gifts and Donations**

For details regarding donations to Buswell Library, see the "Materials Donation Policy" and "Archives and Special Collections Collecting Policy."

### **Interlibrary Loan and Cooperative Collection Development**

Buswell Library shares resources with other libraries and makes extensive use of other collections through interlibrary loan in support of faculty and student research. The library is committed to supporting robust interlibrary loan arrangements both within our library consortium (i.e. CARLI) and beyond.

Buswell Library strives to build a collection that meets the curricular needs of Wheaton College. The curricular and other goals of any college have a defining effect upon its library's emphases, scope, and budget. For this reason, the library does not enter formal relationships of dependence with other libraries, which are necessarily subject to their own institutions.

### **Lost or Damaged Materials**

Please see the "Lost and Damaged Items Policy."

## **Standing Orders**

Standing Orders can be acquired or dropped at the recommendation of subject librarians with the approval of the Collections Team. For further information, see the “Standing Orders” documentation.

## **Discipline-Specific Collection Statements**

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### **Anthropology**

The library’s anthropology collection supports the curriculum of the Anthropology Department at the undergraduate level. The library acquires significant works, databases, and key journals in the broad subject area of anthropology. Collection strengths include cross-cultural inquiry, cultural anthropology, and religion and culture. The library also acquires works that describe or evaluate theories, support research methods specific to the field (such as ethnography or fieldwork) or writing by or about important figures in the field. The library does not collect beyond basic levels in physical anthropology or archaeology.

Collection Level 3.1: Instructional Support, Introductory

### **Applied Health Science**

The library’s applied health science collection supports the curriculum of the Applied Health Science Department at the undergraduate level. The library acquires significant works, databases, and key journals in all aspects of human health, nutrition, anatomy and physiology, wellness, public health, and works that focus on the pursuit of living a healthy, God-glorifying lifestyle.

Collection Level 3.1: Instructional Support, Introductory

### **Art**

The library’s art collection supports the curriculum of the Art Department at the undergraduate level. The library acquires significant works, databases, and key journals in the broad subject area of the visual arts, both art history and studio art. The book collection in art history is particularly strong in the areas of visual arts from twelfth to the eighteenth centuries and religion and the arts. In the past, the book collection was also a resource for images of art, but with the advent of online image databases, this use has become less significant.

Collection Level 3.1: Instructional Support, Introductory

### **Biblical and Theological Studies**

The library’s Bible and theology collection supports the curriculum of the undergraduate and graduate programs of the Biblical Studies and Theology Department. The library acquires significant works, databases, and key journals to support the curriculum and research from the undergraduate up through doctoral level in biblical studies, historical and systematic theology, and church history. The library’s book collection is particularly strong in the areas of the New Testament, early Christianity, and British and American evangelicalism. Because of the Ph.D. program, the library also collects monographs in German, French, and Spanish.

Collection Level 4: Research

## **Biology**

The library's biology collection supports the curriculum of the Biology Department at the undergraduate level. The library acquires significant works, key journals, and relevant databases in the subject areas of molecular, cellular, organismal, and population biology, as well as ecosystems. The library also acquires materials that center on scientific literacy, working knowledge of current biological issues, understanding the concepts and processes of biology as a scientific discipline, and integrating biology with a biblical world view.

Collection Level 3.1: Instructional Support, Introductory

## **Business and Economics**

The library's business and economics collection supports the curriculum of the Business and Economics Department at the undergraduate level. The core of the collection includes reference materials, classic and contemporary works, relevant databases, and key journals. The collections are especially robust in providing introduction and key developments in economics (micro and macro), accounting, marketing, management, finance, business technology, strategy, business law, entrepreneurship, and ethics. The collection largely focuses on North America, with resources related to other geographical regions added as the curriculum demands.

Collection level 3.1: Instructional Support, Introductory

## **Chemistry**

The library's chemistry collection supports the curriculum of the Chemistry Department at the undergraduate level. The collection provides a broad range of materials in the subject area, including access to key journals, books, and relevant databases. Focus areas include analytical, inorganic, organic, and physical chemistries, as well as biochemistry.

Collection Level 3.1 Instructional Support, Introductory

## **Christian Formation and Ministry**

The library's Christian formation and ministry collection supports the curriculums of the Christian Formation and Ministry Department, which include the undergraduate program in Christian education and ministry and the professional/applied graduate program in Christian formation and ministry. The library acquires significant works, relevant databases, and key journals in the broad subjects of Christian formation and ministry. Specific areas of focus include Christian spirituality, ministry to specific demographic groups, Christian education, neuroscience and religion, and discipleship. The library purchases mostly academic and professional titles but also selects some popular literature on Christian spirituality and discipleship by faculty request. Collection strengths include Christian spirituality and ministry to specific demographic groups. Typically, the library does not collect devotional literature or ministry curriculum. There is significant overlap with the Bible and theology collection. The Outdoor Adventure Leadership degree is supported by the HoneyRock collection.

Collection Level 3.1: Instructional Support, Introductory

## **Communication**

The library's communication collection supports the curriculum of the Communication Department at the undergraduate level. The library acquires significant works, relevant databases, and key journals in the subject areas of this diverse department: interpersonal and intercultural communication, rhetoric, ethics of communication, journalism (with an emphasis on reporting and writing), film studies, and theatre arts. The collection includes videos of American and foreign films that support the film studies area.

Collection Level 3.1: Instructional Support, Introductory

## **Computer Science**

The library's computer science collection supports the curriculum of the Computer Science Department at the undergraduate level. The collection provides a broad range of materials in the subject area, with access to key journals, books, and relevant databases that support the curriculum. Because of the rapidly changing nature of the discipline, emphasis is placed on providing access to current online resources and collections, while the book collection centers on key foundational aspects. Focus areas include programming, computer systems, and computer science concepts (including social and ethical issues).

Collection Level 3.1: Instructional Support, Introductory

## **Education**

The library's education collection supports the curriculum needs for accreditation from the Illinois State Board of Education and the Council for the Accreditation of Educator Preparation in addition to supporting the Master of Arts in Teaching (MAT). The library acquires a broad range of materials both practical and theoretical in this subject area by providing access to key journals, books, and databases. The collection also includes children's literature to support elementary and children's literature courses. The library also acquires curriculum materials to support the needs of preservice teachers and resources to support MAT action research.

Collection Level 3.1: Instructional Support, Introductory

## **Engineering**

The library's engineering collection supports the integrated liberal-arts engineering curriculum of the Engineering Department at the undergraduate level. The library provides a broad range of materials to support the program, including key journals, books, and relevant databases that cover many subject areas, such as architectural, biomedical, chemical, civil, electrical, computer, mechanical, and aeronautical engineering.

Collection Level 2.2: Basic Information, Advanced

## **English**

The library's English collection supports the curriculum of the English Department at the undergraduate level. The library acquires significant works, relevant databases, and key journals in the areas of literary theory, comparative literature, literary criticism, and composition studies, in addition to works discussing the history of literary movements, forms, and genres, as well as key authors. Collection strengths include coverage of British literature from the Old English period onward and the entire span of American

literature. Non-Western works are collected based on historic significance, critical acclaim, or curriculum support. Because of the difficulty in defining significant current fiction, poetry, and literary nonfiction, acquisitions in these areas emphasize major authors who receive critical acclaim or those works that support the curriculum.

Collection Level 3.1: Instructional Support, Introductory

## **Environmental Science**

The environmental science collection supports the curriculum of the Environmental Science Department at the undergraduate level. This collection provides a broad range of materials in the subject area, with access to key journals, books, and relevant databases that support the curriculum. Focus areas include waste and water management resources. As environment science is an interdisciplinary field, other collections support aspects of the curriculum, such as the biology, human needs and global resources, and geology collections.

Collection Level 3.1: Instructional Support, Introductory

## **Geology**

The library's geology collection supports the curriculum of the Geology Department at the undergraduate level. The library acquires key journals, books, and relevant databases to support the curriculum. In addition to resources in the major geology subdivisions, the collection also has resources relating to national parks, oceanography, field guides, and theory of origins to support the curriculum. The library also facilitates access to relevant government information. Collection strengths include mineralogy, hydrology, and oceanography. Books on similar topics may be present in the Black Hills Science Station collection.

Collection Level 3.1: Instructional Support, Introductory

## **History**

The library's history collection supports the curriculum of the History Department at the undergraduate level. The collection provides access to seminal works, key journals, and relevant databases, along with significant classic and retrospective materials, especially works that describe or evaluate theories, research, or writings by key figures in the field. For specialized or sub-topical areas, the collection contains some seminal works and key journals. The history collection provides relevant scholarship on the histories of Europe, the Americas, Asia, Africa, and the Middle East, as well as the origins and development of Christianity, with special focus on the history of evangelicalism and nineteenth and twentieth century United States history. The collection aids in exploring the implications of Christianity for understanding and interpreting history.

Collection Level 3.1: Instructional Support, Introductory

## **HoneyRock (Wheaton's Outdoor Center for Leadership Development)**

The HoneyRock Library is a remote library collection with collection management provided onsite, but curation of the collection, including selection, acquisitions, and cataloging activities, is handled by Buswell Library. The collection supports a wide range of programs. Its primary areas of focus are experiential education, leadership development, outdoor education, spiritual formation, youth ministry and youth development, outdoor skills, and the global church. The collection provides onsite curricular support for graduate and undergraduate courses held year-round across a variety of disciplines, such as biblical and theological studies, philosophy, psychology, anthropology, art, and English. The library also supports onsite

students in the Outdoor and Adventure Leadership concentration within Christian Formation and Ministry. Some leisure reading material is also provided for those attending camp.

Collection Level 3.1: Instructional Support, Introductory

## **Human Needs and Global Resources**

The library's human needs and global resources collection supports the certificate program of the Human Needs and Global Resources Department at the undergraduate level. The library acquires select works to introduce issues related to the majority world including the global church, works by majority world authors, economic development, social enterprise, poverty, applied social science, and human rights. Most resources are integrated into existing collections (e.g., resources on economic development are located with other economics resources). The library also acquires reference works, historical surveys, bibliographies, and a few major periodicals in the field.

Collection Level 2.1: Basic Information, Introductory

## **Intercultural Studies**

The library's intercultural studies collection supports the curriculum needs of Intercultural Studies Department, which include graduate programs in intercultural studies and TESOL program. These programs include students at a distance and those that come to campus for short intensive courses throughout the year. The focus area is quite broad, covering the subject areas of spiritual formation, historical foundations, contextualization, intercultural communication, and cross-cultural research. The Evangelism and Missions Collection, a special collection of Buswell Library, also serves as a significant resource for the graduate programs in intercultural studies and evangelism and leadership. The library seeks to also provide resources for professional ministry and cross-cultural work, along with resources to help students think critically and act creatively in order to communicate the gospel in a multiethnic world.

Collection Level 3.1: Instructional Support, Introductory

## **Mathematics**

The library's mathematics collection supports the curriculum of the Mathematics Department at the undergraduate level. The collection provides a broad range of materials through access to key journals, books, and relevant databases that support the curriculum of the mathematics and applied mathematics programs.

Collection Level 3.1: Instructional Support, Introductory

## **Modern and Classical Languages**

The library's foreign language collection supports the curriculum of the Modern and Classical Languages Department at the undergraduate level. The department currently offers majors in Spanish, French, German, Mandarin Chinese, and Classical Languages (Latin, Greek, and Hebrew). The library acquires basic works and key journals to support the study of each language, its literature, and culture. The library's collection of classical language resources is particularly strong with access to several online databases of primary classical texts and the common requests for materials pertinent to the study of the Greco-Roman world and late antiquity from the Biblical and Theological Studies Department. For the modern language programs, the

library acquires the original language works of key authors, but English is the preferred language for secondary literature.

Collection Level 3.1: Instructional Support, Introductory

## **Music**

The library's music collection supports the curriculum of the Conservatory of Music at the undergraduate level in the areas of music performance, theory and composition, history and literature, and education. The music collection secondarily serves as a resource for performing musicians in the community. The collection includes books on music, music scores, sound recordings, and videos. The library acquires music scores and recordings in all subject areas and time periods of Western art music, with particular focus on music scores in the areas of secular solo song, opera, piano solo, study scores of orchestral literature, and chamber music. The collection includes books on all topics of music, with particular focus in the areas of composer biographies and studies, historical studies, and hymnals. The library collects at a minimal level in the areas of popular music, jazz, and ethnomusicology. The library does not purchase sets of orchestral parts or choral octavos.

Collection Level 3.1: Instructional Support, Introductory (music books)

Collection Level 3.2: Instructional Support, Advanced (music scores and recordings)

## **Philosophy**

The library's philosophy collection supports the curriculum of the Philosophy Department at the undergraduate level. The library acquires significant works and key journals in the broad subject areas of philosophy and ethics. The book collection in philosophy is strongest in the areas of philosophy of religion, epistemology, virtue ethics, and the history of philosophy.

Collection Level 3.1 Instructional Support Level: Introductory

## **Physics**

The library's physics collection supports the curriculum of the Physics Department at the undergraduate level. The collection includes access to key journals, books, and databases that support a range of subject areas, with focus on theoretical, experimental, and computational physics. In addition, there are resources in astronomy (planetary and stellar, and history of cosmology) to support the curriculum.

Collection Level 3.1: Instructional Support, Introductory

## **Politics and International Relations**

The library's political science and international relations collection supports the undergraduate curriculum of the Politics and International Relations Department, as well as related portions of the interdisciplinary undergraduate certificate in peace and conflict studies. The library acquires significant works, relevant databases, and key journals in the broad subjects of political science and international relations. Specific areas of focus include American government, international politics, political theory, human rights, international political economy, peace and conflict studies, environmental politics, and politics and religion. Outside of political theory, the collection focuses on the twentieth to twenty-first centuries. Collection

strengths include human and civil rights and the intersection of faith with politics and international relations. There is some overlap with the history, economics, and law collections.

Collection Level 3.1: Instructional Support, Introductory

## **Psychology**

The library's psychology collection supports the curriculum of the Psychology Department at the undergraduate and graduate levels, including the research of its MFA, CMHC, and doctoral students, in addition to the program of the Humanitarian Disaster Institute. To support graduate programs, the library maintains an advanced instructional collection that includes a significant number of retrospective materials of appropriate format. The collection includes a significant number of seminal works, relevant databases, and journals in various subtopics, including counseling ministries, marriage and family therapy, professional counseling, and clinical psychology. There is special focus on acquiring journals published by the American Psychological Association as well as resources that address the integration of spirituality and religion with mental health. A substantial collection of works by secondary figures, as well as works that provide more in-depth discussion of research, techniques, and evaluation, contribute to the collection. The library also acquires most of the important reference tools in the subject, including major periodical indexes, abstracts, and bibliographies.

Collection Level 3.2: Instructional Support, Advanced

## **Reference Collection**

The library's reference collection supports all graduate and undergraduate academic programs of the College. The responsible librarian acquires academic reference works that are considered important or essential for research in each subject area. All subject librarians are encouraged to recommend titles in their respective disciplines. The preferred format is electronic with unlimited simultaneous access and DRM-free. In the absence of any or all these features, the librarian may choose instead to acquire the printed version. Except for biblical and theological studies, the library will acquire reference works in English only.

Collection Level 3.1 and 4: Instructional Support, Introductory (most undergraduate academic programs) and Research (supporting doctoral level research in biblical and theological studies and psychology)

## **Sociology**

The library's sociology collection supports the curriculum of the Sociology Department at the undergraduate level. The library acquires significant works, relevant databases, and key journals in the broad subject area of sociology. Collection strengths include sociology and religion, as well as social change. Subtopics include gender studies, race, inequality, social networks, and social work. The library also acquires works that describe or evaluate sociological theories and support research methods specific to the field or the social sciences more generally, as well as writings by or about important figures in sociology.

Collection Level 3.1: Instructional Support, Introductory

## **Urban Studies**

The library's urban studies collection support the curriculum of the Urban Studies Department at the undergraduate level. The library acquires materials that introduce urban studies research broadly and cover its major topics, such as urban renewal, urban ecology, economics, politics, and urbanization. The focus is on



urban topics in the twentieth to twenty-first centuries and Christian engagement in urban settings. Collection strengths include Christian engagement in urban settings, the global role of cities, and the city of Chicago. There is significant overlap with other departments, as both political and sociological influences abound in the urban context. The library does not collect titles on urban history outside of the United States.

Collection Level 2.1: Basic Information, Introductory

# Appendix

## **Association of Research Libraries Collecting Levels**

### Level 0. Out-of-Scope

The library does not collect in this area.

### Level 1. Minimal Level

A subject area in which few selections are made beyond very basic reference tools. Usually limited to the English language and the printed media of books and periodicals.

### Level 2.1. Basic Information Level: Introductory

A selective collection of materials that serves to introduce and define a subject and to delineate its major topics. Although it is not designed to provide support for all subtopics in subject areas, the collection should be comprehensive enough to support broad subject areas. It should offer an adequate base for locating general information as well as include some basic materials that direct the user to other relevant information. The collection should include major dictionaries and encyclopedias, selected editions of important works, historical surveys, general works devoted to major subtopics in the field, important bibliographies, and a few major periodicals in the field.

### Level 2.2. Basic Information Level: Advanced

The advanced basic information level collection includes a selection of basic books and periodicals on the subject in general, subtopics covered within the curriculum, a broader selection of works by important authors, and descriptive and evaluative works on their theories, research and/or writing. While the collection is at the minimal or basic level, special attention is given to maintenance of bibliographical and reference sources at the instructional support level or higher.

### Level 3.1. Instructional Support Level: Introductory

An introductory instructional collection that includes a broad range of books, journals, and other appropriate formats in the subject area; a significant number of classic retrospective materials; all seminal works and key journals in the broad subject area; some seminal works and key journals in subtopics of the subject areas; and works that describe or evaluate theories, research, or writings by important figures in the field.

### Level 3.2. Instructional Support Level: Advanced

An advanced instructional collection that builds on an introductory instructional collection by including a significant number of retrospective materials of appropriate format in a subject area; a significant number of seminal works and journals in subtopics of the subject area; a substantial collection of works by secondary figures; works that provide more in-depth discussion of research, techniques, and evaluation; and most of the important reference tools in the subject, including major periodical indexes, abstracts, and bibliographies.

### Level 4. Research Level

A collection at this level includes the major published source materials required for dissertations and independent research. It is intended to include all important reference works and a wide selection of specialized books, 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 retained for historical research. The majority of reference works in the area should be available.

#### Level 5. Comprehensive Level

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection." The aim, if not the achievement, is exhaustiveness. Reference works of all kinds are added regularly. Older material is retained for historical research.