The California State University, Northridge Delmar T. Oviatt Library provides major educational, cultural and information services and resources to the University and community. The primary mission of the Library is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating and synthesizing information. Check the Library’s page “About the Library” for more information.

Information Resources Acquisitions for the Library

General

The Library collection totals 1.3 million volumes. The annual Library book, journal, and electronic resources budget is $1,474,947. This has been the base budget for the last 8 years. The Library budget has been supplemented periodically with one-time funds from the Dean and the Provost. These funds have allowed the Library to purchase electronic journal packages as well as back files and databases that were otherwise out of our reach.

Collection Development Parameters

The aim of the collection development program is twofold.

1. Firstly, to provide a selection of materials in direct support of the academic programs of the University.
2. Secondly, to provide materials that offer alternative avenues of learning to students who
   o are unable, for one reason or another, to pursue a subject in a regularly scheduled course, or
   o are interested in a subject of some scholarly merit that is not offered at the University.

Allocated funds will be spent with the following general priorities in mind: needs of undergraduates will be met first; the needs of graduate students will be met second; and research-related needs of faculty members will be met third as funding permits.

The responsibility for all selection resides with the Collection Development Unit working under the direction of the Dean and the Department Chair for Technical Services.

Duplicate copies are bought only for high use items. More than two copies may be purchased under the following conditions: For reserve, generally, one additional copy may be purchased for each forty students required to use material on reserve. The Reserve Library Assistant may make exceptions to accommodate specific assigned reading needs. An additional copy may be
purchased for high use items as indicated either by circulation statistics, or by bibliographer judgement. Duplicates may also be purchased for high use reference titles or for titles needed in more than one location.

The Library reviews, for purchase, publications by faculty members. The general rule pertains: works that are appropriate to the academic program of the University will be acquired; others will not. Members of the faculty sometimes publish items that, for one reason or another, are not suited to the kind of collection that the Library is developing. Works too specialized or technical for the CSUN curriculum are one example; textbooks are another. Other examples are provided by variant editions of works the Library holds, especially those in foreign languages, for which the Library would expect a minimal demand. In the case of journal publications, faculty members relatively frequently publish in periodicals to which the Library does not subscribe. In these cases, since the Library does not add periodicals to the collection unless a current subscription is maintained, and does not add off prints of articles, (the value of the periodical as a whole to the collection is the selection criterion) the faculty publication will be added only if the Library decides to subscribe to the journal in which it appears.

**Textbooks** are bought very selectively; the Library does not purchase all, or even most, of the textbooks used in University courses. Textbooks that are purchased are bought as supplemental material for course work in which such supplemental material is necessary and heavily used, such as some areas of science, business, and psychology. Either upper or lower division materials may be purchased in such cases, though lower division materials are selected very sparingly. In some growth fields, little primary publication is as yet available except in near print or technical report formats. In these fields, texts may codify information not readily available from other sources, and we purchase them somewhat more freely.

**Costs.** Selection criteria do not vary by cost of an item, but purchase of very expensive materials is carefully considered. A large item is defined as any material consisting of an individual volume or set of volumes (including microforms) whose total purchase price is over $650. Purchase from state funds by a bibliographer of an item which costs over $650 (also for reference items) should only be made after consultation with the Coordinator of the Collection Development Unit. A committee, consisting of the librarians in the Collection Development Unit, reviews large items and recommends priorities on their purchase.

**Storage Parameters**

The CSUN Library will maintain an open stack arrangement of approximately five hundred thousand volumes. Two floors of our open stack collection are devoted to books and one floor to periodical volumes. Our goal is to place the optimum number of volumes on each floor. This means that one hundred thousand volumes are the maximum number of volumes for the periodical floor, and two hundred thousand each the maximum number of volumes for the two floors of book materials. The open stack collection is supplemented by a wide variety of materials in other formats and media. Low use volumes in excess of five hundred thousand, and low use materials in other media and formats, will be stored in our automated storage and retrieval facility (AS/RS). A number of studies including our own have shown that eighty percent of the use of library materials occurs on twenty percent of the materials that a library owns. By removing the lower use materials from the open stacks, we can still ensure that more
than eighty percent of the use of our library materials occurs on volumes available in the open
stacks. Storage costs are significantly reduced by a compact storage arrangement such as the
CSUN automated storage and retrieval facility.

Library materials will be selected for storage through the use of one of three different criteria:
last activity date, publication date, or bibliographer decision. Last activity date will be used to
select circulating materials for storage, publication date will be used for periodical volumes, and
bibliographer decision for all other material types on an as needed basis.

**Gifts**  [http://library.csun.edu/Collections/GiftstotheLibrary.pdf](http://library.csun.edu/Collections/GiftstotheLibrary.pdf)

The Library appreciates and receives a wide range of material gifts that enhance the University’s
teaching and research mission. Such gifts can include books, journals, manuscripts, archives,
maps, memorabilia, still and moving images, sound recordings, microform, sculptures, paintings
and other forms of art. Equipment, furniture, technology and musical instruments are also
considered.

Gifts are evaluated primarily in light of their relevance to the teaching and research mission and
also to the role of the University as a regional comprehensive university. Some collections of
international interest are also acquired.

Depending upon the subject matter and material type, gifts also will be evaluated in accordance
with their physical condition.

The Library encourages financial gifts to create endowments, make planned gifts or provide one
time or ongoing support for the collection, the facility, exhibits, services or programs. More
information about the Library’s advancement efforts, can be found at:
[http://library.csun.edu/About_the.Library/gift.html](http://library.csun.edu/About_the.Library/gift.html)

Unsolicited or donated materials not added to the Collections will be disposed of at the discretion
of the Oviatt Library. Such materials may include duplicate copies of books, periodicals, and
other printed matter, carbon copies or photocopied duplicates of manuscripts, physical formats
not supported by the Library, and content outside its collecting areas.

**Procedures for Weeding Library Materials**

Library books, periodicals, government publications, maps, educational models, kits and games,
recordings, tapes, microforms, and other formats of information records and documents are
classified as expendable property for the purpose of interpreting the state administrative code
regarding property accounting. (See SAM 8686.5.)

**Under the direction of the Library Dean:**

All CSU property identification is to be removed or blotted-out of discarded* library materials,
or stamped "DISCARDED/CSUN." Exception to this applies when designated material is to be
destroyed, i.e., shredded or burned. An annual statistical record of discarded library material is to
be reported via the system-wide library statistical report to the Chancellor's Office. Each library should establish local guidelines and practices to keep disposal associated costs at a minimum.

I. Exchange

Oviatt Library may establish exchange programs for the disposal of surplus library material to acquire other material of greater value to the local institution, either in the form of purchase credit or by way of direct exchange or trade for other books, periodicals, or collection material.

II. Transfer

Oviatt Library may transfer library collection material to other publicly supported institutions in California permanently, or donate library collection material to other educational agencies when said material is of no further value to the citizens of California or when retention might place an unnecessary and undesirable financial burden on the local and CSU system-wide library program.

III. Sale

Surplus library materials may be sold to the general public, i.e., students, faculty, campus personnel, and citizens-at-large, at open, non-exclusive, local campus book sales. All proceeds shall be directed to the support appropriation in effect at time of sale and may be used to purchase library replacement collection material.

IV. Disposal

Certain types of surplus library material or the condition or age of such material may suggest that it is not worth the effort to exchange, transfer, donate, or sell. Oviatt Library may, using local discretion, recycle, trash, or destroy said material.

*Discarded to mean, in the context of the program, to dispose of surplus library material; all collection material, i.e., books, periodicals, microfilm, maps, models, educational kits and games, etc., to be permanently removed from the local and system-wide collection by transfer, exchange, sale, trash, or destruction.

Collection Development Policies

As stated above, the development of the collection focuses on the curricular and research needs of the students and faculty. Within those broad strokes, each bibliographer is responsible for outreach with the departments and provides library instruction to the students enrolled in their courses. Each bibliographer is also responsible for articulating their selection process which corresponds to the curricular and research needs of the research area. The collection development policies are organized by college. The final section includes the collection development policies for the areas of the collection that do not correspond to a specific research area.
Collection Development Policy for Fine and Applied Art

Introduction

The collection supports and sustains the needs of undergraduate and graduate student studies and faculty research needs based on the curriculum in the Art Department.

Comparison with other major research collections

In general, the Library's holdings in the field of Art are primarily in English and support the undergraduate curriculum. There are several institutions in the area which have extensive research collections that will supplement student research needs (especially graduate students): Getty Research Institute, University of California, Los Angeles Art Library, the Brand Library, and the Los Angeles County Museum of Art, and the Museum of Contemporary Art.

Scope

Fine and Applied Arts includes painting, drawing, sculpture, architecture and decorative arts and are mainly found in the LC classification scheme class N. Most material on photography from an aesthetic and technical perspective is found in class TR. In addition, most material dealing with the creation and fabrication of decorative objects (i.e. silver, clocks, pottery, etc.) will be found in various T subclasses. Material culture of third world cultures are found in the class schemes for the ethnic group; for example, most material on Native-American art and culture will be found in classes E and F. There are no geographic or chronological limitations for collection purposes.

Due to the high volume of titles, single artist monographs are purchased only if given a “highly recommended” or better review. Likewise, as museum and exhibition catalogs constitute a unique resource for study in the history of art, the University Library collects these publications, based on reviews. Auction catalogs are added as gifts to the collection and are not purchased.

The Library does not collect slides or reproductions of art on single printed sheets. The Art Department retired their slide library, which was managed separately from the University Library. They contribute to the annual subscription to ARTstor for images.

Areas of environmental art / design, urban design, and journalistic photography overlap with other disciplines, and the bibliographer will consult with other subject area bibliographers in the areas of overlap. Artist books will be purchased in consultation with Special Collections.

In addition to traditional formats of visual art, exhibition catalogs of and books on contemporary art formats such as animation, computer graphics, performance art, earth art, installation and
multimedia art, etc. are actively acquired as appropriate to support the evolving curriculum. There is increasing overlap between art history, anthropology and the ethnic programs.

The broad class categories of class N are as follows:

- N (Visual Arts General including the History of Art)
- NA (Architecture)
- NB (Sculpture)
- NC (Drawing, Design, Illustration) Computer graphics and animations overlap with computer software
- ND (Painting)
- NE (Print Media)
- NK (Decorative Arts, Applied Arts, Decoration and Ornament) Shared with FCS
- NX (Arts in General including funding for the arts)
- TR Photography and Computer animation

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:
  - American Journal of Archaeology
  - Art Book
  - Art Journal
  - ARTNews
- Choice Review slips
- Requests from faculty and students
- General background reading
- Suggestions from colleagues on available titles
- New courses and program proposals

Gifts and De-selection (weeding)

Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Collection Development Policy for Cinema and Television Arts

Overview of the Collection

This area of the collection supports the CTVA department, which offers two different degrees: a B.A. in Cinema and Television Arts and an M.A. in Screenwriting. The holdings are not limited to one discrete area of the library; many of the books are on the third floor, journals on the fourth floor, and DVDs/videos of feature films and television shows on the second floor (within Music
& Media). Some DVDs and videos are part of the Instructional Media Collection and may only be used within Music & Media.

The Oviatt's materials complement the CTVA department's library of screenplays, housed in Manzanita Hall.

Scope of Coverage

Language: materials are primarily collected in English. Foreign films with subtitles, rather than English language dubbing, are preferred.

Geographical areas: the collection includes films and books from many countries and is not limited to American and Western materials.

Chronological periods: the Library updates time-sensitive materials (such as guides to new audio technology) to the extent possible. A goal is to fill in gaps in film and television history, including published scripts and criticism, as well as past Oscar and other award-winning films on DVD.

Types of Materials

Collected: reference works, including research guides, annotated bibliographies, encyclopedias, directories, and the BFI Series; periodicals; published screenplays and scripts; DVDs of television series and feature films

Collected selectively: videos of feature films and series when DVDs are not available or out of print. Souvenir-like guides to films and television series. Dissertations and theses from other universities.

Not collected: unpublished screenplays, pre-VHS formats of film and television

Selection tools

- YBP/GOBI Direct
- Blackwell Collection Manager
- Choice reviews
- Film/Television journal reviews, such as Film Comment
- Trade reviews, such as Variety and The Hollywood Reporter
- Academy of Motion Picture Arts & Sciences (Oscar-winning films, for example)
- CTVA faculty and student requests
Gift policy

CTVA materials in good condition are accepted including books and DVDs. The library accepts VHS tapes only when DVDs are not available. The library does not accept unpublished screenplays or manuscripts. The library also does not accept materials that belong to studios.

Weeding and replacement

Low-use books are relocated to the ASRS. Other items, including VHS tapes, are replaced when necessary and withdrawn when irreparably damaged.

Related subjects

Music
Theatre
Engineering
Art
English

Collection Development Policy for Communication Studies

Scope of the Collection:

The collection supports and sustains the research needs of undergraduate and graduate students and faculty based on the curriculum in the Communication Studies department. The department offers Bachelor's and Master's degrees. Four options are possible for the undergraduate degree, with two of the options being interdepartmental requiring classes in the English, Journalism, and Cinema/TV/Film departments. See the COMS Undergraduate Degree Requirements and Graduate Degree Requirements for the list of courses for which library materials are acquired at http://www.csun.edu/CommunicationStudies/.

Core topics:

- Performance, language, and cultural studies
- Rhetorical discourse and theory
- Communication theory
- Intercultural communication

Communication practices and methods:

- Public speaking
- Argumentation, debates and debating
- Rhetorical criticism
- Communication research methodology
- Narrative performance

**Communication contexts:**
- Rhetoric of: law, business, advertising, politics, technology; interpersonal communication, organizational communication

**Communication, language, and meaning:**
- Poetry in performance
- Communicative functions of language
- Nonverbal communication
- Theories of interpretation
- Language and symbolic processes
- Persuasion

**Communication, culture, and society:**
- Freedom of speech
- Rhetoric of popular culture
- Mass communication and media (when more than one medium is covered and not strictly journalism)
- Communication and the sexes
- Rhetoric of women
- Rhetoric of peace and conflict
- Rhetoric of crime and punishment

**Communication and community leadership:**
- Group communication
- Directing oral performance
- Performance and social change

**Non-Subject Parameters:**
Language: English will be the primary language of the collection. Materials in other languages will be considered upon request or as deemed relevant to the curriculum.

Chronological Guidelines: Current research should be emphasized, but gaps in historical studies should be filled in. Primary emphasis is placed on 20th and 21st Centuries.

Publication dates: Currently published material is emphasized, but older materials may be purchased on request or to fill gaps in the collection.

Geographical Guidelines: Greatest emphasis should be on the United States, but materials related to other countries are collected selectively as related to class curriculum, particularly related to intercultural or comparative international communication.

Materials Collected: Books, periodicals; reference materials, including dictionaries, encyclopedias, bibliographies, directories, indices and abstracts are limited to those considered key to the discipline.

Collected Selectively: Electronic resources, proceedings, multimedia, and microforms. The Library subscribes to many databases relevant to the field of communication studies, including Communication & Mass Media Complete (EBSCO), Film & Television Literature Index (EBSCO), and Sage Journals Online.

Selection tools, utilities, and review sources:

- Approval plans
- Publishers' catalogs and blurbs and Amazon.com
- Faculty requests and requests from other librarians

Book reviews in:

- Choice Reviews Online
- Communication Research Trends
- Journal of Communication

Collection Development Policy for Journalism
Scope of the Collection:

The collection supports and sustains the research needs of undergraduate and graduate students and faculty based on the curriculum in the Journalism department. The department offers a Bachelor's and Minor in Journalism, the Interdisciplinary Minor: Spanish-Language Journalism, and the Master's in Mass Communications. See the Journalism Degrees web site http://www.csun.edu/journalism/global/degrees.html for the list of courses for which library materials are acquired.

Core topics:

- Broadcast journalism
- Magazine journalism
- Newspaper journalism
- Photojournalism
- Public Relations
- Spanish-Language Journalism (Interdisciplinary minor)
- Intellectual, social, and technical aspects of mass communication

Non-Subject Parameters:

Language: English will be the primary language of the collection. Materials in other languages will be considered upon request or as deemed relevant to the curriculum.

Chronological Guidelines: Current research should be emphasized, but gaps in historical studies should be filled in. Primary emphasis is placed on 20th and 21st Centuries.

Publication dates: Currently published material is emphasized, but older materials may be purchased on request or to fill gaps in the collection.

Geographical Guidelines: Greatest emphasis should be on the United States, but materials related to other countries are collected selectively as related to class curriculum, particularly related to intercultural or comparative international communication.

Materials Collected: Books, periodicals; reference materials, including dictionaries, encyclopedias, bibliographies, directories, indices and abstracts are limited to those considered key to the discipline.

Collected Selectively: Electronic resources, proceedings, multimedia, and microforms. The Library subscribes to many databases relevant to the field of
journalism, including Communication & Mass Media Complete (EBSCO) and Sage Journals Online.

Selection tools, utilities, and review sources:

- Approval plans
- Publishers' catalogs and blurbs and Amazon.com
- Faculty requests and requests from other librarians
- Collection Development Toolkit: Library Resources for Communication Studies:

Book reviews in:

- Choice Reviews Online
- Communication Research Trends
- Columbia Journalism Review
- Journalism & Mass Communication Quarterly
- Journalism Studies

Collection Development Policy for Music

Overview of the Collection
This area of the collection supports the Music department, which grants the following undergraduate and graduate degrees:

  BA: Music Education, Music Industry, Music Therapy, Breadth Studies
  BM: Performance, Composition
  MA: Music Education
  MM: Composition, Conducting, Performance

The majority of the holdings are in Music & Media, although print journals are housed on the fourth floor and materials related to music engineering are on the third floor. DVDs and videos are available for all aspects of music: master classes, performances, rehearsals, career guidance, technical skills, for example.

Scope of Coverage
Language: scores and sound recordings are collected in their original language (preferably with English translation); primary resources are in original languages; secondary materials may be purchased in English
Geographical areas: the collection has traditionally focused on the Western canons of classical and popular music; the collection now focuses more on indigenous music of Africa, Asia, and South America, as well as on American forms such as jazz.

Chronological periods: emphasis is on new and recent publications of scores, sound recordings, and books. The collection strives to include Urtext (original) versions of scores and may acquire older editions to that end.

Types of Materials

Collected: Reference works, including bibliographies, discographies, encyclopedias, guides to research; monographs, periodicals, Festschriften, CSUN student theses and recordings; scores (full, vocal, and miniature and chamber pieces up to nine parts, collected works by composer and style); libretti and IPA guides for operas; recordings (compact discs) and DVDs (operas and other musical performances, master classes, etc).

Collected selectively: music-related videos when DVDs are not available or out of print. Programs from concerts and performances. Dissertations and theses from other universities. Extensive critical history (kritische Berichte) in foreign languages. Fakebooks and lead sheets.

Not collected: pre-VHS formats of musical presentations; orchestral or wind ensemble scores with more than nine parts

Circulation policies

Circulation varies by material type. The collected works and critical editions (scores) are for library use only. Some vocal scores are for library use only and in many cases there is a second copy that circulates (for example, the vocal scores for Wicked and Les Miz). Major reference works do not circulate, but many of the annotated bibliographies and discographies may be checked out.

Scores with more than one part are kept on permanent Reserve but may be checked out for a standard loan period. Other materials placed on Reserve for the semester have lending periods contingent on the faculty member for the class.

Selection tools

- YBP/GOBI Direct
- Blackwell Collection Manager
- A Basic Music Library (published by the Music Library Association)
- Choice reviews
- Theodore Front Music (approval plan)
- Music journal reviews, such as *Musical Times*
- Trade reviews, such as *New York Times*
- Music department curriculum
- Music faculty requests
- Music student requests

**Gift policy**

Music materials in good condition are accepted including scores, CDs, DVDs, and books. The library accepts LPs only when recordings are not available in other formats. The library does not accept scores that are intended for performance use (such as orchestral scores with more than nine parts) or those with excessive markings. The library also does not accept handwritten or photocopied scores, or those that are meant to be returned to a studio or performance ensemble.

**Weeding and replacement**

Low-use scores and books are relocated to the ASRS. Other items, including VHS tapes, are replaced when necessary and withdrawn when irreparably damaged.

**Related subjects**

Theatre  
CTVA  
Art  
Dance  
Chicano Studies  
Fashion/FCS

**Other collections on campus**

The Department of Music has a performance library for use by its students and faculty. The collection includes full scores with parts (orchestral, band, choral, chamber), sound recordings, and basic reference books on music.

Special Collections & Archives, located on the second floor of the Library, has many music-related collections, including the Cohen Collection and the International Guitar Research Archive.

**Collection Development for Theater**
Overview of the Collection

This area of the collection supports the stagecraft aspect (directing, lighting, costume design, etc.) of the Theatre department, which offers B.A. and M.A. degrees in Theatre. The holdings are not limited to one discrete area of the library; many of the books are on the third floor, journals on the fourth floor, and DVDs/videos of theatrical performances on the second floor (within Music & Media). Some DVDs and videos are part of the Instructional Media Collection and may only be used within the library. Plays are purchased with different funds, as part of the Modern Languages collection.

Scope of Coverage
Language: materials are primarily collected in English.

Geographical areas: the collection focuses on Western theatre but increasingly includes materials on Eastern traditions, such as the Japanese Kabuki.

Chronological periods: the Library focuses on current theatre materials, particularly in regard to DVDs of performances and acting technique. When possible, historical gaps in coverage are filled.

Types of Materials
Collected: reference works, including research guides, annotated bibliographies, encyclopedias, directories; periodicals; DVDs of theatrical styles and performances

Collected selectively: theatrical videos when DVDs are not available or out of print. Souvenir-like guides to shows and musicals. Dissertations and theses from other universities.

Not collected: pre-VHS formats of theatrical presentations

Gift policy
Theatre materials in good condition are accepted including books and DVDs. The library accepts VHS tapes only when DVDs are not available. The library does not accept unpublished plays or theatre memorabilia.

Weeding and replacement
Low-use books are relocated to the ASRS. Other items, including VHS tapes, are replaced when necessary and withdrawn when irreparably damaged.

Selection tools
- YBP/GOBI Direct
- Blackwell Collection Manager
- Choice reviews
Theatre journal reviews, such as TDR
Trade reviews, such as Playbill
Theatre faculty requests
Theatre student requests

Related subjects
Music
CTVA
Art
Dance
Chicano Studies
Fashion/FCS

Collection Policy Statement: Business and Economics

Introduction
The University Library's collection of business and economics materials is developed primarily to support the curriculum and research needs of the departments in the College of Business and Economics; business books of a more general nature for use by students and faculty campus wide are also acquired but have a lower priority.

The following outlines the policies and procedures governing the acquisition of library materials that are covered by the book budget. Serials are covered by a separate budget and are governed by different policies.

Scope
Most library materials in business and economics are classified in the Library of Congress HB-HJ and KF 6000 schedules, although some titles may also fall into other classes, such as other Ks for business law, the Ts for some manufacturing titles, and Zs for certain business reference sources. Materials in the HB-HJs that are not directly related to business or economics are selected by the appropriate subject bibliographers and purchased from the collection budgets for their departments. The classification ranges below cover the majority of titles purchased from the business and economics budget:

HB1 - HB847 Economic Theory
HB3701 – HB3840 Business Cycles
HC10 – HC79 Economic History and Conditions – Special Topics
HD1 - HD100 Industries Land Use Labor – Management, Industrial Management
HD251 - HD1400 Land Use
HD2300 - HD6049 Industry
HD6350 - HD6950 Trade Unions, Labor Unions, Workers’ Associations
HD7781 - HD9999 Industrial Hygiene
HF1 - HF9999 Commerce
Research Strength

An attempt is made to cover all areas of business and economics. Both theoretical works and publications describing business practices are acquired, although certain formats and types of coverage are not normally purchased. This includes the following types of books:

- Text Books
- Self-Help Books
- Books Aimed at Audiences Below College Level
- Non-English Language Books

Books of this type may, however, be acquired through the Library's extensive gift book program.

In line with the general collection development policy of the Library, allocated funds will be spent with the following general priorities in mind: needs of undergraduates will be met first, needs of graduate students will be met second, and research-related needs of faculty members will be met third as funding permits.

Procedures

Two online approval vendors are used: GOBI and Collection Manager. New business and economics books added to these sites are checked either weekly or monthly with the most important books ordered first. To make sure that the budget is not spent out too early in the year, approval orders should generally not exceed 10% of the annual budget per month. A list of second priority titles is kept so additional titles can be purchased as funds become available.

Blurbs, Choice reviews, book reviews from other publications, and requests and suggestions from faculty and students are also used in selecting books for the library collection. Titles requested by faculty are given a high priority and are often purchased even after the budget cycle has closed for the year.

Any title costing $650 or more is considered a "large item" and will be placed on the agenda for a bibliography meeting for consideration by the bibliographers as a group. The business bibliographer is responsible for justifying the purchase of a large item and for insuring that there are sufficient funds in the business and economics budget to cover the cost.

Gift books are reviewed on a regular basis and decisions are made about which titles to add to the collection and which titles to send to the Friends' book sales.
COLLEGE OF EDUCATION SELECTION CRITERIA

The College of Education offers courses primarily at the post-baccalaureate and graduate level for students pursuing teaching credentials or master’s degrees in a variety of areas (Educational and Leadership Policy Studies (ELPS), Elementary Education, Secondary Education, and Special Education). Many of these students also work in classroom settings while pursuing their academic goals. Selections are also made for Deaf Studies undergraduate program and the ELPS doctoral (Ed.D.) program which includes both Pre K-12 and Community College Leadership cohorts.

The goal of collection development for the College of Education is to support the curriculum, research, and field work needs of its students and faculty, including those students enrolled in the Liberal Studies major, students who often continue their studies to obtain a teaching credential (multiple subjects).

Selection emphasis for Education reflects the needs and concerns of the profession as a whole: teacher training (including the credential process), assessment of student learning, classroom teaching strategies, and materials for school administrators and other educational leadership capacities. In support of the curriculum for each of these areas are materials selected in a variety of formats including print and electronic (digital, online, DVDs, CDs etc.).

Selection is done with an eye toward current trends in education, as well as with an appreciation for seminal works in the field and its pioneers. Materials purchased for the College of Education primarily focuses on informational resources for teachers and future teachers; materials for school counselors and school administrators are also selected.

Materials for use by teachers in their own classrooms fall under the selection domain of the Teacher Curriculum Center (TCC). On those occasions when particular materials appear to overlap in content and potential usage, the assignment of their location within the library is often determined in consultation with the TCC’s Collection Development Librarian.

In keeping with the State of California’s mandate to revise the credential program and the anticipated increased enrollment within the College of Education, materials are selected that encompass all areas of education, at all levels, K-12 and University – arts, sciences, mathematics, social sciences. Selection sources include two approval vendors: Yankee Book Peddler (YBP) and Blackwell North America (BNA). Supplementing these sources are firm orders (budget permitting) placed through education publisher catalogs (Sage, Teacher’s College Press, etc.) and library review sources such as Choice and Booklist.

Resources in Education are further supplemented by the “Finding Statistics about Education” and “Information about Schools in California” web pages, designed by Government Documents Librarian, Mary Finley. These pages provide links to numerous statistical resources pertaining to the area of Education and are located at:

http://library.csun.edu/mfinley/edstats.html
Teacher Curriculum Center- Curriculum Collection

I. Scope

The Teacher Curriculum Center (TCC) is the Pre/K-12 curriculum materials library that serves as a resource for instructional materials and specializes in providing access to both print and non-print materials that would be used within a preschool, elementary or secondary school environment. The TCC collection includes student textbooks with accompanying teacher resource materials, curriculum guides and lesson plans, sound recordings, games, kits, picture sets, computer software, and video-recordings/DVDs. Supplemental sources, such as “idea” books for lesson planning and classroom strategies with diverse student populations are also an important, integral part of the collection.

II. Collection strengths

Since its creation in 1975, the collection has maintained a highly regarded and effective connection to campus credential programs and community users. The selection of representative California state-adopted texts is unique in a University setting. The CSUN TCC is acknowledged as the premier such collection in the state. As a response to trends in teacher credentialing and campus commitments, the TCC includes many materials intended for diverse, multicultural, and special education environments. The collection is balanced between print and nonprint resources thus providing easier access to a wide variety of instructional materials.

III. General collection development policy

The TCC uses both the annual California state-adoption lists and the approved lists from Los Angeles Unified School District as primary acquisition sources. California content standards for all K-12 subject areas are also consulted during the acquisition process. All faculty requests are honored and student recommendations are encouraged. A current file of publisher’s catalogs are maintained and consulted. Close collaboration with the bibliographer for the College of Education and with the Department of Child and Adolescent Development is maintained. Resources in the juvenile literature collection are also linked with TCC materials. Attention is
also paid to the level and type of instructional technology that is currently used in K-12 classrooms so that appropriate materials are also made available.

Current approval programs cannot provide adequate coverage, so the majority of the monographic orders are initiated as direct orders through selected jobbers and distributors. Non-print instructional materials present additional challenges to identification and acquisition. Required and recommended text lists for courses provide additional acquisitions. All faculty requests are honored.

**College of Engineering Collection Development Policy**

**Purpose**
The purpose of the engineering collection development policy is to provide guidelines for the acquisition of library materials for the support of curricula in the engineering departments.

**Mission**
The intent of the engineering collection is to:
- sustain, support, and supplement the needs of undergraduate and graduate engineering students as evidenced in the curricular offerings and programs of the engineering departments
- sustain, support, and supplement the research needs of the engineering faculty
- provide materials for new engineering curricular areas under consideration for inclusion in the curriculum

**Subject Areas**
Subject emphasis of the engineering collection reflects the curricular emphasis of the engineering departments:
- applied mechanics
- assistive technology
- civil engineering
- computer engineering
- construction management technology
- electrical engineering
- emerging technologies
- engineering management
- mechanical engineering
- manufacturing systems engineering
- nanotechnology
- rehabilitative technology
- structural engineering
Language
In general, only English language materials are collected. Important works in other languages will be purchased upon request or as deemed relevant to the collection.

Material Type/Formats
Materials are purchased in all formats currently purchased by the library which include monographs, serials, electronic resources, and audiovisual materials. More specifically, materials may also include conference proceedings and grey literature.

Selections
- Book reviews: Choice, Library Journal, Publisher’s Weekly
- Publisher blurbs
- Course proposal bibliographies
- YBP and Blackwell notifications
- Requests from faculty and students

Gifts and Weeding
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Collection Development Standards Statement: Computer Science

The aim of the collection development program in computer science in priority order is:
- to sustain, support, and supplement the needs of undergraduate and graduate mathematics students as evidenced in the curricular offerings and programs of the Computer Science Department
- to sustain, support, and supplement the research related needs of the Computer Science faculty
- to provide materials for new computer science curricular areas under consideration for inclusion in the curriculum.

The collection development program strives to provide material in a variety of appropriate and convenient formats: monograph (including e-books), periodical (including online/electronic access), microform, and video.

Scope
Subject emphasis of the collection development program reflects the curricular emphasis of the Computer Science Department:
- algorithms
- artificial intelligence
- assembly language
• business programming
• CAD/CAM
• computer graphics and graphics programming
• computer modeling
• computer networks and software
• computer organization
• computer programming (including concepts of programming, ADA, Java programming, logic programming, and other programming languages)
• computer system security
• computers and their impact on society
• data structures
• e-commerce
• expert systems
• graphical user interfaces
• human-computer interaction
• language design and compilers
• multimedia systems design
• numerical methods for computing
• object-oriented programming
• operating systems
• robotics
• software engineering
• systems architecture

The collection developer for Computer Science consults with the Reference Collection Coordinator to assure provision of adequate reference works and databases.

The Library of Congress Classification for Computer Science includes:

**Subclass QA**
QA1-939 Mathematics
QA71-90 Instruments and machines
QA75-76.95 Calculating machines
QA75.5-76.95 Electronic computers. Computer science
QA76.75-76.765 Computer software

**Subclass TK**
TK1-9971 Electrical engineering. Electronics. Nuclear engineering
TK7800-8360 Electronics
TK7885-7895 Computer engineering. Computer hardware

**Sources of Information**
• Gobi and Collection Manager notifications
• Requests from faculty and students
• Choice
• Library Journal
• Publisher’s Weekly

**Gifts and De selection (Weeding)**
Gifts are accepted based on the general policy for the library for accepting donations. There is one additional guideline for inclusion in the collection: software or computer language manuals should be for the latest version of the software or computer language (exceptions made to fill gaps in the collection).

Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).
The Department of Child & Adolescent Development offers courses at the baccalaureate level for students pursuing careers in a variety of related fields. According to the CADV Department’s website, a Bachelor of Arts Degree in Child Development is an ideal foundation for students pursuing teaching credential programs and Doctoral and Master's programs including but not limited to:

- Developmental Psychology
- School Psychology
- Child & Adolescent Development
- Early Childhood Education
- Special Education
- Educational Leadership, Policy and Administration
- Marriage and Family Therapy
- Clinical Social Work
- Clinical and Counseling Psychology
- Teaching Credential Programs

Because of the interdisciplinary nature of the major, CADV students benefit from the library’s collection in multiple areas. The goal of collection development for the Department of CADV is to support the curriculum and research needs of its majors, consulting and coordinating with librarian subject specialists in related fields as necessary.

Selection emphasis for Child Development reflects the needs and concerns across a range of subject areas, among them: child development, health & well being, career training requirements for professionals, working with children in hospital settings, operating daycare centers, teaching, counseling, etc. In support of the curriculum for each of these areas, materials are selected in a variety of formats including print and electronic (digital, online, DVDs, CDs etc.).

Selection is done with consideration for current trends in child care and child development, as well as with an appreciation for seminal works in the field and its pioneers. Materials purchased for the Department of CADV primarily focuses on informational resources related to working with children in a diverse variety of settings.

Materials of potential use to CADV student which might also be appropriate for Teacher Curriculum Center (TCC) are purchased in consultation with the TCC’s Collection Development Librarian.

Selection sources include two approval vendors: Yankee Book Peddler (YBP) and Blackwell North America (BNA). Supplementing these sources are firm orders (budget permitting) placed
through child development publisher catalogs and library review sources such as Choice and Booklist.

Languages of print and other formats selected: English (primarily), Spanish (occasionally), other languages (rarely; title by title basis)

Geographic region of selection: U.S. (primarily), Los Angeles and California (when available), non-U.S. (on a title by title basis)

Collection Development Policy for the Communication Disorders and Sciences Department

Introduction

The collection supports and sustains the needs of undergraduate, graduate and distance education students as well as the faculty research needs based on the curriculum in the Communication Disorders and Sciences Department.

Comparison with other major research collections

The Library’s holdings in the field of Communication Disorders and Sciences are in English and support undergraduate and graduate curriculum. The other extensive research collections that will supplement student research needs (especially graduate students) are University of California Los Angeles (UCLA) and University of Southern California (USC).

Scope

The Oviatt Library’s collection supports and sustains primarily the curricular and research needs of undergraduate, graduate students and faculty based on the curriculum in the Communication Disorders & Sciences Department covering speech and hearing sciences, audiology, and speech-language pathology and speech therapy. Undergraduate and graduate programs offer an emphasis in either audiology or speech-language pathology. The department has offered a Masters Degree program through Distance Education which has collection demands for electronic formats.

LC classification schemes with most selections are from the RC, RJ, RF, LB, QC. Although there are no geographic or chronological limitations for collection purposes, it is important to offer current research publications.

Most new books are selected from reading “highly recommended” book reviews. Textbooks are added as gifts to the collection and are usually not purchased.

Areas of psychology, sociology, education, and technology overlap with other PDC’s, and the bibliographer will consult with other subject area bibliographers in the areas of overlap.
In addition to traditional formats of print and electronic, there are DVD/Videos, Audio, are considered as appropriate to support the evolving curriculum. The following LC classifications represent our currently heaviest selections but can change as the curriculum evolves:

**Sources for reviews and new publications (not exhaustive)**

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:
  - ASHA
  - JA Majors weekly book lists
- Choice Review slips
- Requests from Faculty
- General background reading
- Suggestions from colleagues on available title
- New courses and program proposals

**Gifts and De-selection (weeding)**

Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

**Collection Development Policy for Environmental & Occupational Health and Physical Therapy**

**Introduction**

The collection supports and sustains the needs of undergraduate and graduate student studies and faculty research needs based on the curriculum in the Health Sciences Department, as well as the Environmental & Occupational Health, and the Physical Therapy Departments.

**Comparison with other major research collections**

The Library's holdings in the field of Health Sciences are primarily in English and support undergraduate and graduate curriculum. The other extensive research collections that will supplement student research needs (especially graduate students) are University of California Los Angeles (UCLA) and University of Southern California (USC)

**Scope**

Health Sciences includes undergraduate programs in Health Education, Health Administration, Public Health, Nursing: RN to BSN, Gerontology, Radiologic Sciences, and the distinct Environmental and Occupational Health Department. The Health Sciences graduate programs are Health Administration, Public Health (MPH), Nursing (Accelerated BSN), Nursing School certificate, and a Gerontology graduate certificate. The separate Physical Therapy Department
offers a three (3) year program culminating in a Masters of Physical Therapy (MPT). The Environmental and Occupational Health Department offers a MS degree. Periodicals, audiovisual and monographic selections are described by the following LC classification schemes: selections in the specific classes of LB, HD, HV, QP, most of class R and its subdivisions, and T54-T55. Although there are no geographic or chronological limitations for collection purposes, it is important to offer current research publications.

Most new books are selected from reading “highly recommended” book reviews. Textbooks are added as gifts to the collection and are usually not purchased.

Areas of nutrition, diet, psychology, religion, sociology, education, history, automation and technology overlap with other PDC's, and the bibliographer will consult with other subject area bibliographers in the areas of overlap.

In addition to print and electronic formats, there are DVD/ Videos, and Audio materials, which are considered as appropriate to support the evolving curriculum. The following LC classifications have selections which currently support the curriculums of the departments.

- R (Medicine, Practice of Medicine, Medical Records, Medical Physics)
- RA (Public Health/Medicine)
- RB (Pathology)
- RC (Internal Medicine)
- RF (Otorhinolaryngology)
- RG (Obstetrics/Gynecology)
- RK (Dentistry)
- RJ (Pediatrics)
- RM (Therapeutics)
- RN (Nursing)
- RS (Pharmacy)
- RZ (Other systems of medicine)
- LB (School nursing, hygiene)
- QP (Physiology, Anatomy)
- HD (Industrial Hygiene)
- HG (Health Insurance)
- HV (Disabilities, Aged, Medical Charities)
- QP (Pharmacology)
- QR (General Microbiology)
- T (Industrial Safety)

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:
  - JAMA
Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Collection Development Policy for Family and Consumer Sciences

The aim of the collection development program in Family and Consumer Sciences in priority order is to sustain, support, and supplement, the needs of undergraduate and graduate students in the department as evidenced in the curricular offerings and programs of the Family and Consumer Sciences Department, the research related needs of the Family Consumer Sciences faculty, and provision of materials for new Family & Consumer Sciences curricular areas under consideration for inclusion in the curriculum. The collection development program strives to provide material in a variety of appropriate and convenient formats (monograph, periodical, microform, and video, electronic).

Subject emphasis of the collection development program reflects the curricular emphasis of the Family Consumer Sciences Department's areas of study. The major areas of study in the department are:

- Apparel Design & Merchandising
- Consumer Affairs
- FCS Education
- Family Studies
- Interior Design
- Nutrition, Dietetics & Food Science

Collection Development Areas by:

<table>
<thead>
<tr>
<th>Library of Congress Classification</th>
<th>Subject</th>
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<tr>
<td>Subclass TX TX1-1110</td>
<td>Home economics</td>
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The collection developer in the Family Consumer Sciences Department consults with the Reference Collection Coordinator to assure provision of adequate reference works and databases. The department receives email communications directly from me when I have an issue of importance that they should know about and on occasion I have attended Faculty meetings. I always try to honor book purchase requests, unless it is from the book’s publisher or author trying to promote and sell their own works or the work is no longer available for purchase. Cookbooks and popular diet books are not usually purchased except for some very important or groundbreaking works or as they relate to the cultural aspects of food. While we have added some cookbooks this is usually done only when the library has been fortunate to receive them as gifts and even then when they are better known or classic cookbooks or those covering ethnic foods.

In general, we accept all gifts of books from CSUN faculty. Friends only accept unconditional gifts, which may be taken into the Library but are more likely to be sold to buy new materials for the Library. Librarians review donations to choose any titles needed by the Library before donations are released for sale. Conditional gifts are reviewed by me and discussed prior to any acceptance by the library.

Other science journals read which might have science and the Family & Consumer Sciences books mentioned from time to time include:

- Choice
- Library Journal
- Nature
- New Scientist
- Publisher’s Weekly
- Science Books & Films
- Science News
- Scientific American

Most frequently books are purchased whenever possible through one of the library jobbers with whom we have guaranteed discounts to help ensure we stretch the budget as far as possible. I use both Collection Manager from Blackwell and Gobi2 from YBP to do most of the book selection but I supplement those approval plan books with the others usually from the above mentioned science and library publications that I read for the reviews of new books and from
Faculty or Student requests for purchase. I try to buy from better respected publishers and try to ensure I pick up relevant publications from society or association publications such as Center for Health Care Design and other design, food and textile publishers.

**Collection Development Policy for the Health Sciences**

**Introduction**

The collection supports and sustains the needs of undergraduate and graduate student studies and faculty research needs based on the curriculum in the Health Sciences Department.

**Comparison with other major research collections**

The Library's holdings in the field of Health Sciences are primarily in English and support undergraduate and graduate curriculum. The other extensive research collections that will supplement student research needs (especially graduate students) are University of California Los Angeles (UCLA) and University of Southern California (USC).

**Scope**

Health Sciences includes undergraduate programs in Health Education, Health Administration, Public Health, Nursing:RN to BSN, Gerontology, and Radiologic Sciences. Graduate programs are Health Administration, Public Health (MPH), Nursing (Accelerated BSN) and Nursing School certificate, Gerontology certificate. Selections are described by the LC classification schemes with most selections are from the class R, classes LB, HD, HV, QP and T54-T55. Although there are no geographic or chronological limitations for collection purposes, it is important to offer current research publications.

Most new books are selected from reading “highly recommended” book reviews. Textbooks are added as gifts to the collection and are usually not purchased.

Areas of psychology, sociology, education, history and automation and technology overlap with other PDC's, and the bibliographer will consult with other subject area bibliographers in the areas of overlap.

In addition to traditional formats of print and electronic, there are DVD/ Videos, Audio, are considered as appropriate to support the evolving curriculum. The following LC classifications represent our currently heaviest selections but can change as the curriculum evolves:

- R (Medicine, Practice of Medicine, Medical Records, Medical Physics)
- RA (Public Health/Medicine)
- RB (Pathology)
- RC (Internal Medicine)
- RF (Otorhinolaryngology)
• RG (Obstetrics/Gynecology)
• RJ (Pediatrics)
• RM (Therapeutics)
• RN (Nursing)
• LB (School nursing, hygiene)
• QP
• HD

Sources for reviews and new publications (not exhaustive)

• GOBI Direct and Blackwell Collection Manager
• Journal reviews:
  • JAMA
  • American Journal of Public Health
  • Science
  • E-STREAMS: Electronic reviews of Science & Technology References covering Engineering, Agriculture, Medicine and Science
  • JA Majors weekly book lists
• Choice Review slips
• Requests from Faculty
• General background reading
• Suggestions from colleagues on available title
• New courses and program proposals

Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Collection Development Policy for Kinesiology

Introduction

The collection supports and sustains the needs of undergraduate and graduate student studies and faculty research needs based on the curriculum in the Kinesiology Department.

Comparison with other major research collections

The Library's holdings in the field of Kinesiology are primarily in English and support undergraduate and graduate curriculum. The other extensive research collections that will supplement student research needs (especially graduate students) are University of California Los Angeles (UCLA) and University of Southern California (USC).
Scope
The Oviatt Library’s collection supports and sustains primarily the curricular and research needs of undergraduate, graduate students and faculty based on the curriculum in the Kinesiology Department. Subject emphasis of the collection development program reflects the curricular emphasis of the Kinesiology Department’s areas of study, namely the undergraduate program in Athletic Training, Adapted Physical Education, Exercise Science, Dance, Pedagogy in Physical Education, and General Studies (which extends into biological/mechanical arts/humanities/history, social, cultural, clinical as well as teaching/coaching/personal training. The Master’s of Science Degree areas of study are: Adapted Physical Activity, Biomechanics, Exercise Physiology, Motor Behavior, Sport Pedagogy and Sport Studies. Kinesiology is participating in joint grant project, namely: END (Exercise and Nutrition Defeat) Childhood Obesity. The Athletic Training program has several components which overlap with the curricular needs of Physical therapy, such as Conditioning and Rehabilitative Exercises, and overlap with Health Sciences with interest in pharmacology and psychosocial interventions, nutritional aspects of injuries and illnesses.

Periodicals, audiovisual and monographic selections are described by the following LC classification schemes: GV, QP, RM. Although there are no geographic or chronological limitations for collection purposes, it is important to offer current research publications.

Most new books are selected from reading “highly recommended” book reviews. Textbooks are added as gifts to the collection and are usually not purchased.

Areas of nutrition, diet, psychology, religion, sociology, and education overlap with other PDC's, and the bibliographer will consult with other subject area bibliographers in the areas of overlap.

In addition to print and electronic formats, there are DVD/ Videos, and Audio materials, which are considered as appropriate to support the evolving curriculum. The following LC classifications have selections which currently support the curriculums for kinesiology, physical education, sports and dance.

- GV (Physical Education and Training)
- QP (Physiology, Anatomy)

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:
  - Journal of Physical Education, Recreation and Dance (JOPERD)
  - JA Majors weekly book lists
- Choice Review slips
- Requests from Faculty
- General background reading
- Suggestions from colleagues on available title
- New courses and program proposals
Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Collection Development Policy for the Recreation and Tourism Management Department

Introduction
The collection supports and sustains the needs of undergraduate, graduate students and faculty research needs based on the curriculum in the Recreation and Tourism Management Department.

Comparison with other major research collections
The Library's holdings in the field of Recreation and Tourism Management are in English and support undergraduate and graduate curriculum. The other extensive research collections that will supplement student research needs (especially graduate students) are University of California Los Angeles (UCLA) and University of Southern California (USC)

Scope
The Oviatt Library’s collection supports and sustains primarily the curricular and research needs of undergraduate, graduate students and faculty based on the curriculum in Recreation & Tourism Management. The undergraduate degree options have been Recreation Management and Recreation Therapy. The Master of Science degree options are in recreational sport management or hospitality, travel and tourism. LC classification schemes with most selections are from the GV, RM, TL. Although there are no geographic or chronological limitations for collection purposes, it is important to offer current research publications.

Most new books are selected from reading “highly recommended” book reviews. Textbooks are added as gifts to the collection and are usually not purchased.

Areas of psychology, sociology, education, business and technology overlap with other PDC’s, and the bibliographer will consult with other subject area bibliographers in the areas of overlap.

In addition to traditional formats of print and electronic, there are DVD/ Videos, Audio, are considered as appropriate to support the evolving curriculum. The following LC classifications represent our currently heaviest selections but can change as the curriculum evolves:

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:
  - JOPERD
  - Journal of Leisure Research
• Parks & Recreation
  o JA Majors weekly book lists
• Choice Review slips
• Requests from Faculty
• General background reading
• Suggestions from colleagues on available title
• New courses and program proposals

Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).
Collection Development Policy for Asian American Studies

The following collection development policy statement is to provide guidelines for the acquisition of library materials in the field of Asian American Studies and support California State University's Asian American Studies Program.

Subject Coverage

The Asian American Studies collection's primary intent is to support the undergraduate curriculum offerings of CSUN's Asian American Studies Program, and Asian American Studies' faculty research needs. Primary users are Asian American Studies students, faculty, affiliated faculty and other members of the campus and general community seeking information or doing research related to Asian Americans.

Taking into account the interdisciplinary nature of Asian American Studies, scholarship on Asian Americans from across the disciplines is actively collected. Areas of interest within the scholarship include anthropology; arts and crafts, business, law and legislation, marketing and global economics, communication studies; cross-cultural and cross-racial studies, demographic and sociological studies, domestic sciences; education and multilingual education; history and social movements; international studies and global migration; journalism and media; language, linguistics and literature; law, legislation and criminology; medicine and health; performing arts and performance studies; philosophy and religious studies; political science; psychology; recreation, travel and leisure studies; sciences and technology; sex and sexualities; social work, and urban studies.

The emphasis of the spending of the PDC for Asian American Studies is on scholarship and resources that describe and theorize the overall conditions, contributions, and experiences of Asian Americans. Due to the very limited funding for the acquisition of Asian American Studies materials, and the nature of it broadly crossing over multiple disciplines, consultation with and recommendation to other subject area bibliographers occurs frequently with topical overlap. For instances, a book that treats domestic violence among Asian Americans will be recommended to the sociology bibliographer and be purchased through book funds for sociology while a title studying the consumer behavior of Asian Americans as a marketing target group would be recommended to the business bibliographer for purchase with business book funds.

In general, the Library's holdings in the field of Asian American Studies are primarily in English and support the undergraduate curriculum. If students or Faculty need to supplement their research, it is highly recommended they do so through the UCLA Asian American Studies Center.
Types of Materials

A. Monographs
   Monographs are primary to the collection.

B. Serials/Series
   Serials are primary to the collection. Special effort should be made to collect current
   newspapers, newsletters and journals published by Asian American communities. Some
   of such publications may be acquired free of charge if the bibliographer approaches the
   publishers directly and/or jointly with the faculty of the Asian American Studies
   department.

C. Electronic Resources
   The library subscribes to electronic indexes and full-text databases that offer research
   value to Asian American Studies researchers. Links to free websites are not actively
   collected on the library's website although links to important websites are included in
   guides produced by the library.

D. Microfilms
   Research collections in microforms are purchased only when deemed relevant due to
   their limited usage by users.

E. Theses/Dissertations
   Dissertations are acquired on a highly selective basis.

F. Audio/Visual
   Video and audio materials are recommended to the media library for acquisition when
   relevant to the curriculum.

Period Coverage
Primarily the modern period with an emphasis on the 20th and 21st century is collected.
Historical studies on immigration and legislation are also collected as appropriate to the
collection.

Date of Publication
Currently published material is emphasized. Earlier important work not represented in the
collection is purchased as needed and upon request.

Languages
In general, only English language materials are collected. Important primary sources in Asian
languages will be purchased upon request or as deemed relevant to the curriculum.

Selection Tools
Materials will be identified through recommendations in or from:

- Approval plans (Gobi, Blackwell)
Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Central American Studies Program

I. Scope

The Central American Studies Department is the first such major in the United States and is housed within the College of Humanities with close ties to the Chicana/o Studies Department.

“The Central American Studies Program has a tri-fold mission: to empower the large and growing Central American community in the United States by promoting academic excellence, community involvement, and cultural diversity; to open spaces of global citizenship and dialogue between academic and society that contribute to the construction of a transnational identity; and to promote an understanding and appreciation of the diverse Central American cultures, ethnicities, experiences, and worldviews from an interdisciplinary global perspective.” of Central American communities. Courses offer a variety of perspectives and approaches, including the study of politics, art, culture, identity, and literature…The program is community-oriented, and includes and Academic Internship component to emphasize the importance of learning through work in the community. The major will be valuable for students seeking to understand their own heritage, as well as those who plan to work with the large Central American community in Los Angeles, and those who have a scholarly interest in understanding the character of this active and growing transnational community.” (CSUN University Catalog 2008-2010, p.138)

The major is very new and as such is in its first developmental stages as it determines its vision for the major and its long-term goals. The current collection is growing so that it can support the curriculum and research needs of its students and faculty in its 20 courses.

II. General collection development policy

The Library acquires all important current reference works, monographs and serials in the field. Research material use is generally dependent on monographs with a few specialized journal sources. There is some overlap with the Chicana/o Studies materials in the collection because of similar interests and cultural roots. Emphasis is not only focused on the region as a whole
known as “Central America” but also on the individual countries that make up the region: Belize, Costa Rica, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, and Panama. The multi-disciplinary and developmental nature of the major requires that attention be paid to the full range of the social sciences and humanities subject content found in the curriculum. Current approval programs cannot provide adequate coverage, so the majority of the monographic orders are initiated as direct orders through selected jobbers and distributors. Many important sources are published outside of the United States which presents additional challenges to identification and acquisition. In order to provide the widest access, the majority of acquisitions are in English but many are in Spanish. All faculty requests are honored. In general, selection is initiated through book reviews, publishers’ catalogs, and course readings lists. The research materials are generally dependent on monographs with a few specialized journal sources.

Required and recommended text lists for courses provide additional acquisitions. All faculty requests are honored. Core scholarly journals form a strong basis for the active research collection of materials.

Access to periodical resources is provided by:

General databases
Academic Search Elite
Proquest Newspapers
Lexis-Nexis Academic
Arts and Humanities Citation Index
Project Muse
America History and Life

Specialized databases
HAPI Online Hispanic American Periodicals Index
Ethnic NewsWatch
Chicano Database
JSTOR Latin American Studies, Linguistics
Hispanic American Newspapers, 1808-1980

Chicana/o Studies

I. Scope
Chicana/o Studies at CSUN is the acknowledged premier undergraduate and graduate program in this discipline in the state and the nation and as such is a multi-disciplinary, ethnic studies degree that encompasses subject content across a variety of disciplines. The primary focus in the department is in the social sciences and humanities but will often include courses in health education. Chicana/o Studies is a relatively new discipline which finds its literature distributed in a highly diffused manner among the other social sciences and humanities. One call number that brings together the most general, overarching materials for Chicanas/os is E184.M5. The other more specialized, subject based resources will be found in the subject specific call number areas. Sources on the cultural roots of Chicanas/os can be found with the arts, history, political
The course content is often closely connected to community service in particular local neighborhoods either in the form of volunteer activities, work with community based organizations, or elementary or secondary school teaching. An increasing number of graduates seek further education through a CSUN Master of Arts program or admission to a doctoral degree program at another campus.

II. Collection strengths

The collection supports and sustains the needs of an undergraduate and graduate degree in Chicana/o Studies and the research needs of the faculty. Additions and changes to the curriculum and to faculty research are reflected in the collection. The Urban Archives and the recently created San Fernando Valley History Digital Library further provide unique collections that can be accessed either in print or electronically and which provide rare, primary information on Chicana/o issues and events.

III. General collection development policy

The Library acquires all important current reference works, monographs and serials in the field. The multi-disciplinary nature of the degree programs requires that attention be paid to the full range of the social sciences and humanities subject content found in the curriculum in the department. Materials on the cultural roots of Chicanas/os are also essential to the mix. All faculty requests are honored. In general, selection may be initiated through book reviews, publishers catalogs, and newsletters from specialized organizations such as Reforma and the National Association of Chicana/Chicano Studies (NACCS). New course proposals and communications from the department Curriculum Committee also provide alerts to changes and additions to the curriculum. Professional contacts with other ethnic studies librarians also provide a network for additional notification about appropriate sources. It is also important to be aware of Chicana/o community related issues and events, because they also influence direction of the curriculum. Another source of suggestions or additions to the collection are gift books and regular reviews of the Library’s high-use and missing reports. The research materials are generally dependent on monographs with a few specialized journal sources.

Current approval programs cannot provide adequate coverage, so the majority of the monographic orders are initiated as direct orders through selected jobbers and distributors. Many important sources are published outside of the United States which presents additional challenges to identification and acquisition. In order to provide the widest access, the majority of acquisitions are in English but many are in Spanish. All faculty requests are honored. In general, selection is initiated through book reviews, publishers’ catalogs, and course readings lists. The research materials are generally dependent on monographs with a few specialized journal sources.

Required and recommended text lists for courses provide additional acquisitions. All faculty requests are honored. Core scholarly journals form a strong basis for the active research collection of materials.

Access to periodical resources is provided by:
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Proquest Newspapers
Lexis-Nexis Academic
Arts and Humanities Citation Index
Project Muse
America History and Life

Specialized databases
HAPI Online Hispanic American Periodicals Index
Ethnic NewsWatch
Chicano Database
JSTOR Latin American Studies, Linguistics
Hispanic American Newspapers, 1808-1980

Collection Policy Statement: English Language and Literature

This Collection Policy Statement refers to materials in the fields of English and American literature and language. The field of literature includes works in the forms of fiction, poetry, drama, and the general essay, and the historical, theoretical, critical, and scholarly studies dealing with such works. The language collection in this policy statement includes the field of Linguistics, a program currently offered at the University. The aims of the collection development program are first to sustain, support and supplement the needs of undergraduate and graduate English and Linguistics students. These needs are evidenced in the curricular offerings and programs of the English Department and the Linguistics program, and new curricular areas being considered for inclusion, as seen from the minutes of the Educational Policies Committee. Secondly, the program aims to support the research related needs of the English Department faculty, and the Linguistics faculty who are affiliated with various departments, as budget allows. The collection development program strives to provide material in a variety of appropriate formats (monograph, periodical, microform, audio, video, electronic).

The subject emphasis of the collection reflects the curricular emphases of the English Department's areas of study - standard classic works and authors in English and American literature from their beginnings to the present; minority, gender specific and ethnic literature; and creative writing in various genres. We are also collecting materials in literature and language teaching to support the English credential program. In addition, we support the curricular emphasis of the Linguistics program, which currently focuses on second languages, languages in contact, language acquisition, sociolinguistics, discourse analysis, semantics and pragmatics. Children's and young adult literature and historical, critical, and scholarly studies dealing with this literature are selected by the collection development librarian for the Teachers' Curriculum Center.
Procedures and techniques that support this collection development program

Relevant titles are selected through GOBI (Yankee Book Peddler), and titles that receive good reviews from Choice, L.A. Times Book Review, and N.Y. Times Book Review are selected as budget permits. Publishers' catalogs and advertisements are checked for titles important to the curriculum as time permits.

Faculty requests are encouraged through attendance at English Department meetings, and through outreach to new faculty members, whose curricular and research interests may be new to the University. Faculty contacts and relationships established through the instruction program and service on campus committees is also another good avenue for encouraging input for the collection. I also check the University bookstore's section of faculty publications and order if appropriate. Gift books are reviewed for missing item replacements and added copies of high circulation items, as well as for new additions to the collection.

Related Collections
The Library has two collections related to the the English Language and Literature collection. The Friends of the Library Bestseller Collection and The Robert & Maureen Gohstand Reading Room Collection.

The Friends of the Library Bestseller Collection is located in the Reference Room and includes popular books selected from the Los Angeles Times Bestseller list, the New York Times Bestseller list, and websites such as Amazon.com popular book list. The collection is comprised of both fiction and non-fiction works in English.

The Reading Room Collection is located in the Tseng Family Wing (west wing), second floor and contains outstanding or classical works in all subjects in English.

Gender & Women's Studies

Selection Guidelines

The purpose of the Gender & Women's Studies collection development policy statement is to provide guidelines for the acquisition of library materials in the field of Gender & Women's Studies and support California State University's Gender & Women's Studies Department.

Subject Coverage

The women's studies collection's primary intent is to support the undergraduate curriculum offerings of CSUN's Gender & Women's Studies Program, and Gender & Women's studies' faculty research needs. Primary users are Gender & Women's studies students, faculty, affiliated faculty and other members of the campus and general community seeking information or doing research related to women, feminism and gender.

Taking into account the interdisciplinary nature of Gender & Women's studies, scholarship on women, feminism and gender from across the disciplines is actively collected. Areas of interest within feminist scholarship include anthropology; architecture; communication studies; domestic
sciences; education; feminist theory; geography and environmental studies; history and social movements; international/postcolonial studies and global feminism; law and criminology; language and literature; media; medicine and health; performing arts and performance studies; philosophy and religion/spirituality; political science; psychology; recreation/physical education/sports/travel; sciences and technology; sex and sexualities; sociology; and visual and material culture. Emphasis is on feminist scholarship and resources that describe and theorize the conditions, experiences and contributions of women's lives; perspectives of women of color; the history, politics and theory of feminism, global feminism, and feminist cultural studies. Consultation with other subject area bibliographers occurs with topical overlap.

Types of Materials

A. Monographs

Monographs are primary to the collection.

B. Serials/Series

Serials are primary to the collection

C. Electronic Resources

The library subscribes to electronic indexes and full-text databases that offer research value to Women's Studies researchers. Links to free websites are not actively collected together on the library’s website although links to websites are included in guides produced by the library.

D. Microfilms

Research collections in microforms are purchased only when deemed relevant due to their limited usage by users.

E. Theses/Dissertations

Dissertations are acquired on a highly selective basis.

F. Audio/Visual

Video and audio materials are acquired when relevant to the curriculum.

Geographical Coverage

Materials on the United States, Europe, and Third World are actively collected. There is an increasing emphasis being placed on global coverage of women's issues to support department curriculum and faculty research interests.
Period Coverage

Primarily the modern period with an emphasis on the 20th and 21st century. Historical studies are also collected as appropriate to the collection.

Date of Publication

Currently published material is emphasized. Earlier important work not represented in the collection is purchased as needed and upon request.

Languages

In general, only English language materials are collected. Important works in other languages will be purchased upon request or as deemed relevant to the curriculum.

SELECTION TOOLS

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:
  - *Journal of Gender Studies*
  - *Media Report to Women*
  - *Feminist Review*
  - *Signs*
  - *Booklist*
  - *Library Journal*
- Choice Review slips
- Requests from Faculty
- General background reading
- Suggestions from colleagues on available title
- New courses and program proposals

LC Classes: Interdisciplinary

Gifts and De-selection (weeding)

Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).
Jewish Studies
The purpose of the Jewish Studies collection development policy statement is to provide guidelines for the acquisition of library materials in the field of Jewish Studies and support California State University's Jewish Studies Program.

Subject Coverage
The collection covers all main sub-areas of the field: Jewish philosophy and religion, Biblical studies (Old Testament), archaeology, Halakhic law, Jewish history, Jewish languages and literatures, Israel, mysticism, gender, and all other aspects of Jewish culture (book arts, folklore etc.). Coverage also focuses on the Holocaust; Zionism, Israel and the Middle East; American Jewry; and the contemporary world Jewish community. All topics are covered for all relevant historical periods and all geographical areas, reflecting the wide chronological and geographical spread (Diaspora) of the Jewish people.

Types of Materials

A. Monographs
Monographs are primary to the collection.

B. Serials/Series
Serials are primary to the collection

C. Electronic Resources
The library subscribes to electronic indexes, electronic reference books and full-text databases that offer research value to Jewish Studies researchers. Links to free websites are not actively collected together on the library’s website although links to websites are included in guides produced by the library.

D. Microfilms
Research collections in microforms are purchased only when deemed relevant due to their limited usage by users.

E. Theses/Dissertations
Dissertations are acquired on a highly selective basis.

F. Audio/Visual
Video and audio materials are acquired when relevant to the curriculum.
**Geographical Coverage**

Worldwide; however, material emanates primarily from the United States and secondarily from Israel. Emphasis is on Europe, the United States, but materials on other countries are collected selectively according to area studies needs.

**Period Coverage**

From biblical times to the present.

**Date of Publication**

Currently published material is emphasized. Earlier important work not represented in the collection is purchased as needed and upon request.

**Languages**

In general, only English language materials are collected. Important works in Hebrew and Yiddish and other languages will be purchased upon request or as deemed relevant to the curriculum.

**Sources for reviews and new publications (not exhaustive)**

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:  
  - Judaism  
  - American Jewish History  
  - Israel Studies  
  - Jewish Social Studies  
  - Association of Jewish Libraries/AJL  
  - AJS Review  
  - Shofar  
  - Journal of Jewish Studies  
  - Jewish Quarterly Review
- Choice Review slips
- Requests from Faculty
- General background reading
- Suggestions from colleagues on available title
- New courses and program proposals

**LC Classes:**

- BM1 - 65  Periodicals, societies, collections etc
- BM70 - 127 Study and Teaching
- BM150 - 199 History of Judaism
BM201 – 449  History of Judaism by country
    United States
    Latin America
    Europe
    Eastern Europe
    Middle East and North Africa
    East and South Africa
    Africa, Australia, Pacific Islands

BM480 - 488  Pre-Talmudic Jewish Literature, BM175
BM495 - 532  Sources of Jewish Religion:
BM534 - 755  Relation of Judaism to special fields

Interdisciplinary Interests
B154 - 159.5   Jewish Philosophy. General & Ancient
B755 - 759   Medieval Maimonides Modern
BJ1279 - 1287   Jewish Ethics
BS701 - 1830   Hebrew Bible (Tanakh)
BS1186   Jewish criticism of the Tanakh

D804.3; D810.J4   History of World War II - Jews; Holocaust. Cf. DS133 - 135 3a
DS101 - 144   History of the Jews in the Land of Israel and the Diaspora.
               See also E184.J5; FC106.J5 4
DS135.R9, etc.   Jews in Eastern Europe
DS145   Anti-semitism
DS149 - 151   Zionism, Restoration, Judenstaat

Hebrew Language and Literature
PJ4501 - 4937   Philology, Hebrew Language: Biblical, Mishnaic and Modern
PJ5001 - 5049   Hebrew Literature. Literary history and criticism.

PJ5050 - 5052   Medieval to 1885
PJ5111 - 5119   Yiddish Language; Yiddish Literature

Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Juvenile Literature

I.  Scope
“Juvenile literature” is defined as both fiction and non-fiction material written or produced for the information or entertainment of children and young adults, usually equivalent to preschool through grade 12. It includes literary, artistic genres, and physical formats. The primary focus of the collection is to support the curriculum and the course requirements for English 428: Children’s Literature, English 429: Literature for Adolescents, as well as for various courses in Child and Adolescent Development, particularly those courses linked with teaching credential programs. Critical and analytical materials that provide the history, interpretation, and criticism of particular works and biographical materials on authors are also an important part of the Library’s collection.

II. Collection strengths

The collection includes classic and contemporary works, many of which are award winners in various categories and genres. Although a relatively small collection, there are some important first or early editions of historically important juvenile sources. Supplemental materials, such as accompanying dolls, puppets, kits, games, sound recordings, and videocassettes found in the Teacher Curriculum Center further add depth and variety to the print collection. A selection of “big books” further complements some of the fiction and non-fiction titles.

III. General collection development policy

The use of approval programs guarantees the annual and timely acquisition of award winning titles. Other acquisitions are ordered directly from publishers and distributors. Other acquisitions are ordered directly from publishers and distributors. The recommended reading lists produced by the California State Department of Education also serve as an essential core bibliography that connects the juvenile literature to K-12 curriculum. The assigned reading lists that accompany the children’s and adolescent literature courses also provide recommendations. All faculty requests are honored and student recommendations are encouraged. Multicultural content is an additional special focus for the collection. Most materials are in English but a selective number are bilingual, in a foreign language, or in Braille. A recently received endowment will assist in providing a means to add additional titles.

Collection Development Policy for Linguistics/TESL

Introduction

The collection supports and sustains the needs of undergraduate and graduate students and faculty research needs based on the curriculum in the Linguistics/Teaching English as a Second Language Program. As an interdisciplinary program, it involves the departments of Anthropology, Communication Studies, Communication Disorders, Computer Science, English, Education, Philosophy, Psychology, Sociology, Chicano Studies, Pan African Studies, and Foreign Languages and Literatures. Due to the multidisciplinary nature of the field, the linguistics collection serves students and faculty from those departments and, in turn, benefits from other relevant collections, especially Communication Studies, Anthropology, Education, Psychology and other language related collections.
Scope

The subject emphasis of the collection comprises the major areas of phonetics, phonology, morphology, syntax, semantics, language acquisition, and sociolinguistics. Additional subject coverage includes: philosophy of language, historical linguistics, dialects and variations, pragmatics, discourse analysis, and applied linguistics, especially works dealing with second language acquisition, language instruction, and Teaching of English as a Second Language (TESL).

Library of Congress Classification for Linguistics:

P1-1091 Philology & Linguistics
P37-37.5 Psycholinguistics
P40-40.5 Sociolinguistics
P101-410 Language (General)
   --including philosophy, origin, etc; grammar, phonetics, morphology, etc
P121-129 Applied Linguistics (Science of language)
PE1700-3729 English language
   --including grammar, composition, rhetoric, TESOL
PA 201-2995 Greek and Latin Languages
PB 1-431 Modern European languages: general works
PC Romance Languages: Italian, French, Spanish
PD Germanic and Scandinavian Languages
PF Teutonic Languages: Dutch, German
PG-PH Slavic Languages
PJ-PL Oriental Languages
PM Hyperborean, Indian, & Artificial languages

The Library will acquire published materials of a scholarly nature that pertain to the field of linguistics and teaching of English as a second language.

- Language: English will be the primary language. However, because important research has been published in other languages, non-English materials will be selectively collected, particularly those needed for individual courses.
- Geographical scope: Greatest emphasis should be on American linguistics and the English language. Studies of the languages of all parts of the world should be collected selectively, but shall include Spanish, French, German, and Italian.
- Chronological scope: Current research should be emphasized, but gaps in historical studies should be filled in.
- Formats: Books, periodicals; reference materials, including dictionaries, encyclopedias, bibliographies, linguistic atlases, directories, indices and abstracts. Collected Selectively: Electronic resources, proceedings, multimedia, and microforms.
Sources for reviews and new publications (not exhaustive)

- Faculty requests
- Gobi Direct and Blackwell Collection Manager
- Journal reviews
- Choice Review slips
- Suggestions from colleagues

Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Collection Development Policy for Modern & Classical Languages and Literatures

Introduction
The collection supports and sustains the needs of undergraduate and graduate students and faculty research needs based on the curriculum in the Modern & Classical Languages and Literatures Department. Majors are offered in Spanish, French and German. Minors are offered in Armenian, Classics, French, German, Italian, Japanese, Russian, and Spanish, and a small number of classes in Chinese, Farsi, Hebrew, and Korean.

Scope
The collection will support the curriculum for Armenian, Classics (Greek & Latin), Chinese, Farsi, Japanese, and Korean by focusing on the areas of language, literature, and culture. (See Collection Development Policies for French and Spanish.)

- Language: English will be the primary language of the collection. Selective items in original languages, particularly literary works, will be collected as needed to support the curriculum or by request. Criticism and interpretation will be purchased in English. Because research has been published in other languages, non-English materials will be selectively collected, particularly those needed for individual courses or by faculty request.
- Geographical scope: International.
- Chronological scope: Historical and modern literature will be selected. Contemporary literature in translation by noted authors only. Current criticism and interpretation should be emphasized, but gaps in historical studies should be filled in. Collected selectively: Electronic resources, proceedings, multimedia, and microforms.
- Formats: Books, periodicals; reference materials, including dictionaries, bilingual dictionaries, grammar, encyclopedias, bibliographies, directories, indices and abstracts. Collected selectively: Electronic resources, proceedings, multimedia, and microforms.
The Barbara Ann Ward Language Center (Language Lab) within the Modern & Classical Languages and Literatures Department provides audio, video and language specific software for the study of the Armenian, Chinese, Classics, Farsi, Japanese, and Korean.

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Faculty requests
- Choice Review slips
- Requests from faculty
- New course proposals

Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Policies for Specific Languages: French Language and Literature

Introduction
The collection supports and sustains the needs of undergraduate students and faculty research needs based on the curriculum for French within the Modern & Classical Languages and Literatures Department.

Scope
The collection will support the curriculum for French by focusing on the areas of language, literature, and culture.

- Language: English will be the primary language of the collection. Selective items in original languages, particularly literary works, will be collected as needed to support the curriculum or by request. Criticism and interpretation will be purchased in English. Because research has been published in other languages, non-English materials will be selectively collected, particularly those needed for individual courses or by faculty request.
- Geographical scope: Emphasis on France, but materials from Francophone areas will be selectively collected.
- Chronological scope: Historical and modern literature will be selected. Contemporary literature in translation by noted authors only. Current criticism and interpretation should be emphasized, but gaps in historical studies should be filled in. Collected selectively: Electronic resources, proceedings, multimedia, and microforms.
- Formats: Books, periodicals; reference materials, including dictionaries, bilingual dictionaries, grammar, encyclopedias, bibliographies, directories, indices and abstracts. Collected selectively: Electronic resources, proceedings, multimedia, and microforms.
The Barbara Ann Ward Language Center within the Modern & Classical Languages and Literatures Department provides audio, video and language specific software for the study of the French language.

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Faculty requests
- Choice Review slips
- Requests from faculty
- New course proposals

Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Policies for Specific Languages: Spanish Language and Literature

I. Scope

The courses offered in the study of the Spanish language and literature are part of the Department of Modern and Classical Languages and Literatures. “The major is designed for students who wish to prepare for a career in secondary, college, or university teaching, or who intend to pursue other careers where a strong background in Spanish is essential.“ The department offers a Bachelor of Arts and a Master of Arts in Spanish. “The Spanish major – consisting of two options: Literature and Language Culture – is designed for students who wish to prepare for a career in secondary, college, or university teaching, or who intend to pursue other careers where a strong background in Spanish is essential “ (CSUN University Catalog, p. 430). Many courses are linked to California teaching credential requirements for bilingual or foreign language teachers.

II. Collection strengths

Acknowledged as consistently the highest enrolled language program, the courses support the need for language and culture materials that are also linked to many courses in the department of Chicana/o Studies Department and Central American Studies. The collection is strong in print and non-print materials that include classic and contemporary works of literature and materials appropriate for establishing and implementing “…techniques, strategies, methodologies and skill to carry out independent research…”. This includes collection support for the analysis of Hispanic linguistics, literature, civilizations, and cultures. Therefore, coordination in acquisition has meant that a range of needs must be met for a wider spectrum of course offerings. The long standing status of the Spanish literature and language curriculum has meant that the transition to new programs and degrees, such as Central American Studies, could be supported more easily and quickly because many basic sources were already part of the collection. The collection
includes videocassettes, DVDs, sound recordings, and electronic resources that encompass
author interviews and explorations of language and culture.

In addition, the K-12 curriculum collection found in the Teacher Curriculum Center includes
textbooks, instructional media (e.g. games, realia, picture sets, and computer software), and
children’s fiction and nonfiction that support the needs of K-12 credential students for Spanish
language and culture materials.

III. General collection development policy

The Library acquires important current reference works, monographs and serials in the field.
Research material use is generally divided equally between monographs and specialized journal
sources. A transition from an emphasis on the literature and culture of Spain to a more global
approach that includes the literatures and cultures of Central and Latin America has taken place,
as has an inclusion of more contemporary genres and authors, particularly women. In general,
selection is initiated through book reviews and publishers’ catalogs.

Current approval programs cannot provide adequate coverage, so the majority of the
monographic orders are initiated as direct orders through selected jobbers and distributors. Many
important sources are published outside of the United States which presents additional challenges
to identification and acquisition. In order to provide the widest access, the majority of
acquisitions are in English but many are in Spanish.

Required and recommended text lists for courses provide additional acquisitions. All faculty
requests are honored. Core scholarly journals form a strong basis for the active research
collection of materials.

Access to periodical resources is provided by:

General databases
MLA Bibliography
Academic Search Elite
Proquest Newspapers
Lexis-Nexis Academic
Arts and Humanities Citation Index
Project Muse
Literature Resource Center

Specialized databases
HAPI Online Hispanic American Periodicals Index
Ethnic NewsWatch
Chicano Database
JSTOR Latin American Studies, Linguistics
Language Behavior Abstracts
Hispanic American Newspapers, 1808-1980
PHILOSOPHY

In relation to the acquisition of materials relative to the subject discipline of Philosophy, the aims of the collection development program, in order of priority, are to sustain, support, and supplement the information needs of undergraduate philosophy students as evidenced in the curricular offerings and programs of the Philosophy Department; to assist in meeting the research needs of the Philosophy Department Faculty, and to provide materials relevant to new philosophy courses under consideration by the Department for addition to the curricula. The collection development program strives to provide material in a variety of convenient and appropriate formats (print, electronic, monographic, periodical/serial, video, etc.) conducive to study.

Subject emphasis of the collection development program in Philosophy reflects the dynamic and evolving curricular needs as expressed in the Department of Philosophy’s areas and courses of study, including: the nature and relation of being; phenomenology; the nature of knowledge, especially with reference to its limits and validity; the nature of reality; the nature of the universe; the nature of beauty, art, and taste; the nature of ethics, especially with reference to moral duty and obligation; and the nature of logic and critical reasoning. The collection development program supports the acquisition of scholarly materials dealing with the history of philosophy, philosophical methodology and pedagogy, systems of philosophy, and both biographical and critical works dealing with individual philosophers. When significant works of philosophical value and understanding are expressed in forms unlike traditional Western monographs and treatises, the aim of the collection policy shall be to obtain that expression, as made, in other formats (e.g., biographies, epics, dream narratives, etc.). Additionally, the collection development program activity supports the acquisition of materials which treat philosophy in the context of other and allied disciplines (science, religion, feminism, language, business, social sciences and law, literature, etc.) when and as evident in the curricular coverage and offerings of the Philosophy Department.

Sources on information for consideration in selecting materials for Philosophy shall include:

1. titles of interest as profiled by the approval vendors Gobi Direct (Yankee Book Publisher) and Collection Manager (Blackwell);
2. Choicereview titles;
4. requests from Department of Philosophy Faculty;
5. general background reading;
6. suggestions from other colleagues;
7. suggestions from students;
8. reviewed titles from recommended reading lists/bibliographies appearing in current course syllabi or the syllabi of proposed new courses; and
9. reviewed titles from the New York Times Book Review.

Additionally, the Collection Developer for Philosophy shall consult with both the Reference Collection Coordinator to assure provision of adequate reference works and with the Coordinator
of Collection Development to assure provision of adequate electronic database coverage and the acquisition of materials of cross-discipline benefit.

The collection development program for Philosophy recognizes specific limitations. Resource support for the acquisition of books used as course texts and duplicate copies of materials is very limited; as is support for areas of philosophical interest not directly part of the Department’s curriculum. In most instances, an emphasis is placed on the acquisition of English language materials or material translated into English; however, important works in other languages may be purchased if deemed relevant to the curriculum.

**COLLECTION DEVELOPMENT STANDARDS STATEMENT:**
**RELIGIOUS STUDIES**

In relation to the acquisition of materials relative to the subject discipline of Religious Studies, the aims of the collection development program, in order of priority, are to sustain, support, and supplement the information needs of undergraduate religious studies students as evidenced in the curricular offerings and programs of the Religious Studies Department; to assist in meeting the research needs of the Religious Studies Department Faculty, and to provide materials relevant to new Religious Studies courses under consideration by the Department for addition to the curricula. The collection development program strives to provide material in a variety of convenient and appropriate formats (print, electronic, monographic, periodical/serial, video, etc.) conducive to study.

The subject emphasis of the collection development program reflects the curricular emphasis of the Religious Studies Department's courses and major areas of inquiry, religious traditions, sacred texts of the world, current issues in religion, and religion in the United States. By extension, the collection development program further includes within its collection emphasis, the acquisition of works of research value dealing with: philosophies of religion; religious studies methodology and pedagogy; the history of religion; comparative religion; systems of theology and doctrine; material dealing with law, liturgy, and ritual within the context of religion; the historical, social, and cultural role of religion in society; and historic and current trends and developments associated with religion. Acquisition emphasis is also placed on publications of scholarly interest that have substantial cultural, historical, political, anthropological, sociological, or economic value at the international, national, or regional level when dealing with religious groups, practices, beliefs, and controversies. The collection development program attempts to collect significant editions and translations of major sacred writings appropriate to the curriculum, as well as, major academic reference works associated with use and access to those sacred writings. When significant works of religious value and understanding are expressed in forms unlike traditional western means (e.g., monographs, treatises) the aim of the collection development policy shall be to obtain that expression, as made, in other formats (e.g., biographies, narratives, folklore).

Sources of information for consideration in selecting materials for Religious Studies shall include:
1. titles of interest as profiled by the approval vendors Gobi Direct (Yankee Book Publisher) and Collection Manager (Blackwell);
2. Choice review titles;
4. requests from Religious Studies Faculty;
5. general background reading;
6. suggestions from other colleagues;
7. suggestions from students;
8. reviewed titles from recommended reading lists/bibliographies appearing in course syllabi or the syllabi of proposed new courses; and
9. reviewed titles from the New York Times Book Review.

Additionally, the Collection Developer for Religious Studies will consult with:

1. the Reference Collection Coordinator to assure provision of adequate reference works;
2. the Collection Developer for Jewish Studies to assure adequacy of subject coverage; and
3. the Coordinator of Collection Development to assure provision of adequate electronic database coverage and the acquisition of materials of cross-discipline benefit.

The collection development program for Religious Studies recognizes specific limitations. Resource support is very limited for the acquisition of materials in the following areas: denominational or sectarian publications (from United States, foreign, or international bodies); non-scholarly popular writings and publications; books used as course texts; duplicate copies of materials; and areas of religious interest not directly part of the Department's curriculum. Curricular materials supporting the study of religion at the kindergarten through grade twelve levels are provided by the collection development program for the Teacher's Curriculum Center rather than the collection development program for Religious Studies. In most instances, an emphasis is placed on the acquisition of English language materials or material translated into English language; however, important works in other languages may be purchased if deemed either highly significant or exclusively available in non-English, or especially relevant to the curriculum.

College of Social and Behavioral Sciences

Collection Development Policy for Anthropology

Scope and Research Strengths

The collection supports and sustains the needs of undergraduate and graduate student studies and faculty research needs based on the curriculum in the Anthropology Department. The collection
will change to reflect new courses and research in the field of Anthropology, including all aspects of Applied, Cultural, Physical, Social Anthropology, Archaeology, Folklore and American Indian Studies.

**Comparison to other Major Research Collections**

In general, the Library's holdings in the field of Anthropology are primarily in English and supports the undergraduate curriculum. The University of California, Los Angeles is considered a major research collection in Anthropology.

**General Policy**

The Library acquires all important current reference works, monographs and serials in the field of psychology and its related disciplines. The following formats are purchased on an "as needed" basis: dissertations and theses, manuscripts, films, Music non-library materials, and sound recordings. The Library places primary emphasis on research in the and on the scholarly and theoretical aspects of the field as well as field research. The Library acquires few college-level textbooks on anthropology and its branches at the research level, but regularly add textbooks that are received as gifts.

**Sources of Information**

Gobi Direct and Blackwell Collection Manager
Current anthropology
Choice reviews
Requests from Faculty
General reading
Suggestions from colleagues

**Collection by Library of Congress Classification**

General books on anthropology and archaeology classed to the GN subject area are selectively chosen. There is an emphasis on methodologies for the sub-disciplines as well as human evolution, applied anthropology, ethnologies, economic anthropology, manners and customs, and folklore. There is cross-over with history, sociology, and art history. Ethnographies and archaeological site reports are often classed to the history for a specific population. American Indian studies, like other ethnic area disciplines, are interdisciplinary and relevant publications are scattered through the social and behavioral sciences.

Core:
CC 1-CC960 Archaeology (philosophy, methodology, preservation)
GN 49-GN890 General Anthropology, Archaeology and subdisciplines
GR 1-GR90 Folklore (folk beliefs, supernatural and witchcraft, and Folk medicine shared with English: Folk literature)
E 11- E 99 Indians of North America (shared with History)
F1218.5- F 1219.8 Latin American Indians (shared with Central American and Chicana/o Studies)
Collection Development Policy for Geography (Earth Sciences)

Introduction
The Geography (Earth Sciences) collection is maintained and augmented primarily to accommodate the research needs of undergraduate, graduate students, and the Geography Department faculty. That department provides a multi-faceted curriculum that emphasizes 1) traditional physical, and cultural (human) aspects of geography, 2) other specialized sub-disciplines (e.g. environmental geography, geomorphology, climatology, cartography, geographic information systems (GIS), and 3) regional courses focusing on California, the United States, Canada, Latin America, Europe, China, and Southeast Asia. In addition to the library resources required to support these curricular offerings, there are a multitude of other intellectual foci that the broad discipline of geography shares with the other social, natural, and physical sciences. As such, collection development in geography, is by necessity, broad-based and overlapping with subjects lodged in other disciplines, e.g. geology, oceanography, biology, economics (development and globalization), transportation.

Scope
Geography’s far-reaching intellectual concerns (including and beyond its “official” sub-disciplines) share a common focus. The focus is the study of place (location), which is the “where” element of the discipline, along with the “why” component, an explanation for the particular location of any phenomenon relative to its surroundings (its situation). Because every Earth-based phenomenon is tied to “place”, the geographer’s need for information re: “place” is essentially limitless. In practical terms then, research in geography requires a broad array of information sources that the library attempts to provide. The current collection development policy includes the acquisition of books (paper and e-book), articles from periodicals (paper and from web-based databases (Deep-web), and from the surface-web, e.g. Google Scholar, and individual websites. The geographer’s need for the visual expression and documentation of any phenomena being studied is often paramount. Such materials are purchased when available and include DVDs (previously videocassettes), and selected maps and atlases. (The Geography Department Map Library, not administered by the University Library, is the principal on-campus repository for map-format information sources). Acquired information sources, whenever possible, need to coincide with the temporal aspects of any geographical phenomenon as the geographer’s guiding principle in terms of understanding Earth-based processes is founded in the concept of uniformitarianism (studying the present is a key to the past as well as to the future with respect to understanding surficial changes on Earth).

Sources for Reviews and New Publications
- GOBI Direct and Blackwell Collection Manager

- Journal Reviews (not exhaustive)
  
  Annals of the Association of American Geographers
  Geographical Journal
  Geographical Review
  Journal of Geography
• Choice Review slips
• Faculty and student requests
• General reading
• New course and program proposals

Maintenance and Future of the Collection
Collection development for Geography needs to continue to keep pace with all of the discipline’s emphases including enhanced geographical techniques for studying, quantifying, and correlating environmental phenomena. The Geography Department continues to emphasize curricular development of its GIS (Geographic Information Systems) program. (A GIS Certificate Program is offered by the University, through the Geography Department).
Concomitant to collection expansion and growth based on newly available material, a judicious and systematic program of weeding remains be implemented. In terms of searching the Library’s online catalog, unused or rarely used titles, while adding volume to the collection may tend to obscure the currency and the nature of the more valuable “working” collection.
Gift books, based on the Library’s general policy for accepting donations, are accepted relative to the Library’s collection parameters. To date, gift titles have minimally augmented the geography collection in particular.

Collection Development Standards Statement: History
The aim of the collection development program in priority order is to sustain, support, and supplement, the needs of undergraduate and graduate history students as evidenced in the curricular offerings and programs of the History Department, the research related needs of the History faculty, and provision of materials for new history curricular areas under consideration for inclusion in the curriculum. The collection development program strives to provide material in a variety of appropriate and convenient formats (monograph, periodical, microform, video, electronic).

Subject emphasis of the collection development program reflects the curricular emphasis of the History Department's areas of study -- United States, Canada, Latin America, Western Europe, Eastern Europe, Medieval World, Ancient Mediterranean, East Asia, South Asia, Middle East, and Australia. Thematic areas of special focus (e.g. historiography, family history, oral history, colonialism, etc) are also supported. The acquisition of materials dealing with history of American Minorities (ethnic or non-ethnic) is supported by the collection development program for History unless a separate collection development program has been established for a specific area (e.g. Women's Studies, Pan-African Studies). In appropriate areas of new and emerging scholarship, the history collection developer will consult and work with other collection developers to insure adequate support for the provision of historical materials. The collection developer for History will also consult with both the Reference Collection Coordinator to assure provision of adequate reference works and databases.
Of continuing interest, the following historical areas are of special interest and are supported specifically as funding permits -- California History, Southern California History, Los Angeles, county and city history, and the history of the San Fernando and adjacent valleys. Some provision of foreign language materials is supported in order to enable students to maintain or improve language literacy. Curricular materials supported for the study of history for kindergarten through grade twelve are provided by the collection development for the Teacher's Curriculum Center rather than the Collection Development Program for History. The support for acquisitions of textbooks and duplicate copies of materials is very limited, as is support for areas of historical areas interest not directly part of the curriculum (e.g. genealogical research).

Collection Policy Statement for Pan African Studies

Selection Guidelines

The purpose of the Pan African Studies collection development policy statement is to provide guidelines for the acquisition of library materials in the field of Pan African Studies and support California State University's Pan African Studies Program. The collection also supports research in African American Studies, History, Sociology and many other interdisciplinary studies.

Subject Coverage

A library collection in support of the curriculum and research of the Pan-African studies program needs to cover the following subjects: the black American language, literature and politics; black art and music; black social, political and intellectual history; the history and politics of Africa; racial and cultural intergroup relations; poverty in the United States, social welfare and minority issues in social work. The scope of this collection includes black life in Africa, the Caribbean region as well as the American continents. The collection concentration is that required for undergraduate study and its curriculum. Other areas of focus include study of the black woman, the black family, the black church, and the general psychological and economic condition of Afro-Americans.

Types of Materials

A. Monograph

Monographs are primary to the collection.

B. Serials/Series

Serials are primary to the collection

C. Electronic Resources
The library subscribes to electronic indexes and full-text databases that offer research value to Pan African Studies researchers. Links to free websites are not actively collected together on the library’s website although links to websites are included in guides produced by the library.

D. Microfilm

Research collections in microforms are purchased only when deemed relevant due to their limited usage by users.

E. Theses/Dissertations

Dissertations are acquired on a highly selective basis.

F. Audio/Visual

Video and audio materials are acquired when relevant to the curriculum.

Geographical Coverage

Materials on the United States, Africa, and the Caribbean area are collected at the advanced study level.

Period Coverage

Ancient, medieval and modern times in Africa, the major emphasis of the program is 17th to 20th century United States and the Caribbean basin. Materials are collected at the advanced study level.

Date of Publication

Currently published material is emphasized. Earlier important work not represented in the collection is purchased as needed and upon request.

Languages

In general, only English language materials are collected. Important works in other languages will be purchased upon request or as deemed relevant to the curriculum.

SELECTION TOOLS

Sources for reviews and new publications (not exhaustive)

- GOBI Direct and Blackwell Collection Manager
- Journal reviews:
Choice Review slips
• Requests from Faculty
• General background reading
• Suggestions from colleagues on available title
• New courses and program proposals

LC Classes: Interdisciplinary

Gifts and De-selection (weeding)
Gifts are accepted based on the general policy for the library for accepting donations. Currently only volumes which have been damaged or are inaccessible are weeded from the collection. Low use titles are added to storage (ASRS).

Collection Policy Statement: Political Science

The aim of the collection development in Political Science in priority order is to sustain, support, and supplement, the needs of undergraduate and graduate Political Science students as evidenced in the curricular offerings and programs of the Political Science Department, the research related needs of the faculty, and provision of materials for new Political Science curricular areas under consideration for inclusion in the curriculum. The collection development program strives to provide material in a variety of appropriate and convenient formats (monograph, periodical, microform, video, and electronic).

Materials in political science, the study of the science of politics, includes some topics classed in history, in state and local history, and in law, but it generally falls within the J classification. Materials on United States politics are classed in JK (U.S. constitutional history and administration). Political theory, local government, and international law and international relations are also key topics. The depth of the political science collections is greatly expanded by many items in related classifications, including history and regional studies, and by the Library's holdings of U.S. government documents, manuscript collections, newspapers, and electronic resources.

In general, the Library's holdings in the field of political science are primarily in English and support the undergraduate curriculum. The University of California, Los Angeles is a major research collection in political science. The Library acquires the most important current reference works, monographs and serials in the field related disciplines within the constraints of funding and the parameters of areas of collection listed below. Emphasis has been on research in the history and theory of Political Science.
The Library acquires the most important current reference works, monographs and serials in the field of political science and its related disciplines within the constraints of our funding and within the parameters of the collection development levels specified below. The Library places primary emphasis on research in the history and theory of political science and on the scholarly and theoretical aspects of the field. The Library acquires few college-level textbooks in political science at the research level, but regularly adds textbooks that are received as gifts.

Publisher’s blurbs also alert me of new editions of classic titles. I review new course proposal reading lists to ensure we have materials to support new courses in our collection.

I also follow publications from professional associations such as the:
- American Political Science Association (http://www.apsanet.org/)
- American Society for Public Administration (http://www.aspanet.org/scriptcontent/index.cfm)
- International Political Science Association (http://www.ipsa.org/site/)

Many monographs are selected through the two approval plan vendors YBP and Blackwell. Generally review is done 2-3 times a month. Most titles are checked against the online catalog to determine whether we have other books on the subject and if they have circulated.

I also select titles that receive good reviews through:
- Choice
- Library Journal
- Publishers’ Weekly
- Political Science Books & Films

In general, we accept all gifts of books from CSUN faculty. Friends only accept unconditional gifts, which may be taken into the Library but are more likely to be sold to buy new materials for the Library. Librarians review donations to choose any titles needed by the Library before donations are released for sale. Conditional gifts are reviewed by me and discussed prior to any acceptance by the library. I review gift books searching for missing item replacements and added copies for high circ materials as well as new additions to our collection.

**Collecting subjects areas for Political Sciences are:**

Library of Congress Classification Subject

J General legislative and executive papers
JA Political science (General)
JC Political theory
JF Political institutions and public administration
JJ Political institutions and public administration (North America)
JK Political institutions and public administration (United States)
JL Political institutions and public administration (Canada, Latin America, etc.)
JN Political institutions and public administration (Europe)
JQ Political institutions and public administration (Asia, Africa, Australia, Pacific Area, etc.)
JS Local government Municipal government
JV Colonies and colonization. Emigration and immigration. International migration
Collection Development Policy For Psychology

I. Curriculum

The undergraduate concentration in the Psychology department emphasizes a rigorous, scientific approach to the understanding of human behavior. The program examines the most up-to-date and comprehensive psychological research and theory and provides opportunities for direct involvement in psychological research and application. The graduate program in Psychology leads to the degree of Doctor of Philosophy. The goal of the program is to develop competent research psychologists and teachers who will become contributors to knowledge in psychology.

The collection supports study in Psychology at the undergraduate and graduate levels. The emphasis of the department is upon research and includes a broad range of subject specialization including: emotional and cognitive development, statistics, human spatial orientation and motor control, spatial orientation, linguistics, human memory and learning, experimental psychology, life span development, sensation and perception, social relations and health, human memory, comparative psychology, social psychology, perception and neurolinguistics. Human behavior is stressed and animal behavior may be acquired at the basic level (refer to statement for Neurosciences). Material dealing with artificial intelligence, information processing, and philosophy of mind is acquired when appropriate or referred accordingly as is material in educational psychology. Studies involving the relationship of psychology to fields such as literature, art, music, film, etc. are acquired selectively or referred to the appropriate collection program.

II. Geographical Coverage

Generally, only U.S. materials are purchased except when important seminal studies appear in other countries which would be important to the curriculum.

III. Period Coverage

Although there is no limitation in time, the contemporary period is stressed.

IV. Date of Publications

Currently-published material is emphasized. Earlier important work not represented in the collection is purchased on request.
V. Languages

In general, only English language materials are collected. Important works in other languages will be purchased upon request.

VI. Types of Materials

- Monographs are primary to the collection.
- Serials/Series are primary to the collection
- Electronic Resources
  The library buys or subscribes to electronic indexes and full-text databases that offer research value. Links to free websites are not actively collected together on the library's website although links to websites are included in guides produced by the library.

- Microforms
  Research collections in microforms are purchased when deemed relevant.

- Theses/Dissertations are acquired on a highly selective basis.

- Audio/Visual
  - Video and audio materials are acquired when relevant to the curriculum.
  - DVD’s will be the preferred format.
  - Closed captioning is essential for people with deafness and hearing loss to obtain the same information and have the same experience as nondisabled people. All videos, instructional and non-instructional, must be closed caption (if available).

VII. Retention, Weeding, and Withdrawal of Materials

A. Standards
   1. The weeding of the Law collection is currently limited to items that are damaged beyond repair.
   2. *No current standards exist for Weeding.*

B. Remote Storage (Automated Storage and Retrieval System “ASRS”)
   1. The ability to send materials to remote storage as done in the past is currently under evaluation. Our policy will have to conform to the new policy whenever it becomes effective.
   2. The Library seeks to keep the most current and significant materials in the main collection for the immediate use of faculty and students. Items sent to the ASRS are those considered of high research or historical value, as well as having significant and relevance impact to the collection, but no longer of current or immediate utility.
   3. Items sent to the ASRS may also include duplicate copies.
   4. Currently, there is no policy on weeding the ASRS pertaining to this subject area.
   5. Turn-around time for any request is approximately 10 minutes.
VIII. New and Expanding Areas of Interest

- Mind/body relationship
- Behaviorism
- Human sexuality
- Cognition
- Developmental disabilities
- Neurological responses

IX. Areas of Specialization/Major Faculty Research Interests

- Assessment and evaluation
- Behavioral assessment and treatment
- Child development
- Clinical neuropsychology
- Cognition and aging
- Cognitive neuroscience (formally known as Psychophysiological)
- Control of appetite and body weight
- Effects of stress
- Group decision making
- Human sexuality
- Language and motor skill acquisition
- Mental retardation
- Neuropharmacology
- Psychopathology
- psychopharmacology
- Social development
- Substance addiction
- Thinking and decision making
- Worker motivation

X. SUBJECT BOUNDARIES

- Tests and Measurements
  - The Oviatt Library does NOT purchase, acquire, or collect tests and measurements that can be obtained from commercial publishers or that must be administered by qualified professionals.
  - Specific tests and measurements can only be ordered and accessed through Psychology Lab and the Educational Psychology Lab at CSUN.
• Textbooks
  ▪ In general, textbooks are not collected, but in the case of some subjects, such as neuroscience, a particularly excellent textbook will be added to the collection.

XI. Gift Materials Collected:

1. For general information on Gift book polices, please see: http://library.csun.edu/intranet/colldev/giftproced.html
2. The Library welcomes donations of money, books, relevant journals, and other appropriate material. Especially valuable gifts are books, journals, videos, dvds, and compact discs that fill existing gaps in our collection and support the curriculum.
3. Gifts are materials are evaluated by the same standards as purchased materials; while the Library may accept most books as donations, the Bibliographer will add only those which are appropriate for the collection.
4. Because of space limitations and processing costs, we do not add many gift items to our collection, including:
  • Duplicate titles
  • Previous editions
  • Material that does not support our academic mission, items in poor physical condition, and textbooks---especially those more than 1-2 years old---are rarely added.
  • Periodical runs of no fewer than ten years of titles that we do not already own in any format and only if they support the curriculum

XII. Sources of information:

1. Blackwell Collection Manager
2. YBP/GOBI3
3. Contemporary Psychology: APA Reviews of Books
4. Choice Review slips
5. Requests from Faculty
6. General background reading
7. Suggestions from colleagues on available titles

XIII. Collection levels for psychology

<table>
<thead>
<tr>
<th>Class</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>BF1- BF1999</td>
<td>Psychology</td>
</tr>
<tr>
<td>RC435-473</td>
<td>Psychiatry</td>
</tr>
<tr>
<td>RC475-489</td>
<td>Therapeutics, Psychotherapy</td>
</tr>
<tr>
<td>RC490-499</td>
<td>Hypnotism and hypnosis. Suggestion therapy</td>
</tr>
<tr>
<td>RC500-510</td>
<td>Psychoanalysis</td>
</tr>
<tr>
<td>RC512-552</td>
<td>Psychopathologies, Psychoses, Neuroses</td>
</tr>
<tr>
<td>RC554-569.5</td>
<td>Psychopathologies, Personality disorders including behavior problems, drug abuse,</td>
</tr>
</tbody>
</table>
COLLECTION DEVELOPMENT STANDARDS STATEMENT: SOCIAL WORK PROGRAM

Introduction

In relation to the acquisition of materials relative to the subject discipline of Social Work, the aims of the Library’s collection development program, in order of priority, are: to sustain, support, and supplement the information needs of graduate social work students as evidenced in the curricular offerings and programs of the Social Work Program; to assist in meeting the research needs of the Social Work Faculty, and to provide materials relevant to new social work courses under consideration by the Program for addition to the curricula. The collection development program strives to provide material in a variety of convenient and appropriate formats (print, electronic, monographic, periodical/serial, video, etc.) conducive to study and research.

Scope

Subject emphasis of the collection development program in Social Work reflects the dynamic and evolving curricular needs as expressed in the Social Work Program’s areas of concentration and courses of study, including: social work practice, social work research, social welfare policy and advocacy, human behavior and the social environment, social work research methodology and pedagogy, and the history of social work. The collection development policy supports the acquisition of scholarly materials dealing with: social work values and ethics; at risk populations; social work in the context of issues of diversity and of multicultural concerns; and as appropriate, social, political, and economic justice. The collection development program strives to provide materials with specific service orientated content in those areas of Social Work dealing with: various age groups, including both the elderly and child welfare services; families, and specifically materials related to family crisis, trauma, and grief, especially in urban settings; and issues related to immigration, urbanization, industrialization, mobility, globalization, and gang and other forms of violence. The collection development program also supports, as feasible, the inclusion into the collection of national, state, and local government publications of relevancy and application to Social Work.

Sources

Sources of information for consideration in selecting materials for Social Work shall include:

1. titles of interest as profiled by the approval vendors Gobi Direct (Yankee Book Publisher) and Collection Manager (Blackwell)
2. Choice review titles;
3. Journal reviews, specifically as appearing in:
   ○ Social Work,
   ○ Clinical Social Work Journal,
   ○ Social Service Review,
   ○ Families in Society,
   ○ Social Development Issues,
   ○ Social Forces, and
   ○ Contemporary Sociology;
4. requests from Social Work Faculty;
5. general background reading;
6. suggestions from other colleagues;
7. suggestions from students within the Program;
8. reviewed titles from recommended reading lists or bibliographies appearing in current course syllabi or the syllabi of proposed new courses; and
9. reviewed titles form the New York Times Book Review.

Additionally, the Collection Developer for Social Work shall consult with the Reference Collection Coordinator to assure provision of adequate reference works; with the Coordinator of Collection development to assure provision of adequate electronic database coverage and the acquisition of materials of cross-discipline benefit; and the Government Documents Librarian to assure adequate provision of appropriate public documents and publications.

The collection development program for the Social Work Program recognizes specific limitations. Resource support for the acquisition of books used as course texts and duplicate copies of materials is very limited; as is support for areas of social work interest not directly part of the Program’s curriculum. In most instances, an emphasis is placed on the acquisition of English language materials or materials translated into English; however, important works in other languages may be purchased when deemed relevant to the curriculum. The University Library is a selective depository for both the United States Government and the State of California and while materials published by those entities are more conveniently acquired, it should be noted that the Library is not a depository for any county, municipal, foreign nation, or other state and the ability to acquire materials published by those entities is often more limited.

**Collection Development Standards Statement: Sociology**

The aim of the collection development program in priority order is to sustain, support, and supplement, the needs of undergraduate and graduate sociology students as evidenced in the curricular offerings and programs of the Sociology Department, the research related needs of the Sociology faculty, and provision of materials for new sociological curricular areas under consideration for inclusion in the curriculum. The collection development program strives to provide material in a variety of appropriate and convenient formats (monograph, periodical, microform, video, electronic).

Subject emphasis of the collection development program reflects the curricular emphasis of the Sociology department subject area options -- general sociology, criminology and criminal justice, social welfare, and counseling and interviewing: work settings. Thematic areas of special
focus (e.g. social statistics, sociological research methodology, gender studies) are also supported. The acquisition of materials dealing with the sociology of American Minorities or demographic groups (ethnic or non-ethnic) is supported by the collection development program for Sociology unless a separate collection development program has been established for a specific area (e.g. Women's Studies, Pan-African Studies). In these areas, as well as, appropriate areas of new and emerging scholarship, the sociology collection developer will consult and work with other collection developers to insure adequate support for the provision of sociological materials. The collection developer for Sociology will also consult with both the Reference Collection Coordinator to insure provision for adequate reference works and databases; as well as, with the Government Documents Librarian (s) to insure provision and adequate access to appropriate materials published by the United States and California State governments.

Of special and continuing interest the acquisition of sociological materials dealing with California, Southern California, Los Angles, county and city, and the San Fernando and adjacent valleys is supported. Curricular material support for the study of sociology for kindergarten through grade twelve are provided by the collection development program for the Teacher's Curriculum Center rather than the Collection Development Program for Sociology. The support for acquisitions of textbooks and duplicate copies of materials is very limited, as is support for areas of sociological interest not directly part of the curriculum.

Collection Development Policy Statement: Urban Studies

I. Scope

Urban Studies, the study of human social behavior within urban centers, is defined by those portions of class HT of the Library of Congress classification system dealing with urban centers. HT (urban and rural sociology, communities, classes, and races).

II. Research strengths and comparisons

There are strong collections of urban studies materials in Los Angeles based major research and academic libraries (LAPL, UCLA, USC). Our holdings are enhanced by our collections in local history, regional studies, government documents, and geography. The Map Library's collection of Sanborn maps is especially important for urban studies.

III. General policy

The Library collects works of various scholarship, both monographs and serials in the English language, on urban studies, (as defined by L.C. class HT). It acquires subject bibliographies and other reference works on urban studies, particularly those published in or related to the United States. Materials are acquired in all formats, including but not limited to print, microform, CD-ROMS, on-line, etc. The aim of the collection development program in Urban Studies in priority order is to sustain, support, and supplement, the needs of undergraduate and graduate students in the department as evidenced in the curricular offerings and programs of the Department, the research related needs of the faculty, and provision of materials for new Urban Studies curricular areas under consideration for inclusion in the curriculum. The collection
The development program strives to provide material in a variety of appropriate and convenient formats (monograph, periodical, microform, video, and electronic). Journals used to supplement the approval plan vendor offering include:

- Choice
- Library Journal
- Publisher’s Weekly
- Science books and films
- Urban Studies reviews

Other places for sources of current materials on Urban Planning are but not limited to:

- American Planning Association (http://www.planning.org/) and their bookstore link which can be found at: (http://www.planning.org/apastore/default.aspx)
- Association of Collegiate Schools of Planning (http://www.acesp.org/)
- Institute of Urban Studies (http://ius.uwinnipeg.ca/)
- Urban Institute (http://www.urban.org/)
- Urban Land Institute (http://www.uli.org/)

In general, we accept all gifts of books from CSUN faculty. Friends only accept unconditional gifts, which may be taken into the Library but are more likely to be sold to buy new materials for The Library. Librarians review donations to choose any titles needed by the Library before donations are released for sale. Conditional gifts in the area of urban studies must be reviewed by the Bibliographer.

### IV. Collecting subjects areas for urban studies

<table>
<thead>
<tr>
<th>Library of Congress Classification</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>HT51 - HT1595</td>
<td>Communities Classes Races</td>
</tr>
<tr>
<td>Z7161 - Z7166</td>
<td>Bibliography on History of City Planning</td>
</tr>
<tr>
<td></td>
<td>Urban Planning</td>
</tr>
<tr>
<td></td>
<td>Regional Planning</td>
</tr>
</tbody>
</table>
Other Collection Areas

United States Documents Depository Collection Development Policy

Introduction
Oviatt Library is a selective federal depository library, designated by law to serve residents of the congressional district in which the library is located. The Library collects U.S. government documents, at various levels of comprehensiveness, to support the subject areas in which California State University, Northridge offers degree programs and to meet local community needs for government information. The depository collection should include the federal government information materials that best meet the needs of the local community and the university. Free unimpeded public access to the federal depository collection is required by law.

Scope
Titles of an academic nature and/or research usefulness (both current and future) are preferred, but selection is not limited to those genres if the content is important for the library’s support of the curriculum and/or the public’s need for government information. The library currently selects items from almost every federal agency. Online and print are the preferred formats, but all formats are collected: online, print, microform, and tangible electronic (such as DVD or CD-ROM). Cost/benefit factors, as well as relative availability, shall be considered in whether to select a depository item which is in a tangible format or, instead, either to purchase those titles that are needed as they are needed or to rely on online access, referral, or interlibrary loan (usually from the California State Library, as it is the regional federal depository library for California, i.e. the library required to collect and retain all federal publications). As appropriate, non-depository government publications and/or retrospective titles may also be collected.

Selection of depository federal documents is made by the U.S. Documents Librarian with consultation, as needed or appropriate, with relevant subject bibliographers and the Reference Collection Coordinator. It is the responsibility of the Library’s subject bibliographers to determine the level of collection comprehensiveness/depth in each subject area. Since the library is a federal depository library and has specific responsibilities and legal obligations as a result, the U.S. Documents Librarian shall additionally consider federal depository library obligations/rules/regulations and provisions of the California State Plan for U.S. Government Information when making collection development decisions.

By a selective housing agreement, the university’s Geography Department Map Library will house sheet maps. The Government Documents Librarian will consult with the Map Curator regarding the selection as new depository items become available which pertain to maps or as other circumstances dictate.

The library’s general policies regarding collection development, gifts, resource sharing, cataloging, and collection maintenance issues apply to depository resources unless additional specific procedures or policies have been developed to meet depository library requirements articulated by the Government Printing Office or the California State Library.
Exclusions: The library will not collect tangible items for which little demand is anticipated or for which adequate housing, staffing, or expertise is not available. Examples of such materials include posters, patents, and military specifications. This principle also applies to the selection of online resources. Format, language, subject, breadth or narrowness of focus, age-appropriateness, and the previous level of use of any similar materials in the depository collection are among the factors normally considered when determining anticipated demand.

Collection Development Policy Statement: California Documents

The Oviatt Library at California State University Northridge is a selective depository for State of California documents. In 1945, the citizens of California, passed the Library Distribution Act (LDA) codified under California Government Code sections 14900-14912, thereby establishing a depository library system, which is administered by the California State Library. Each California state document depository library contracts with the Department of General Services to receive, record, shelve, and preserve state publications and to give free service to patrons wishing to use them.

Selective depositories receive publications directly from the State Printer (LDA publications), but also receive some of their publications directly from the state agencies, the Legislature, and the judiciary. The Oviatt Library collects and maintains the documents listed below as well as those that are of interest to CSUN students, faculty, staff, and the general community.

Scope

Under the terms of Government Code section 14902, the following qualify as “State Publications”:

- Annual reports
- Statistical compilations
- Hearing transcripts
- Reports on research
- Directories
- Periodicals

Excluded Publications:

- Those of the University of California, internal publications, and forms are specifically excluded by section 14902.
- Bills, amendments, slip laws, daily journals and daily and weekly editions of legislative histories and indexes
- Revisions or amendments designed to be interfiled into loose-leaf publications
Course catalogs and program announcements of the California State University

Publications received by the State Library that are more than three years after the date of publication, unless still available for acquisition

**Disposition:** Selective Depositories may dispose of publications at any time with the exception of the following classes of materials that must be retained for at least five years:

- Periodicals (e.g., *Outdoor California, Journal of the Center for Families, Children and the Courts*, etc.)
- Administrative and statistical reports issued by state agencies (e.g., *Annual Report of the Insurance Commissioner, Annual Report of Fatal and Injury Motor Vehicle Traffic Accidents*, etc.)
- Basic state level fiscal documents (e.g., *Governor's Budget, Final Change Book*, etc.)
- Basic legislative reference works (e.g., *Senate Final History, Assembly Final History, Legislative Index, and Table of Sections Affected*).

**Selection tools and utilities:**

*California State Publications (CSP)* is a listing of official publications received by the California State Library from executive agencies, the Legislature, and the judiciary. CSP is published monthly and cumulated annually as provided for by the Library Distribution Act (Government Code section 14910). It is available online via the California State Library catalog since 2001, and in print format in the Oviatt Library 1945-2003. California documents selected by the Oviatt Library are cataloged with full LC classification and listed in the Library Online Catalog. Documents available online with permanent URLs are preferred and added to the Library Catalog.

**Relevant Links**

- [California Government Code Sections 14900-14912](#)
- [Codification of the Library Distribution Act](#)
- [State Administrative Manual Publications & Documents Section 3100](#)
  
  This chapter reviews the Library Distribution Act and the requirement of agencies to make their publications available to the public.

- [California State Documents Collection and Depository Library Program Information](#)

**Collection Development Policy for Law**

**I. Introduction**

The Oviatt Library at California State University, Northridge (CSUN) does not have a law school. Thus, collection strives to support those departments which offer courses on the legal aspects of their subject areas and to provide historical and current legal and Congressional information for students, faculty and staff. In addition, this collection strives to serve the legal
information needs of the constituents of the state of California by making legal information easily accessible to the general public and to insure continued availability in the future.

II. California State University, Northridge Program

The law collection supports the history and political science departments in their need for current and historical congressional information. Support is also provided for courses with a legal emphasis offered in civil engineering, economics, exercise and sport science, hotel restaurant management, human development and family studies, and mechanical engineering. Research areas of interest to teaching faculty, such as family law, copyright and tax law, are also supported.

IV. Subject Boundaries

The law bibliographer selects monographs and serials based on course descriptions in the CSUN Bulletin, review sources, and consultations with other library specialists. Most materials purchased for the law collection will have an emphasis on United States law. However, with the continued emphasis on globalization, some monographic titles may have an international perspective. Faculty and student requests are filled when possible. Standing orders exist for major serials.

Some legal publications come to the Library from its participation in the federal and state depository programs. Other bibliographers will be consulted about legal topics in their subject area. Requests for legal materials from other bibliographers will be accepted; however if the topic is deemed to be too narrow, it will the responsibility of the subject bibliographer to acquire the item. The bibliographer does not usually select popular works or works designed for use by lawyers or law students.

V. General Collection Guidelines

A. Linguistic:
All materials will be purchased in English.

B. Geographical Areas:
The major emphasis is on Federal law and the laws of California and the surrounding states. At the municipal level, the library does not actively collect codes accept for the City of Los Angeles. Some general monographs on topics with an international focus are also considered.

C. Types of Materials Collected:
Materials collected include books and journals. Emphasis is placed on undergraduate level materials. Generally, the Library does not purchase items of a popular nature, dissertations, study guides for LSAT, selected statutes, casebooks and guides for practitioners.
D. Format of Materials Collected:
   Paper, microfiche and electronic formats are the most intensively collected. When there is a choice of formats to be selected, the decisions is based on purpose, content and ease of use.

E. Gift Materials Collected:
   5. For general information on Gift book polices, please see: http://library.csun.edu/intranet/colldev/giftproced.html
   6. The Library welcomes donations of money, books, relevant journals, and other appropriate material. Especially valuable gifts are books, journals, videos, dvds, and compact discs that fill existing gaps in our collection and support the curriculum.
   7. Gifts are materials are evaluated by the same standards as purchased materials; while the Library may accept most books as donations, the Bibliographer will add only those which are appropriate for the collection.
   8. Because of space limitations and processing costs, we do not add many gift items to our collection, including:
      - Duplicate titles
      - Previous editions
      - Material that does not support our academic mission, items in poor physical condition, and textbooks—especially those more than 1-2 years old—are rarely added.
      - Periodical runs of no fewer than ten years of titles that we do not already own in any format and only if they support the curriculum

VI. Retention, Weeding, and Withdrawal of Materials
A. Standards
   3. The weeding of the Law collection is currently limited to items that are damaged beyond repair.
   4. No current standards exist for weeding.

B. Remote Storage (Automated Storage and Retrieval System “ASRS”)
   6. The ability to send materials to remote storage as done in the past is currently under evaluation. Our policy will have to conform to the new policy whenever it becomes effective.
   7. The Library seeks to keep the most current and significant materials in the main collection for the immediate use of faculty and students. Items sent to the ASRS are those considered of high research or historical value, as well as having significant and relevance impact to the collection, but no longer of current or immediate utility.
   8. Items sent to the ASRS may also include duplicate copies.
   9. Currently, there is no policy on weeding the ASRS pertaining to this subject area.
   10. Turn-around time for any request is approximately 10 minutes.
VI. Sources of information:

1. Blackwell Collection Manager
2. YBP/GOBI3
3. NOLO
4. Choice Review slips
5. Requests from Faculty
6. General background reading
7. Suggestions from colleagues on available titles

VII. Specific Collection Guidelines

Emphasis is on the law of the United States with some Canadian and English law also being considered. Generally, monographs are not collected on the laws of a particular foreign country, but title are collect on topics with an international treatment especially if it relates to the departmental legal courses being offered or faculty research interests.

A. Tools for Purchasing:
   1. Publishers' catalogs, brochures and flyers received in the mail
   2. Hein Current Publications in Legal and Related Fields
   3. Book reviews professional literature encountered by selectors

B. Patron Requests:
   1. Requests for material made by any of our patrons shall be considered.
   2. The Bibliographer does not make purchases based solely on patron request, but will investigate and decide whether the item is appropriate for the collection.
   3. If possible (without undue difficulty), notify the patron whether the purchase is made or not, and if the patron wishes to borrow the item upon arrival, place a hold when ordering.

VIII. Detailed Subject Areas

Cases, codified laws, administrative regulations of the United State, California and surrounding states are collected. Areas of law important to the collection include: agricultural law, hospitality law, contracts, debtor-creditor, bankruptcy, trusts, tax law, insurance, liabilities, property, copyright, environmental law, torts, constitutional law and legal writing.

IV. Other Resources Available

1. Lexis-Nexis Academic
2. Shepard’s Citations
3. Findlaw http://www.findlaw.com
4. GPO Access http://www.access.gpo.gov/
7. Slip opinions of the U.S. Supreme Court http://www.supremecourt.gov
Selection Policies for Special Collections Materials

Library materials are designated Special Collections when their format, age, scarcity, or other unusual characteristics merit special handling.

The Special Collections librarian (Curator) determines what materials shall be placed in Special Collections according to the criteria below. The librarian may also confer with members of the Library faculty regarding the transfer of items already in the collection that meet these criteria and for the purchase of new materials for the collection by Bibliographers from their budget allocation. Examples of this are poetry and prose issued by small presses such as Black Sparrow Press that are purchased by the English Bibliographer and small press publications on California purchased by the Social Science Bibliographer.

Criteria for Library materials that should be designated Special Collections:

Manuscripts

a. Handwritten documents and typescripts bound between covers.
b. Letters, papers, scrolls, typescripts, and other unbound documents.

Printed Books

a. Early Imprint Books.
   • All books printed before 1800.
   • U.S.: books printed before 1830.
   • California: books printed before 1870.
   • Southern California books printed before 1900.

b. Unique or irreplaceable books.
c. Limited editions of 300 copies or less.
d. First editions of significance.
e. Materials of aesthetic importance.
g. Materials subject to damage or loss.
   • Volumes or portfolios of fine or loose plates.
   • Materials whose illustrations make them subject to mutilation or theft.
   • Materials of fragile construction.
   • Books with manuscript materials or significant original documents laid or tipped in.

Audio-Visual Material

a. Photographs.
All prints and negatives taken from 1840-1900. [see James M. Reilly’s Care and Identification of 19th Century Photographic Prints]

Prints and negatives related to an existing collection or collecting area*

b. Moving picture film and video tape.

Because of special requirements for storage and preservation these materials are not normally accepted.

c. Sound recordings.

• Phonograph disks, audiotapes, or other digital media part of an existing collection*.
• Rare early recordings on cylinders, wire, and other media. *
• Rare sound recordings of music, stage or other performances.
• Master copies of recorded interviews.

Other Materials

The categories a-d would normally be related to an existing collection area

a. Paintings and fine prints
b. Sculpture
c. Antique furniture
d. Objects d’art
e. Rare printed and manuscript map and music scores

Technical Processing

The same general principles apply to this material type as apply to the acquisitions and cataloging of all other material types. See the Technical Processing section of BOOK.

Access Policy

Special Collections materials are available for use in the Special Collections reading room, and are not circulated outside the room except for exhibitions in the Library and at other institutions, and for copying and photographing. The Exhibition Loan form must be completed and signed by the Special Collections librarian for all loans outside the Library.

Because Special Collections has a fixed stack area, any increase in the numbers of Special Collections materials beyond stack capacity must be accommodated by the automated storage and retrieval system (AS/RS). The Special Collections librarian selects all materials destined for the AS/RS.
Special Collections staff retrieves all collection materials from its stacks and storage facility for researchers to use in its reading room.

The Library has established the following collection areas for Special Collections: American literature; California and the West; children's literature; history of printing and publishing; human sexuality; music; 19th and 20th century Europe; radio and television scripts; religion; theater plays and motion pictures; United States history.

**Urban Archives Center**

**Scope**

The Urban Archives Center strives to document the emergence of Los Angeles as a major metropolitan area, the growth and development of its burgeoning suburb, the San Fernando Valley, and the history of Southern California, by collecting original research sources. Acquisitions are donated by voluntary associations, community leaders and individuals, all of whom have made important contributions to the cultural, social, and political development of Los Angeles and its outlying communities. The primary purpose of the Urban Archives Center has been to preserve and provide access to the historically significant records of labor organizations, local voluntary associations, political figures, prominent citizens, and civic leaders, that have affected governmental policy and influenced public thinking since the beginning of the late nineteenth century.

Major subjects of our holdings include: Urban Development, Education, Labor and Guild History, Journalism, Minority and Ethnic Studies, Politics and Women of Los Angeles.

**Community Involvement**

In addition to university funds and grants from the NEH and NHPRC, the Center has received local and national support from the Ahmanson Foundation, J. Paul Getty Trust, Friends of the Oviatt Library, John Randolph & Dora Haynes Foundation, Library Services Technology Act, Times-Mirror Foundation, U.S. Department of Education's Hispanic Serving Institutions Program, and our many collection donors, their families, and collection depositors. The Urban Archives Center has also benefited from generous gifts and donations from faculty, local voluntary associations and private citizens concerned with the preservation of Los Angeles's diverse history.

The Center encourages community members to suggest collections which might enhance the collecting scope of the Archives, as well as sources for financial support to continue the work of preserving Los Angeles' rich and vibrant heritage. The Archives' and Library Development staff are available to consult with community organizations, local governmental agencies interested in preserving their own history or donating funds to support our work.
**Donating Personal Papers & Institutional Records**

Archives staff will work with donors to ensure their privacy. The main purpose of the Archives, however, is to make our holdings accessible to researchers and the public. The Archives will agree to reasonable and equitable restrictions for limited periods of time.

**Restricted Access to Collections**

Sensitive files within individual collections have restrictions placed on them either due to the request of the donor or the delicate nature of the material. This is especially true for individual case files, membership lists, and diaries found within several of our collections. Notation of any restrictions placed on a collection is clearly stated in the general guide to the collections and the separate descriptive finding guides for each collection. Please inquire with Archives and Reading Room staff for use of restricted materials.

**University Archives**

The University Archives is the repository for the historical papers of the University administration, Faculty Senate, schools and departments, and student activities on campus.