

Collection Development Policy, Biology

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Collection Development Statement

Department: Biology
Drafted by: Peter Spyers-Duran
Date drafted: January 1, 2004
Revised by: Patti McCall
Date Revised: April 20, 2015

Purpose of the collection

The UCF Libraries' biology collection supports the coursework and research of students at the undergraduate and graduate levels, as well as the instruction and research activities of faculty. Users of the biology collection include students and faculty from the Biology Department as well as from departments and institutes, including: Engineering, Chemistry, Molecular Biology and Microbiology, Economics, and the Biomolecular Science Center. The collection is also used by a variety of other users in the Central Florida community.

Degree Programs:

Graduate Programs

- PhD in Biology
- Graduate Certificate in Conservation Biology
- Master of Science in Biology

Undergraduate Programs

- Bachelor of Science in Biology

The Conservation Ph.D. focuses on understanding the biological problems underlying habitat destruction, loss of biodiversity, and associated issues, along with conservation strategies to ameliorate such consequences of human intervention.

The Doctor of Philosophy in Biomolecular Sciences degree program is interdisciplinary, supported by the College of Arts and Sciences and the College of Health and Public Affairs. The four participating units include the Molecular Biology and Microbiology Department, Biology Department, Chemistry Department, and the Biomolecular Science Center. The program provides doctoral education and training at the interface between the biological and physical sciences.

The Master of Science degree in Biology is offered with the following areas of specialization: Biology, Botany, Cell Biology, Development, Genetics, Limnology, Conservation Biology, and Zoology.

The Bachelor of Science in Biology degree program provides a background in chemical, mathematical, and physical sciences, as well as broad preparation in the biological sciences.

Collection Description

The bulk of the Biology collection is housed in the UCF Library on the Orlando Campus. The UCF Libraries subscribe to the leading databases and indexes related to biology, including Biological Abstracts (Biosis), Cambridge Scientific Abstracts, MEDLINE, Science Citation Index, SciFinder Scholar, and Web of Science.

The publications of government and intergovernmental organizations contain primary data and policy information that are also very important. As a member of the Federal Depository Library Program, the UCF Libraries receive more than 60 percent of non-classified federal documents. As a depository for Florida state publications, all Florida documents issued as part of the depository program are received.

Guidelines for Collection Development

Chronology: Emphasis/restrictions

Emphasis is on current research.

Formats

All formats compatible with the libraries' infrastructure are collected. The bulk of the collection is print, however, materials in electronic format are increasingly being acquired (primarily electronic journals and databases).

Geographical: Emphasis/restrictions

No limit is placed on the geographic scope of materials.

Language: Emphasis/restrictions

Although there are no limitations as to which languages the libraries collect, the bulk of resources obtained are in English.

Publication Dates

Emphasis is placed on current materials. Retrospective purchasing will be very selective.

Collection management issues:

Replacement

Any book lost or stolen, which appears on the Missing titles list will be distributed by the Circulation Department to the library liaison, and considered for replacement. The title may be ordered directly from the Collection Development replacement budget fund at the discretion of the Head of Acquisitions and the Collection Development Librarian, if the title is essential to the collection. Outdated or superseded editions will not be reordered unless there is a specific need.

Retention/Deselection

- The decision to dispose of certain items takes into account such factors as past circulation, date of publication, nature of the material, and the judgment of interested faculty members as to the continued usefulness of the material to their subject areas.
- Outdated, unused, and unreliable materials are removed from the collection.
- Deteriorated materials can be repaired, replaced or discarded.

Periodicals or electronic resources will be weeded when:

- The libraries have only fragments of a title and the cost of filling out the run with an alternative format cannot be justified.
- A title has not been subscribed to for more than ten years and its value is not apparent.
- A title has not been currently subscribed to for at least five years and the related programs have been discontinued.
- A title has been replaced by electronic access (or a different form of electronic access) and its retention is no longer necessary or advisable.

Out of print acquisition

World Wide Web access to out-of-print dealers now often makes location of these items relatively convenient. As with other acquisitions, out-of-

print titles will be acquired if there is a clear need to have the specific item in the collection and the price is reasonable.

Preservation

- The Collection Development Librarian will consult with the Special Collections Department on all matters relating to the care, repair, and safekeeping of all circulating materials regardless of format type.
- Preservation issues of importance to the Collection Development Librarian include:
 - Collection maintenance of existing materials – rehousing, rebinding, repair, conservation, media transfer
 - Deacidification projects - selected titles, whole collections, or partial collections
 - Reformatting materials to microfilm or digital images
 - Questions related to gifts-in-kind that may require preservation attention before materials are added to the collection.