

# Collection Development Policy, English

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# Collection Development Statement

Department: English

Drafted by: Cheryl Mahan

Date last revised: January 2015, John Venecek

## COLLECTION PURPOSE

The primary purpose of the collection of English literature and language materials is to serve the learning, instructional, and research needs of the students and faculty in the English Department and all the students taking required English courses. The English degree programs include the Bachelor of Arts, Master of Arts, and Ph.D.

Faculty and students throughout the university, especially in communications, theatre, film, history, philosophy, and women's studies, use the English collections.

## GRADUATE PROGRAMS

### Masters Programs

- M.F.A in Creative Writing
- M.A. in Literary, Cultural, and Textual Studies
- M.A. in Technical Communication

### Ph.D. Program

- Texts and Technology

## UNDERGRADUATE PROGRAMS

- B.A. in Creative Writing
- B.A. in Literature
- B.A. in Technical Communication

## Minors

- Creative Writing
- Digital Humanities
- Florida Studies
- Linguistics
- Literature
- Medieval & Renaissance Studies
- Technical Communication

## COLLECTION DESCRIPTION

The English collection is large for an institution of UCF's age. It contains materials to support, not only the Department of English, but related disciplines that make heavy use of English collections including theatre, film, history, modern languages, and women's studies.

### **Monographs and Media**

The majority of the collection consists of monographic works. The preferred format is hardcover books, but we also purchase paperbacks, electronic books, and other media such as DVD, Blu Ray, and streaming video. Most of the collection falls into the P, PE, PR, PS, and parts of the PA and PN call numbers. Many books purchased to support the technical writing tracks fall into the T call number range.

### **Journals & Databases**

We have access to a large number of scholarly and creative writing journals either in print or through one of our literature-related databases. Those databases include Modern language International (MLA), Project Muse, Jstor, Essay & General Literature Index, Humanities Full Text, and others. Additionally, there are other key subject database that provide support for the English curriculum. Here's a *selective* list of key literature and related subject databases:

#### **Secondary Source Databases & Indexes**

Academic Search Premier  
Arts and Humanities Citation Index  
Children's Literature Comprehensive Database  
Dictionary of American regional English (Digital Dare)  
Dictionary of Literary Biography (DLB)  
Dissertation Abstracts  
Eric  
Essay and General Literature Index  
GenderWatch  
Humanities Full Text  
Iter: Gateway to the Middle Ages and Renaissance  
JSTOR  
Linguistics and Language Behavior Abstracts  
Literature Criticism Online  
Literature Resource Center  
MLA International  
MagillOnLiterature Plus  
OED: Oxford English Dictionary  
Project Muse  
PsycInfo

#### **Primary Source Databases**

America's Historical Imprints, which includes Early American Imprints, Shaw-Shoemaker, American pamphlets, and others.  
American Periodicals Index  
Arte Publico  
British Periodicals

Early English Books Online (EEBO)  
In the First Person  
LitFinder (essays, plays, poetry, short stories, & speeches)  
Women Writers Project (Brown University)

## COLLECTION GUIDELINES

### **Chronological Guidelines:**

No restrictions.

### **Geographical Guidelines:**

No restrictions

### **Language Guidelines:**

Most materials are in English. Some critical works in major European languages are also purchased. Some periodicals are in foreign languages, for example: *Etudes Anglaises* and *Anglia: Zeitschrift für Englische Philologie*. For more specific information, see the new Modern Languages Collection Development Statement.

### **Material Guidelines:**

The collection consists of print and electronic books, journals, databases, audio/visual material, microform, archival material, rare books and manuscripts, government documents, as well as dissertations and theses. Other formats will be added as they develop and if they meet our selection criteria. Microforms (except for journals) are rarely added now.

## SUBJECT STATEMENT

Monographic works by major authors are purchased regardless of geographic location. Works by lesser known and foreign authors are acquired more selectively, usually if they are being taught or are of research interest to a faculty member.

As the English Department course offerings become more multidisciplinary, there is an increased emphasis on cultural studies, as evidenced by a growing collection of foreign books in English translation.

Literary texts are acquired extensively, in scholarly editions and good popular editions. Textbooks are not normally collected, nor are abridgments. Anthologies prepared primarily for undergraduate textbooks are not normally acquired. Outlines like "Cliff's Notes" are rarely purchased.

Literary histories and studies of particular genres, movements and influences are collected extensively. Critical studies of individual authors and individual works are collected, including anthologies of criticism of a particular writer or a particular text.

Biographies, concordances, reference works and some bibliographies are collected extensively.

Works on the history of the English language in general, and on particular aspects, periods, and places are collected.

Dictionaries (general, historical, etymological, of particular periods and of particular topics) are acquired selectively.

Studies of dialects, both British and American, and studies of the English language in other parts of the world, are acquired selectively. Linguistic atlases and examples of the language at particular times and in particular places are collected, together with works on both the spoken and the written language, including colloquial language, jargon and slang.

Classical studies are taught primarily in the Department of Philosophy and Humanities. However, some classical language and literature books are collected through English Department requests. English translations and especially bilingual editions are the norm.

Some popular literature, such as mysteries, westerns, science fiction and fantasy are collected very selectively. A small collection of American best sellers is available as part of our "browsing collection" but not actively for the general collection.

Only classic juvenile works are purchased though critical and biographical works relating to juvenile literature are acquired. The Curriculum Materials Center houses most children's' literature.

## COLLECTION MANAGEMENT ISSUES

- **Replacement**

- Any book lost or stolen, which appears on the Missing titles sheets distributed by the Circulation Department to the library liaison, will be 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 for Finance 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 no longer reliable 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, which do not justify the cost of filling out the run with an alternative format.
- 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**

- 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 library 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