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## Collection Development Policy, History

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More details are covered by [Collection Policies for the UCF Libraries](#)  
University of Central Florida Libraries <http://library.ucf.edu>

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## HISTORY COLLECTION DEVELOPMENT STATEMENT

**Subject Librarian: Richard H. Harrison II**

**Date: April 2015**

### **Collection Purpose**

The History collection supports the instructional and research needs of undergraduate and graduate students as well as the research endeavors of the faculty. The broad application of historical studies to other disciplines, however, insures a wide use of the collection by those other than historians. Individuals in African-American Studies, Asian Studies, Judaic Studies, Legal Studies, Middle East Studies, Political Science, and Women's Studies will have a particular interest in the history collection. Also, the Department of History is a participant in the interdisciplinary programs of American Studies, Canadian and Commonwealth Area Studies, Russian Area Studies, and Latin American and Iberian Area Studies which means an even broader use of the basic collection. The use of the Libraries' resources by the general public as well as by students and faculty of other state universities and local colleges merits some consideration but is definitely not a strong factor in collection decisions.

The Department of History offers the following degrees and minors:

#### ***Graduate Programs***

M.A.: History

M.A.: Public History

#### ***Undergraduate Programs***

B.A., Minor: History

B.A./M.A.: History Accelerated

### **Collection Description**

The historical resources at UCF Libraries are diverse and encompass a wide range of classes. Historians will find the basic collection classified in C-CB (History of Civilization), D-DX (General and Old World History), and E and F (History of the Americas). Equally important, however, are the materials in the following sections: BX (Church History), CC (Archaeology), CT (Biography), HC-HD (Economic History), HN (Social History), JF-JQ (Political Institutions), JN (Constitutional History), JV (Colonies and Colonization), K (Law), U (Military History), and V (Naval History).

Users of the collection have access to a large number of online primary resources which apply to the study of history. Of particular note are the *American Periodicals Series Online: 1740-1940*, *American State Papers: 1789-1838*, *British Periodicals Online: 1740-1912*, *Early American Imprints: Series I And II*, *Early English Books Online (EEBO)*, *HarpWeek: The Civil War Era Reconstruction I & II 1857-1912*, *Historic Documents Series*, *Indigenous Peoples: North America, Eighteenth Century Collection Online (ECCO)*, the *Nineteenth Century Collection Online (NCCO)*, *Sabin Americana: 1500-1926*, and the *Vogue Archive*. UCF also has a solid core of materials on the American Indians as well as Jewish History and the Holocaust.

Although outside the scope of this collection policy, the government documents collection (federal and state) at the Library offers a tremendous number of materials for the use of historians, especially in the important area of primary documents (hearings, state papers, etc.). Closely related

to the documents collection but classified in the E and F sections are such microform resources as *Papers of the Continental Congress, 1774-1789*, *Journals of the House of Burgesses, 1619-1776*, *Gerritsen Collection of Women's History*, and *FBI File on the House Committee on Un-American Activities*.

Among the major journal databases that support History are *America: History and Life*, *Historical Abstracts*, *JSTOR*, *Project MUSE*, and *Iter: Gateway to the Middle Ages and Renaissance*.

## **Collection Guidelines**

### ***Chronology: Emphasis/Restrictions***

See "Publication Dates" section below.

### ***Languages: Emphasis/Restrictions***

English is the language of first choice. However, historians need to have access to materials, especially primary documents, from various geographic regions and chronological periods; and, thus, there is no limitation on the acquisition of materials in other languages. The Department of History's participation in such programs as Asian Studies and Latin American and Iberian Area Studies means the inclusion of virtually all languages in the collection.

### ***Geography: Emphasis/Restrictions***

All publishers, regardless of nationality, as well as studies of any geographical area are acceptable for the collection.

### ***Subject Treatment***

All historical subject matter is acceptable for the collection with an emphasis placed on those areas of history in which the students and faculty at the University of Central Florida are actively engaged in research.

### ***Material Formats: Emphasis/Restrictions***

The resources in History include monographs of a research level, biographies, essays, conference and society proceedings, multi-volume sources, series publications, and appropriate journals. Primary materials are particularly important for the history collection and receive special emphasis. Textbooks for current courses generally are not purchased. Reference materials receive careful consideration as possible resources for the collection. All potential purchases are subject to an evaluation based on content, applicability to UCF's instructional needs, faculty recommendation, favorable review in scholarly publications, and budgetary constraints.

The history collection includes resources in all formats.

### ***Publication Dates***

Current publications (within the past five years) receive first priority. The acquisition of retrospective materials depends on the actual availability of the resource, its scholarly content (reviews, bibliographies, recommendations of the faculty), and budgetary

constraints. Duplicate copies of monographs are not recommended. Collecting previous editions of books is discouraged unless significant historical value is attached.

### ***Subjects Collected and Collecting Levels***

Key: 0= Libraries do not collect; 1= Minimal level; 2=Basic information level;  
3=Instructional support level; 4=Research level; 5=Comprehensive

<b>Library of Congress Classification and Subject</b>	<b>Existing Level</b>	<b>Desired Level</b>
C: Auxiliary Sciences of History, General	2	2
CB: History of Civilization and Cultures	3	4
D 1-900: History, General	3	4
D 901-2009: History of Europe, General	2	4
DA: Great Britain	2	4
DAW 1001-1051: Central Europe	2	3
DB: Austria/Hungary	3	3
DC: France	3	4
DD: Germany	3	4
DE: Mediterranean, Greco-Roman	3	3
DF: Greece	3	3
DG: Italy	3	3
DH: Netherlands and Belgium	2	2
DJ: Netherlands/Holland	2	2
DJK: Eastern Europe	4	4
DK: Russia, USSR	3	4
DL: Northern Europe, Scandinavia	3	3
DP 1-500: Spain	3	4
DP 501-900: Portugal	3	3
DQ: Switzerland	2	2
DR: Eastern Europe, Balkans	3	4
DS 1-40: Asia	3	3
DS 41-329: Southwestern Asia, Ancient Orient	3	3
DS 330-500: Southern Asia, Indian Ocean	3	3
DS 501-937: Eastern Asia, Southeastern Asia, Far East	3	3
DT 1-39: Africa	3	3
DT 43-159.9: Egypt and Sudan	3	3
DT 160-177: North Africa	3	3
DT 179.2-179.9: Northwest Africa	0	3
DT 181-346: Barbary States	3	3
DT 348-363.3: Central Sub-Saharan Africa	3	3
DT 365-469: Eastern Africa	3	3
DT 470-671: Western Africa	3	3

<b>Library of Congress Classification and Subject</b>	<b>Existing Level</b>	<b>Desired Level</b>
DT 1001-3415: Southern Africa	3	3
DU: Oceania/South Seas	3	3
DX: Gypsies	2	2
E 1-139: History of Americas General, Indians	4	5
E 140-200: U.S. Colonial	4	5
E 201-299: U.S. Revolutionary Period	4	5
E 301-440: U.S. 1790-1855	4	5
E 441-655: U.S. Slavery and Civil War	4	5
E 656-875: U.S. Since the Civil War	4	5
E 876-884: U.S. Since 1981	4	5
F 1-205: State and Local History New England	4	4
F 206-475: State and Local History South	4	5
F 476-705: State and Local History Midwest	4	4
F 721-854: State and Local History West	4	4
F 856-975: State and Local History Pacific Coast	4	4
F 100-1170: British America and Canada	4	4
F 1201-1392: Mexico	4	5
F 1401-1577: Latin America and Spanish America	3	5
F 1421-1577: Central America	4	5
F 1601-2151: West Indies	3	3
F 2155-2191: Caribbean Area	3	4
F 2201-3799: South America	4	5
FC: Canada	1	3

### ***Subjects Excluded***

All historical subject matter is acceptable for the collection with an emphasis placed on those areas of history in which the students and faculty are actively engaged in research.

### ***Cooperative Arrangements and Related Collections***

The UCF Libraries have resource sharing agreements with several state, regional, and national consortia: the Florida Virtual Campus (FLVC), the Association of Southeastern Research Libraries (ASERL), and the Center for Research Libraries (CRL). The primary resource sharing service is Interlibrary Loan.

## **Collection Management Issues**

### ***Replacement***

Any book lost or stolen 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 Collection Management 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 completing 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; or a title has been replaced by 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 Subject Librarian will consult with Technical Services on all matters relating to the care, repair, and safekeeping of all circulating library materials regardless of format type. Preservation issues of importance include maintaining existing materials (e.g., rehousing, rebinding, repair, conservation, media transfer); deacidification of selected titles, whole collections, or partial collections; reformatting materials to microfilm or digital images; and questions related to gifts-in-kind that may require preservation attention before materials are added to the collection.