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Libraries' Documents

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## Collection Development Policy, Statistics

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# Collection Development Statement

Department: Statistics  
Drafted by: Hal Mendelsohn  
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Revised by: Patti McCall

## COLLECTION PURPOSE

The primary purpose of the collection for the Department of Statistics is to serve the learning, instructional, and research needs of students and faculty. The educational programs for Statistics and Actuarial Science programs allow students to obtain either a Bachelor or Master Science degree.

## DEGREE PROGRAMS

- Bachelor of Science in Statistics
- Master of Science in Statistics Data Mining Track
- Master of Science Statistical Computing
- Data Mining Certificate

## Collection description

The monographs for Statistics and Data Mining and materials can be found under many other sub areas such as engineering, artificial intelligence, computer science, data processing, accounting, medicine, and mathematics.

A good portion of monographs found in (the Department of) Statistics' section would be considered textbooks. The library does not make it a policy to purchase textbooks, but if there is a book published which meets the needs of the department, it will be purchased. Many of the monographs purchased for Statistical education at UCF are published from university presses.

## Collection guidelines

- **Chronology: Emphasis/restrictions**

The collection at UCF in the areas of (the Department of) Statistics, Actuarial Science, and Data Mining, reflect the most current information available. There are no restrictions placed on the selection of materials, but the emphasis is for currency rather than historical materials. The library does seek historical materials to show and explain the foundation of the Statistics, Actuarial Science, and Data Mining.

- **Languages: Emphasis/restrictions**

The preponderance of monographs for library materials focusing on (the Department of) Statistics, Actuarial Science and Data Mining are written in the English language. Also,

there are a number of materials written in Chinese, French, German, Russian, and Spanish.

- **Geography: Emphasis/restrictions**

A central point in the study of (Department of) Statistics, Actuarial Science and Data Mining is understanding and using formulas. Since formula computation and conversion crosses all geographic bounds, UCF does not restrict the purchase of materials based on geographic location. Finding solutions to problems using formulas would be similarly calculated from one country to another. Therefore it would be unwise to restrict the purchase of books based on its country of origin.

- **Material formats: Emphasis/restrictions**

The library's collection currently consists of print journals and books, electronic databases, video and audio recordings, microfilm, photographs, archival materials, rare books and manuscripts, government publications and dissertations and theses. Other formats will be added as they are developed and to the extent that they meet the various selection criteria.

- **Publication dates**

There is not restriction on date of material purchased. Currently published books are added as is retrospective materials.

- **Collecting levels**

### **Collection management issues:**

- **Replacement**

Any book lost or stolen, which appears on the Aleph Lost Book Report 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 library liaison for Education 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 library has only fragments of titles that do not justify the cost of filling out the run with an alternative format.
    - A title has not been currently subscribed to for more than ten years and its value is unapparent.
    - 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 Library Liaison will consult with the Preservation 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 library liaison 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