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Libraries' Documents

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## Collection Development Policy, Anthropology

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# Collection Development Statement

Department: Anthropology  
Drafted by: Rachel Mulvihill  
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## Purpose of the collection

The UCF Libraries' anthropology collection supports the coursework and research activities of students at the undergraduate and graduate levels, as well as the instruction and research activities of faculty. Users of the anthropology collection include students and faculty from the Anthropology Department as well as from departments such as: Sociology, Criminal Justice, Psychology, and Women' Studies. The collection is also utilized by a variety of other users in the Central Florida community.

## Degree Programs:

### Graduate Programs

Master of Arts in Anthropology  
Graduate Certificate in Maya Studies

### Undergraduate Programs

Bachelor of Arts in Anthropology  
Minor in Anthropology  
Minor in Anthropology in Multicultural Studies  
Minor in Medical Anthropology  
Minor in North American Indian Studies  
Certificate in Human Biology  
Certificate in Native American Studies  
Anticipated Certificate in Anthropology of Global Health – Fall 2015

The Department of Anthropology graduate program is conceptually four-field with faculty strengths in archaeology, cultural anthropology, and physical anthropology. The Maya Studies Certificate focuses on the ancient and contemporary peoples of Mexico, Guatemala, and Belize.

The Department of Anthropology undergraduate curriculum emphasizes a broad holistic understanding of humans and the human condition, both past and present. Students study all subfields of Anthropology: Archaeology, Cultural Anthropology, Linguistics, and Physical Anthropology. Focal areas for the department are people and cultures of the new world, archaeology and forensics, cultural competency, and medical anthropology.

## Collection Description

### Monographs

The bulk of the anthropology collection is housed in the UCF Library on the Orlando Campus in the Library of Congress Classifications CC (Archaeology), GN

(Anthropology), GR (Folklore), and GT (Manners and Customs). Of special interest are works on the Maya people and culture

### **Journals and Databases**

The UCF Libraries subscribe to many scholarly journals either in print or through a number of online databases. Core Anthropology journals held include *American Anthropologist*, *American Antiquity*, *American Ethnologist*, *American Journal of Archaeology*, *Annual Review of Anthropology*, *Antiquity*, *Archaeology*, *Current Anthropology*, *Florida Anthropologist*, *The Journal of Anthropological Archaeology*, *The Journal of Anthropological Research*, *The Journal of Field Archaeology*, *The Journal of the Royal Anthropological Institute*, and *World Archaeology*.

The major databases that support Anthropology are: *AnthroSource*, *eHRAF World Cultures*, *eHRAF Archaeology*, *Anthropology Plus*, *Academic Search Premier*, *GenderWatch*, *Indigenous Peoples: North America*, *Linguistics and Language Behavior Abstracts*, *PsycINFO*, *SAGE Full-Text Collections*, *Sociological Abstracts*, *Social Science Citation Index*, *JSTOR* and *Criminal Justice Periodical Index*.

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, issued Florida documents are received by the UCF Libraries.

### **Guidelines for Collection Development**

#### **Chronology: Emphasis/restrictions**

There is no restriction on date of materials purchased. Currently published materials are added in addition to retrospective materials.

#### **Formats**

The Libraries' collections currently consist of print journals and books, ebooks, electronic journals and databases, video and audio recordings, microform, 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. Because the B.A. in Anthropology can be completed entirely online, attempts are made to acquire basic level books in ebook format when available.

#### **Geographical: Emphasis/restrictions**

No limit is placed on the geographic scope of materials. There is some emphasis on the new world, especially South America and Latin America.

### Language: Emphasis/restrictions

Although there are no limitations as to which languages the libraries collect, the bulk of resources obtained are in English. There is some collection of Spanish language materials.

### Publication Dates

Emphasis is placed on current materials. Retrospective purchasing is selective.

### 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

Subject	Range	Existing Level	Desired Level
Archaeology	CC	3	4
Anthropogeography (cultural ecology)	GF	3	3
Anthropology	GN 1-296	3	4
Ethnology and ethnography	GN 301-686	2	4
Prehistoric archaeology	GN 700-890	1	3
Folklore	GR	2	2
Manners and customs	GT	2	3

### Subjects excluded

None. However, popular works in Manners and customs are rarely selected. Popular content works in Anthropology and Folklore are generally excluded as well.

### 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.

The anthropology collection is supplemented by materials in the following related disciplines: Geography, History, Linguistics, Religious studies, Ethnomusicology, Sociology, and Women's Studies. Special Collections in the UCF Library houses the Bryant West Indies collection, several Florida collections (Floridiana and the Thomas and Georgine Mickler collection), and several local history collections such as the Central Florida Folklife Materials collection.

Anthropological works on ethnic groups throughout the world (D-DX, E, F) are acquired by the History Collection Development Librarian. Medical anthropology and social medicine works are selected by the Collection Development Librarian for the Health Sciences. Works on biological

anthropology, human evolution and physical anthropology are selected by the Biology Collection Development Librarian. Materials on anthropological linguistics (P) and languages of the Americas (PM) are acquired by the English Collection Development Librarian. Anthropology of religion is selected by Philosophy/Religion Collection Librarian.

## **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 Sociology 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 that 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