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Libraries' Documents

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## Collection Development Policy, Criminal Justice

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# COLLECTION DEVELOPMENT STATEMENT

Department: Criminal Justice  
Drafted by: Meredith Semones  
Revised by: Linda K. Colding  
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## COLLECTION PURPOSE:

The collection supports the instructional and research needs of undergraduate and graduate students as well as the research endeavors of the faculty. Users of the criminal justice collection include students and faculty from the Department of Criminal Justice as well as from additional departments including Public Administration, Public Affairs, Psychology, Sociology, Political Science, and Legal Studies. The broad application of criminal justice to other disciplines insures a wide use of the collection by those outside the discipline. The utilization of the Library's resources by the general public as well as by students and faculty of other state universities and local colleges merits some consideration but is not a strong factor in collection decisions.

## DEGREE AND CERTIFICATE PROGRAMS:

### Doctoral

Programs:

Ph.D. in Criminal Justice (beginning Fall 2015)  
Public Affairs Ph.D. (Criminal Justice track)

### Graduate

Programs: Master of Science in Criminal Justice

Certificate Programs: Corrections Leadership  
Crime Analysis  
Juvenile Justice Leadership  
Police Leadership

### Undergraduate

Programs: Bachelor of Arts in Criminal Justice  
Bachelor of Science in Criminal Justice

Minor: Criminal Justice

Certificate Programs: Crime Analysis and Crime Mapping  
Criminal Profiling  
Security Management  
Crime Scene Investigation  
Victim Advocacy

The Ph.D. in Criminal Justice program, beginning in Fall 2015, is composed of a substantive core focused on criminal justice theory and institutions; a research methods core that prepares social scientists in the scientific method and social-science statistics; and a selection of substantive criminal justice specializations (policing, corrections or juvenile justice). The program focuses on criminal justice and takes advantage of the city of Orlando and surrounding cities and counties to examine criminal justice issues at multiple angles and levels.

The graduate program offers two tracks. The Professional Track emphasizes criminal research, theory, policy and organizational administration and is designed to prepare future leaders to be consumers of research and to be able to summarize and present organizational information. The Research Track emphasizes criminal justice theory, research and policy and is designed to emphasize research activity and independent inquiry, while simultaneously providing fundamental course work. This program is recommended for students seeking an interim degree before pursuing a doctorate. During the 2013 – 2014 academic year, 95 Master degrees were awarded.

Criminal Justice is a problem-based field of study that focuses on the nature of crime and crime control agencies in a democratic society. The undergraduate program is designed to provide students with a broad understanding of crime and society's control mechanisms as well as prepare them for professional careers in criminal justice and related agencies. The program offers three areas of concentration: law enforcement, corrections, and justice administration. During the 2013 – 2014 academic year, 473 Bachelor degrees were awarded.

The majority of courses are offered by the Department of Criminal Justice are held at the University of Central Florida (UCF) Orlando campus and online. A few courses were available at the UCF Regional campuses such as Valencia West, Cocoa and Daytona Beach.

## **COLLECTION DESCRIPTION**

The bulk of the criminal justice collection is housed in the John C. Hitt Library on the Orlando campus. However, some works are housed at the UCF Regional campuses. Over the years, the library has reduced the number of print indexes. The majority of indexing resources are online, full-text databases including: Academic Search Premier, Criminal Justice Abstracts, Criminal Justice Collection, Criminal Justice Periodicals Index, National Criminal Justice Reference Service Abstracts, National Criminal Justice Reference Service, and SAGE Premier.

Government publications contain primary data and policy information that are also important to the study of criminal justice. As a member of the Federal Depository Library Program, the UCF Libraries receive more than 94 percent of non-classified federal documents. In addition to federal government publications, as a depository for Florida state publications, issued Florida documents are received by the UCF Libraries.

## **GUIDELINES**

### **Chronology**

Although no limits are placed according to dates, emphasis is placed on the 20<sup>th</sup> and 21<sup>st</sup> centuries. However, in support of criminal justice history and philosophy, other time periods are represented.

### **Language**

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

### **Geographical**

No limit is placed on the geographic scope of materials.

### **Subject Treatment**

All criminal justice subject matter is acceptable for the collection with an emphasis placed on those areas in which faculty and students at UCF are actively engaged in research. These areas include, but are not limited to, criminology, criminal psychology, criminal profiling, forensic science, security management, victimology, police administration, penology, and crime analysis/mapping.

### **Formats**

The Libraries' collections currently consist of print and electronic books and journals, electronic 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.

### **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 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 Criminal Justice 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 should be 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**

Online 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 Criminal Justice 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