
Libraries' Documents

4-16-2015

Collection Development Policy, Education

Terrie Sypolt
Terrie.Sypolt@ucf.edu

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

This Policies is brought to you for free and open access by STARS. It has been accepted for inclusion in Libraries' Documents by an authorized administrator of STARS. For more information, please contact STARS@ucf.edu.

Recommended Citation

Sypolt, Terrie, "Collection Development Policy, Education" (2015). *Libraries' Documents*. 18.
<https://stars.library.ucf.edu/lib-docs/18>

Collection Development Statement

Department: Education
Drafted by: Terrie K. Sypolt, Education Subject Librarian
Date drafted: November 4, 2010
Date revised: April 16, 2015

Collection purpose

The primary purpose of the collection of education materials is to serve the learning, instructional, and research needs of the students and faculty in the College of Education. These programs include all levels of study from the B.S. through the Ed.D./ Ph.D. degrees. The College of Education has been organized into a School of Teaching Learning and Leadership, and two departments: Child, Family and Community Sciences and Educational and Human Services. Graduate Studies and Research are now in Educational and Human Services. Programs offered include:

GRADUATE PROGRAMS

- Applied Learning and Instruction, M.A.
- Career and Technical Education, M.A.
- Counselor Education, M.A., M.Ed. (Also see Marriage and Family Therapy M.A. below)
 - Marriage, Couple, and Family Therapy, M.A.
 - Mental Health Counseling, M.A.
 - School Counseling, Ed.S.
 - School Counseling Track, M.A., M.Ed.
- Early Childhood Development and Education, M.S.
- Education, Ed.D.
- Education, Ed.S. Master's + 30 track
- Education, PhD.
 - Communication Sciences and Disorders Track
 - Counselor Education Track
 - Early Childhood tRACK
 - Elementary Education Track
 - Exceptional Education Track
 - Exercise Physiology Track
 - Higher Education & Policy Studies Track
 - Instructional Technology Track
 - Mathematics Education Track
 - Methodology, Measurement and Analysis Track
 - Reading Education Track
 - Science Education Track
 - Social Science Education Track
 - Teaching English to Speakers of Other Languages (TESOL)

- **Educational Leadership Ed.D.**
 - Executive Track
 - Higher Education Track
- **Educational Leadership, Ed.S.**
- **Educational Leadership M.A.**
 - Higher Education/Community College Education Track
 - Higher Education/Student Personnel Track
- **Educational Leadership, M.Ed.**
- **Elementary Education, M.A.**
- **Elementary Education, M.Ed.**
- **Exceptional Student Education K-12, M.A.**
- **Exceptional Student Education, M.Ed.**
- **Instructional Design and Technology, MA**
 - Instructional Systems Track
 - Educational Technology Track
 - E-Learning Track
- **K-8 Mathematics and Science Education, M.Ed.**
- **Reading Education, M.Ed.**
- **School Psychology Ed.S.**
- **Sport and Exercise Science, M.S.**
 - Applied Exercise Physiology Track
 - Coaching Track
 - Sport Nutrition Track
 - Sport Leadership and Coaching Track
- **Teacher Education, MAT**
 - Art Education, MAT Track
 - English Language Arts Education with ESOL Endorsement, MAT Track
 - Mathematics Education, MAT Track
 - Middle School Mathematics, MAT Track
 - Middle School Science Education
 - Science Education-Biology, MAT Track
 - Science Education-Chemistry, MAT Track
 - Science Education-Physics, MAT Track
 - Social Science Education, MAT Track
- **Teacher Leadership, M.Ed.**
 - Art Education, M.Ed.Track
 - Curriculum Leadership, M.Ed. Track
 - Educational Technology, M.Ed. Track
 - English Language Arts Education, M.Ed. Track
 - Gifted Education, MEd. Track
 - Global, International and Comparative Education, M.Ed. Track
 - Intervention Specialist Track
 - Mathematics Education, M.Ed. Track

- Science Education, M.Ed. Track
- Social Science Education, M.Ed. Track

UNDERGRADUATE PROGRAMS

- Art Education, B.S.
- Early Childhood Development and Education, B.S.
 - A.S. to B.S. Early Childhood Careers Track
 - Early Childhood Development Track
 - Education: Pre-Kindergarten – Primary (PK-3) Track
- Elementary Education, B.S.
- English Language Arts Education, B.S.
- Mathematics Education, B.S.
- Science Education, BS
 - Chemistry Track
 - Physics Track
 - Biology Track
- Social Science Education, B.S.
- Sport and Exercise Science, B.S.
- Technical Education and Industry Training, B.S. 
- World Languages Education, BS
 - French Track
 - Spanish Track

CERTIFICATE PROGRAMS

Autism Spectrum Disorders

Community College Education

E-Learning Professional Development

Gifted Education

Global, International, and Comparative Education

Initial Teacher Preparation

Instructional Design for Simulations

Instructional Education Technology

Intervention Specialist

K-8 Mathematics and Science Education

Marriage, Couple, and Family Therapy Certificate

Play Therapy

Pre-K Disabilities Certificate

Reading Education

Severe or Profound Disabilities

Social Science Education

Special Education

World Languages Education—English for Speakers of Other Languages (ESOL)

World Languages Education—Languages Other Than English (LOTE)

Many departments share specific interests with those in the College of Education, e.g., philosophy (physiology of education), psychology (educational psychology), sociology (sociology of education), social work (vocational rehabilitation), Human Ecology (pre-school education), the various language departments (teaching of English and foreign languages). Further, certain educational programs which are specializations within their own departments, notably music education, art education, drama education, and human ecology education are treated in this statement. The secondary purpose of the education collection is to support the teaching and research needs of faculty and students in other departments whose programs include particular aspects of education.

Users other than UCF education students and faculty include Florida teachers, and UCF psychology, social work, sociology, simulation and training, and industrial engineering students and faculty as well as a variety of other users in the Central Florida community.

Collection description

The size of the collection is modest and includes about 30,000 titles in the L call numbers. Additional titles are found throughout the collection. The core of the collection dates from the 1960s with information gaps of material published in the 1970s. Undergraduate students are served to a greater extent than graduate students. Master's students are served to a greater extent than doctoral students. Faculty and doctoral students are served at the same level.

Library user needs focus on K-12 topics more than on training and development. Community colleges, higher education, sports and exercise science, and educational technology are being developed to support fairly new programs. Of special interest are materials about educational leadership, curriculum and instruction, counseling, exceptional education, multicultural education, cooperative/collaborative learning, student portfolios, and public school choice.

Benchmarks were established in 2013 for each of the educational programs and are available upon request. For each program, relevant databases, key journals, reference materials, and a subject analysis were completed.

Collection guidelines

- **Chronology: Emphasis/restrictions**

Although there are no limits placed on the field, emphasis is on the 20th and 21st centuries. However, to support history and philosophy of education, other time periods are represented.

- **Languages: Emphasis/restrictions**

English is the primary language of the collection. Translations are acquired more selectively. Works on counseling, educational psychology, educational theory, educational philosophy and comparative education are collected very selectively in western European languages and only when translations are not available. Foreign language publications are generally not acquired.

- **Geography: Emphasis/restrictions**

Materials are purchased from the United States, England, Canada and Australia. Emphasis in the collection is on American educational practice and theory, and the U.S. school systems. Recently interest and curricula has been developed for community colleges and universities. Materials on broader topics, (generally history of British theory and practice and broader social aspects of education in Britain) are collected. Special topics such as histories of popular schools, teaching of particular subjects in British schools and British professional exams are not collected.

Materials about histories of education as well as present practices in other European countries, Asia, Latin America, and Africa are collected selectively. Preference is given to materials in particular countries that provide comparative information about educational systems of various countries.

- **Subject treatment**

History of educational development in all its aspects will be collected on a broad basis; biographies of educational leaders will be collected selectively. Works on the legal aspects of education are extremely useful for research on education administration, especially those studies dealing with school finance, busing, integration, or federal aid to education. Medical treatments are important in the physiological aspects of educational psychology and physical and health education, as well as in special education. Research methodology, including the use of computer techniques, is a strong collection interest.

Lower-division college textbooks on education ordinarily will not be purchased. Exceptions are made for textbooks of exceptional quality or for those which are written by authors such as Sidney Hook or Richard A. Schmuck, whose works are collected comprehensively. Upper-division textbooks will be purchased as sources of information and as examples of teacher training materials. Elementary and secondary textbooks, particularly state-adopted textbooks, are acquired for the CMC, which is designed to support the College of Education's teacher training programs. The Education Collection additionally draws on resources that support pedagogical theory and method for the various academic disciplines.

Popular treatments are acquired selectively and related primarily to education in the social context: e.g., contemporary student movements, current educational experiments, accounts of teaching experiences in ghetto schools. Juvenile literature is purchased by the CMC and housed there. See the CMC collection development policy for further details.

Sports books are sent on approval for K-12 and college sports only.

Educational psychology materials, especially those dealing with school psychology, are also acquired as part of the education collection. Histories of schools and of universities are acquired selectively. Textbooks are acquired rarely and only when appropriate for upper division or graduate studies.

- **Material formats: Emphasis/restrictions**

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

The ERIC microfiche collection (housed on the 3rd floor of the main library, provides a great part of the coverage of fugitive publications. Government documents, most of which are acquired through depository arrangement or standing orders and many of which are available electronically, are important resources in the field of education.

- **Publication dates**

Emphasis is on current materials. Retrospective purchasing will be very 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
---------	-------	----------------	---------------

Subject	Range	Existing Level	Desired Level
Education (General)	L (all)	3	3
History of Education	LA (all)	3	3
Theory and Practice of Education (General)	LB 5-1050.7	3	3
Educational Psychology	LB 1050.9-1091	4.5	4.6
Child Study	LB 1101-1139	3	3
Early childhood education	LB 1139.2-1139.5	4	4
Pre-school - 12	LB 1140-1695; LB 1140-1140.5 Preschool education; LB1141 –1489, Kindergarten; LB1501-1549, Primary education; LB1555-1602, Elementary or public school education; LB 1603-1696.6, Secondary education, High schools	4	4
Education and Training of Teachers	LB 1705-2286; LB1733 - 1775.5, Early Childhood teachers	3	4
Higher Education	LB 2300-2430; LB 2326.4-2330, Institutions; LB 2328, Community colleges; LB 2331.7-2335.8, Teaching personnel; LB 2337-2340.5 Student financial aid; ; LB 2340.8, Supervision & administration; LB 2341.92-2341.95, Business	3.5	4

Subject	Range	Existing Level	Desired Level
	management; LB 2341.98-2342.4, Finance, income, expenditure; LB 2342.8-2342.85, Public relations; LB 2351-2357, Admissions & entrance requirements; LB 2361-2365, Curriculum; LB 2371, Graduate education		
Consulting, Administration, Organization	LB 2799-3095; LB 2801-3095, School administration & organization; LB 2381.6-2831.99, Administrative personnel; LB 2832-2844.1, Teaching personnel; LB 3011-3095, School management & discipline	4	4
School Buildings, Equipment, Health, Special Days, Student Life	LB 3201-3640	2	2
Special Aspects of Education	LC (all); LC 1099, Multicultural education; LC3707-3715, Bilingual education; LC3725, Bilingual education in elementary schools/public education See also K for educational law, HV for	4	4

Subject	Range	Existing Level	Desired Level
	handicapped children, and RC for mental disorders		
Education: Institutions; United States	LD (all)	4	3
Education: Institutions; America (Except US)	LE (all)	0	0
Education: Institutions; Europe	LF (all)	0	0
Education: Institutions; Asia, Africa, Oceania	LG (all)	0	0
College & School Magazines and Papers	LH (all)	0	0
Student Fraternities and Societies	LJ (all)	0	0
Textbooks	LT (all)	0	0
Any other	L-LZ (varies)	0	0
Psychology;	BF 1-1000 includes psychological tests, human behavior, motivation, cognition, intelligence tests, thought, personality, interpersonal relations, sex psychology, developmental psychology, infant and child psychology, temperament, character	4	4
Geography (includes some sport tourism)	G 1-922	3	Geography (includes some sport tourism)
Recreation (includes sport tourism)	GV 1-200	3	3
Physical training (includes personal fitness centers, coaching, exercise)	GV 201-555	3	3
Sports (includes baseball,	GV557-1198	3	3

Subject	Range	Existing Level	Desired Level
basketball, cycling, football, golf, track and field, volleyball, aquatics and sports administration)			
Games and Amusements	GV 1199-1570	2	2
Dancing	GV 1580-1799	2	2
Circuses; Carvinals	GV 1800-1860	0	0
Any other	G-GV	0	0
Economic theory	HB includes HB 849 Population psychology	3	4
Office organization/Management	HF5546-5549 includes industrial management and personnel management	3	4
Sociology	HM includes: HM 251-299 social psychology	3	4
Family. Marriage. Home	HQ 503-1058 includes HQ 767.8-792 Child development (sociological aspects; HQ 772 Child psychiatry	4	4
Sex Role. Men	HQ1075-1090 includes: HQ 1075 sex role	2	2
Women. Feminism. Life skills. Life styles	HQ 1101-2044 includes: HQ 1206 Women-- Psychology	4	4
Social work	HV 1-4955 includes HV 851-861 Day care centers	3 (Daycare Centers)	3 (Daycare Centers)
Human Anatomy	QM	3	3
Physiology (Nutrition	QP1-348	4	4

Subject	Range	Existing Level	Desired Level
Physiology & Exercise Physiology)			
Public health (Personal health & exercise)	RA 421-790	3	3
Psychiatry. Psychopathology	RC 435- 576 includes RC 489 Behavior therapy	4	4
Sports Medicine (includes biomechanics)	RC 955-1245	2	2
Surgery (Sports injuries only)	RD 97	2	2
Pediatrics	RJ includes RJ 61 Infant Popular care, RJ 101-103 Infant care; RJ 131-137 Child development, pediatrics; RJ 499-507 Mental disorders— Children and child psychology	3	3
Therapeutics/Pharmacology (Exercise therapy and rehabilitation)	RM	2	2
Libraries Library Science	Z662-1000 includes Z 675-718 School libraries, elementary school libraries, middle school libraries, Instructional Materials Centers, and Media Programs (education)	2	2

Subjects excluded

None.

Cooperative arrangements and related collections

The education collection is supplemented by materials in the Curriculum Materials Center. The College of Education houses the Curriculum Materials Center on the first floor of the Education Building. It provides representative K-12 materials for preview, review, analysis and circulation to current students and faculty of the College of Education. Included are picture books, a professional collection, sample textbooks Florida schools are using, and Kappa Delta Pi books. Educational and psychological tests are acquired on a regular basis for the Curriculum Materials Center. See separate policy.

The UCF Cocoa/Palm Bay, South Lake, Daytona Beach, Sanford/Lake Mary, Ocala, and Osceola/West Orlando campuses purchase education materials for their respective collections that include education materials.

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 Education if the title is essential to the collection. Outdated or superseded editions will not be reordered unless there is a specific need.

- **Retention/De-selection**

- 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 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**

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 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