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Collection Development Policy, Latin American Studies

John Venecek
john.venecek@ucf.edu

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Collection Development Statement

Department: Latin American Studies
Drafted by: John Venecek
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COLLECTION PURPOSE

The primary purpose of this collection is to serve the instructional and research needs of faculty and students in The Latin American Studies Program. The Latin American, Caribbean and Latino Studies (LACLS) Program was re-launched in the fall of 2004. At the time, the program's focus was expanded beyond Latin America and the Caribbean to include course offerings on the Latino/Hispanic populations of the United States. Although its name has now been shortened to Latin American Studies, it still has a strong emphasis on community education and involvement, which we demonstrate through frequent newspaper and television communications, as well as by hosting timely public events. The program also offers a variety of courses on Latin America, the Caribbean and Latinos in the United States.

Faculty who teach courses related to this program come from a variety of different departments and teach courses that are generally considered interdisciplinary. The program also puts out a peer reviewed journal called The Latin Americanist, which is published twice yearly and consists of original article, review essays and news of SECOLAS activities.

PROGRAMS

- B.A. in Latin American Studies
- Minor in Latin American Studies

COLLECTION DESCRIPTION

This collection contains materials to support departmental students and faculty as well as disciplines that are often associated with Latin American Studies. These departments include anthropology, art, literature, philosophy, sociology, history international studies and others. Coverage generally runs from about 1492 to the present and includes materials of current and historical interest to the Caribbean and Latin America seeking equal coverage in all relevant areas. Key call numbers and subject terms include but are not limited to the following:

History of Americas: General, Indians (E 11-135)
Latinos/Hispanics in US (E 184)
History: Latin America, Spanish America (F 1201-3799)
History: Central America (F 1421-1440)
History: West Indies (F 1601-1629)
History: Caribbean Area (F 2155-2191)
History: South America (F 2155-2191)
Anthropology (GN 1-890)
Folklore (GR)
Latin American Economics (HC)

Political Institutions and Public Administration: America Outside the US: (JL)
Political Science: Colonies and Colonization, Emigration and Immigration, International Migration (JV 1-9840)
Law: Latin, Central and Hispanic Americans (LC 2667-2698)
Education: America except United States (LE)
Art History (N 6502)
Spanish Language (PC 4001-4977)
Literature: Portuguese (PC 5001-5498)
Caribbean Literature – History & Criticism (PN 849)
French, Italian, Spanish and Portuguese Literature (PQ)
English Literature (PR)
Commonwealth and Postcolonial Theory (PR 9080)

Journals & Databases

We have access to a large number of scholarly journals either in print or through one of our many subject databases. Since LATS is a highly-interdisciplinary program, many different databases will have relevant information. Here's a *selective* list of key literature and related subject databases:

Academic Search Premier
American Periodicals Index Online
Arte Publico
Arts and Humanities Citation Index
Biography Resource Center
Chicano Database
Dissertation Abstracts
Essay and General Literature Index
Ethnic NewsWatch
Expanded Academic ASAP
GenderWatch
Handbook of Latin American Studies
HAPI (Hispanic American Periodicals Index)
Humanities Abstracts
JSTOR
Latino Literature 1850-
Latin America and the Caribbean
Literature Resource Center
MLA Bibliography
Project Muse
Sociological Abstracts

COLLECTION GUIDELINES

Chronological Guidelines:

No restrictions.

Language Guidelines:

The focus of the program has changed in recent years from an emphasis on Spanish language materials to English. We still purchase Spanish language books selectively, and often upon faculty request, but we more actively seek out English language history and criticism of Latin America and the Caribbean region.

Geographic Guidelines:

Emphasis should be given to resources that support the courses required to complete the minor in this area and to support faculty research. See the Latin American, Caribbean and Latino Studies website for more information about this as the course offerings change from time to time.

Format Guidelines:

While the emphasis has been on print books and Spanish language primary source material, a stronger emphasis is now being placed on ebooks as more of the curriculum moves online. Other items are acquired selectively. There is an increasing demand for music & video in this area, so these items should be sought out as aggressively as the budget allows.

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 Finance 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 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