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Collection Development Policy, Modern Languages

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More details are covered by [Collection Policies for the UCF Libraries](#)
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Collection Development Statement

Department: Modern Languages & Literatures

Subject Librarian: John Venecek

Date Revised: May 27th, 2020

Collection Purpose

The purpose of this collection is to serve the learning and research needs of faculty and students in the Department of Modern Languages and Literatures as well as students taking required Foreign Language courses. The foreign language collection is used throughout the university, especially in education, English, business, communications, theatre, film, history, women's studies, as well as any course that has an international component or requires knowledge of a foreign language. The collection also supports our large foreign student community.

Undergraduate Majors

- French and Francophone Studies, B.A.
- Latin American Studies, B.A.
- Spanish, B.A.

Undergraduate Minors

- Asian Studies
- French
- Italian
- Latin American Studies
- Russian studies
- Spanish

Undergraduate Certificates

- French Translation and Interpretation
- Spanish for Health Professionals
- Spanish for Social Workers
- Spanish for the Legal World
- Spanish for Tourism
- Spanish Translation and Interpretation
- Teaching English as a Foreign Language (TEFL)

Graduate Degrees

- Spanish, M.A.
- Teaching English to Speakers of Other Languages (TESOL), M.A.

Graduate Certificate

- Teaching English as a Foreign Language (TEFL)

Selection Guidelines

Key Subject Areas

The foreign language collection is expansive with an emphasis on the current curriculum, accreditation requirements, and the research needs of faculty and students. Areas of emphasis include Spanish and Latin American Studies, French and Francophone Studies, TEFL, Linguistics, Translation Studies, Russian Studies, Asian Studies, and a variety of other world languages. We support these key subject areas with a variety of formats as described below.

Formats

Monographs: To build a research-level collection, we focus on scholarly monographs that demonstrate a high level of currency and comprehensiveness and, more generally, books that show promise of becoming standard in their fields. We also purchase highly rated contemporary literature, quality reissues of classics, and popular literature on a more selective basis. To support both online and face to face curriculum we purchase both electronic and physical books.

Media: There is strong interest in a wide variety of foreign language films ranging from documentaries to feature films. We typically defer to the film specialist to make most of these purchases except for educational and foreign language documentaries, which are often purchased by faculty request. Formats range from streaming video to DVD and Blu-Ray. VHS is no longer supported.

Journals & Databases: The Libraries maintains access to many scholarly journals in print and through our subject databases. Here is a *selective* list of key Modern Languages databases:

Key ML Databases

- Linguistics & Language behavior Abstracts (LLBA)
- Communication & Mass Media Complete
- Mango Languages

Related Databases

- Academic Search Premier
- Chicano Database
- Education Database
- Education Index Retrospective
- Eric
- Ethnic News Watch
- Ethnologue

- Handbook of Latin American Studies
- HAPI (Hispanic American Periodicals Index)
- MLA International Bibliography
- JSTOR
- PsycInfo
- Sage Journals/Research Methods
- Science Direct
- Taylor & Francis Journals/eBooks
- Web of Science

Primary Source Database

- Arte Publico Hispanic Historical Collection: Series 1

Distinctive and Special Collections: The Bryant West Indies Collection and other selected parts of Special Collections lend great support to Spanish and French studies.

Languages

The emphasis is on collecting materials in the original language, including media in the original language, usually with subtitles (not dubbed into English). Parallel texts (with the original language side by side with English) are especially prized since they serve the needs of the world literature and foreign language classes. There has been a heavy emphasis on Spanish language materials to support our growing Latin American Studies program, which is now part of Modern Languages. The last few years have seen a greater emphasis on French language materials as well as translation studies to support two undergraduate certificates. Many other languages are supported and often purchased in collaboration with faculty.

Geography

All geographic areas are considered that support the current curriculum and research interests of faculty and students. There are no specific restrictions.

Chronology

Materials are collected of all possible imprint dates though there is an emphasis on more contemporary (19th through current centuries) 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 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 considers 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

Research Guides

We have four research guides to support Modern Languages & Literatures:

- [Cervantes](#)
- [Latin American Studies](#)
- [Spanish Literature \(Medieval & Golden Age\)](#)
- [Technical Communication](#)