

Collection Development Policy, Modern Languages

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Collection Development Statement

Department: Modern Languages and Literatures
Drafted by: Cheryl Mahan
Date drafted: July 17, 2004
Date revised: January 2015, John Venecek

Collection Purpose

The primary purpose of this collection is to serve the learning, instructional, and research needs of the students and faculty in the Department of Modern Languages and Literatures and all the students taking required Foreign Language courses. Foreign language degree programs include the Bachelor of Arts and Master of Arts.

The foreign language collections are used by the faculty and students throughout the university, especially in education, English, business, communications, theatre, film, history, women's studies, as well as in any courses having an international component or requiring a knowledge of foreign languages. They also support our large foreign student community.

Graduate Programs

- M.A. in Spanish
- M.A. in TESOL

Undergraduate Programs

- B.A. in French
- B.A. in Spanish

Minors

- French
- Italian
- Spanish

Certificates

- Teaching of English as a Foreign language
- Translation and Interpretation

Collection Description:

The Modern Language and Literatures collection supports, not only foreign language majors and faculty, but many other related disciplines including English, education, theatre, film, business, humanities, women's studies, and history. Any course with a substantial international component will make use of the Libraries' foreign language collections.

Monographs and Media

The primary format is hardcover monographs, although we also have a substantial of foreign language media. This does *not* include *several thousand* videos classified in the PN1995 and PN1997 call numbers (part of the film call numbers) which are often purchased with Foreign Languages departmental funds and are heavily used in foreign language courses. We typically do not purchase foreign language study aids, but we have discussed changing this policy as there seems to be an increasing need for these types of materials, especially online.

Journals & Databases

The Libraries currently subscribe to about **150** journals and newspapers, which may be categorized as foreign language periodicals. Of these, only a relatively small number are accessible in online formats. JSTOR, for example, includes a section on *Latin American Studies* and also a large section on *Language & Literature*. In the *Language & Literature* section there are several journals with deep backfiles available full text online: *French Review* (1927+), *German Quarterly* (1928+), *Hispania* (1917+), and *Italica* (1926+).

The Modern Language International (MLA) database also includes a significant number of foreign and dual language journals.

We recently added the Arte Publico database, which is a significant resource of primary sources related to Hispanic literature, art, history, and culture. It includes historical articles, newspapers, religious pamphlets, broadsides, historical books, letters, short stories, poems, advertisements, and more.

Indexes

The Libraries have the standard indexes to support foreign language studies. Most of the indexes, however, are now available in electronic format. A notable exception is, *Years Work in Modern Language Studies*, which is now available both in print and online.

Other Relevant Databases

Academic Search Premier
Arts and Humanities Citation Index
Biography Resource Center
Chicano Database
Dissertation Abstracts
Education Full Text
ERIC
Essay and General Literature Index
GenderWatch
Handbook of Latin American Studies
HAPI:Hispanic American Periodicals Index
Humanities Full Text
Iter (Medieval)
JSTOR

Latino Literature
Latin America and the Caribbean
Linguistics and Language Behavior Abstracts
Literature Resource Center
MLA International
Project Muse

Special Collections

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

Collection Guidelines

Chronology:

All periods of the history of foreign languages and their literatures are collected.

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 classes as well as the needs of the foreign language classes.

Geography:

Though it is often difficult to do so, an attempt is made to purchase materials from the originating countries since we do not have any approvals plans currently targets foreign language materials.

Subject Treatment:

An attempt is made to purchase monographic works of major authors who write in the major languages taught at UCF (Spanish, French, German, Italian), especially in Spanish.

Supporting UCF's goals on diversity, there is a substantial emphasis on collecting cultural studies.

Literary texts are acquired extensively, in scholarly editions and good popular editions. Textbooks are not normally collected, nor are abridgments or outlines such as "Cliff's Notes."

Anthologies prepared primarily for undergraduate textbooks are not normally acquired.

Literary histories and studies of particular genres, movements and influences are collected extensively.

Critical studies of individual authors and individual works are collected, including anthologies of criticism of a particular writer or a particular text.

Biographies, concordances, reference works and some bibliographies are collected extensively.

Works on the history of the five major languages taught at UCF (general works and on particular aspects, periods, and places) are collected.

Dictionaries (general, historical, etymological, of particular periods, and of particular topics) are acquired widely.

Studies of Spanish dialects are collected extensively. A few are collected on the other major languages. Studies on the Spanish language (and to a lesser extent on the French language) spoken in other parts of the world are acquired extensively. Linguistic atlases and examples of the major languages at particular times and in particular places are collected, together with works on both the spoken and the written language, including colloquial language, jargon and slang.

Bilingual (parallel text) editions of literary works in all languages are collected as often as possible.

Some “popular” literature in the major languages for leisure reading and genre studies are collected.

The Curriculum Materials Center (CMC) in the College of Education purchases most of the children’s/young adult literature in foreign languages and language learning materials appropriate for juvenile students.

Material Formats:

The Libraries’ collections currently consist of print and electronic 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. Microforms (except for journals) are rarely added now, in the belief that many items will be digitized and also recognizing patron reluctance to use microforms.

Publication Dates:

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 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