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Libraries' Documents

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## Collection Development Policy, Social Work

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

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## **Collection Development Statement**

Department: Social Work  
Drafted by: Hal Mendelsohn  
Date drafted: October 23, 2003  
Date revised: December 4, 2003  
Date revised: November 2, 2007  
Date revised: July 28, 2008  
Date revised: December, 9, 2014

### **Collection purpose**

The primary purpose of the library collection for the School of Social Work is to serve the learning, instructional, and research needs of students and faculty. Secondly, the collection provides benefits to community members, both for their professional and personal needs.

The educational material supports the programs for the School of Social Work and allows students to obtain either a Bachelor or Master of Social Work degree. There are numerous certificate programs that are available through the School of Social Work. Also, an Interdisciplinary Doctoral Program in Public Affairs with a Social Work tract is offered.

### **Programs offered include:**

#### **Doctoral Program**

- **Ph.D. in Public Affairs – Social Work Track**

The Social Work Track in the Public Affairs PhD program prepares students for university faculty and research positions, as well as leadership roles in public, non-profit and private human service, health and community-based agencies, drawing upon research and evaluation skills.

#### **GRADUATE PROGRAMS**

- **Master of Social Work**

The master's degree program in Social Work (MSW) prepares students for advanced social work practice. The program educates students for community-based clinical social work practice with individuals, families, and groups. The curriculum draws from a generalist perspective and

emphasizes critical thinking skills, empirically based and accountable practice, and ethical services for clients experiencing a wide range of problems or issues in their personal and professional lives. Students learn preventive and therapeutic interventions aimed at enhancing human functioning and quality of life. Graduates of the program have the ability to work with diverse clients in a variety of agency settings.

## **UNDERGRADUATE PROGRAMS**

- **Bachelor of Social Work**

The School of Social Work offers a professional degree program that is nationally accredited by the Council on Social Work Education. Its primary focus is the preparation of students for entry-level professional social work practice within diverse human service organizations such as hospitals, schools, correctional settings, public welfare departments, child placement organizations, community centers, and counseling agencies.

## **MINOR - UNDERGRADUATE**

- **Aging Studies (open to all majors)**

In recognition of the special needs of the elderly citizens of Central Florida, the University offers a fifteen-hour interdisciplinary program leading to a Certificate in Aging Studies. The certificate is open to all students in any major. The program may be a particular interest to students who are majoring in health sciences, psychology, social work, nursing, sociology, business, exercise science, physical education, or art education. All students must contact the coordinator for planning their internship. Certificates will be awarded only at the time of degree completion.

## **CERTIFICATE - UNDERGRADUATE**

- **Aging Studies (open to all majors)**

In recognition of the special needs of elderly citizens, UCF offers a 15-credit-hour interdisciplinary Graduate Certificate in Aging Studies. This graduate certificate program is designed for people presently employed in the aging field who have a baccalaureate or higher degree and who wish to increase their knowledge of aging studies. Graduate students who are enrolled in health sciences, psychology, social work, nursing, communicative disorders, or sociology, as well as in other areas, such as

liberal arts, music education, physical education, or art education, will find the certificate valuable. The mission of the aging studies certificate is to prepare individuals from diverse disciplines to address the physiological, psychological, sociological, environmental, cultural, legal-ethical, and public policy dynamics inherent in the lives of older adults.

- **Children's Services (open to SW only)**

This certificate is awarded only to students in the undergraduate social work program. The Children's Services Certificate is designed to help students learn about the various components of the child welfare system and how that system impacts children and families. Students are prepared to identify child welfare problems such as child abuse and neglect experienced by children and families and are taught basic skills in working with families and the child welfare system. The certificate includes both classroom academic work and a specialized field internship. The program is a joint effort between the Schools of Social Work in Florida and the Department of Children and Families to improve services to children and their families. Certificates will be awarded only at the time of degree completion

#### **CERTIFICATES – GRADUATE**

- **Military (Open to current UCF MSW)**

The Graduate Certificate in Military Social Work will prepare students to provide behavioral health services, including: mental health counseling aimed at building psychological resilience; treatment of post-traumatic stress disorder, depression, anxiety, suicide risk assessment and prevention techniques; and family therapy for strengthening military, veterans and their families during and after deployment.

#### **Collection description**

The field of Social Work deals with the needs of people and issues they have to deal with. The School of Social Work's collection has grown in dynamic fashion lately. The collection includes but is not limited to monographs on elderly/aged, children and young adults, women and men, gays and lesbians, and immigrants and race/ethnic groups. Each year, the School of Social work has expanded not only its monographs collection but also their video holdings.

The true reflection of the library's holdings of monographs, videos, and journal holdings cannot specifically be stated due to the fact that so many resources are available through different academic databases that the library subscribes to.

### **Collection guidelines**

- **Chronology: Emphasis/restrictions**

The collection at UCF in the area of Social Work reflects the most current information available. There are no restrictions placed on the selection of materials, current materials as opposed to those considered historical/foundation/core books. The library does seek historical materials to explain the foundation of Social Work.

- **Languages: Emphasis/restrictions**

The preponderance of monographs in the library for Social Work is written in the English language. Although there are some materials written in German, French, and Spanish.

- **Geography: Emphasis/restrictions**

The library material for the School of Social Work focuses on local (Florida), nationally (United States) and international (Caribbean, South Africa, Great Britain/Ireland/Scotland and other parts of the world) issues. Considering the School of Social Work's educational global goals, when deciding on which materials to purchase, content rather than geographic location is the determining factor.

- **Subject treatment**

The faculty and librarian, who are responsible for maintaining the currency of the library material for the School of Social Work, are determined to keep the library collection current in all facets of Social Work. Therefore, anyone who browses the UCF catalog will find library materials in Social Work that appeal to those in the lowest instructional level to the highest knowledge base. The library and faculty liaisons work in tandem to locate and purchase books that are of importance to both the higher division of study and the introductory courses.

Within the library, one will find a good selection of subject specific books on Social Work. Additionally, the library has a strong collection of Social Work books dealing with bibliographies, histories, directories of agencies and organizations, almanacs, and dictionaries/ encyclopedias.

- **Material formats: Emphasis/restrictions**

The library's collection currently consists of print journals and books, electronic databases, video and audio recordings, microfilm, 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**

There is not restriction on date of material purchased. Currently published books are added, as are retrospective materials.

- **Collecting levels**

	<b>Subject</b>	<b>Existing Level</b>	<b>Desired Level</b>
HV 1 – 39	General Social Work	3	4
HV40 – 551.1	Social Welfare and Philanthropic Organizations	3	4
HV 697 - 4996	Special Classes	3	4
HV 697 - 700	Families. Single Parents	3	4
HV 701 - 1441	Children and Youth	3	4
HV 1442 – 1448	Women	3	4
HV 1449	Gays and Lesbians	3	4
HV 1450 – 1550	Aged	3	4
HV 1551 – 3024	Disabled	3	4
HV 1570	Developmentally Disabled		
HV 1571 – 2349	Blind		
HV 2350 – 3002	Deaf		
HV 3003 – 3010	Mental Illness		
HV 3011 – 3024	Physically Disabled		
HV 3025 – 3175	Special classes by Occupation	3	4
HV 3176-4004	Special classes by race or ethnicity	3	4
HV 4005-4022	Immigrants	3	4
HV 4023-4174	Cities	3	4
HV 4480-4700	Homelessness. Vagrancy	3	4
HV 4701-4960	Animal Welfare	3	4

To reach the Desired Level, more books, videos and specialized journals would need to be purchased in areas that have Certificate Programs: Aging, Children Services, and Military.

## **Collection management issues:**

### **• Replacement**

Any book lost or stolen, which appears on the Aleph Lost Book Report 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 library liaison for Social Work 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 library has only fragments of a title that does not justify the cost of filling out the run with an alternative format.
  - A title has not been currently subscribed to for more than ten years and its value is unapparent.
  - 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 Library Liaison will consult with the Preservation 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 library liaison 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

- **Other UCF resources**

The Brevard, Clermont, Palm Bay and Daytona campuses purchase educational materials for their respective collections that include social work materials.

### **Key research areas**

Aging, Children Services, Forensics, Addictions

### **Key contacts in the School of Social Work**

<b>Bonnie Yegidis -</b>	<b>Director, School of Social Work</b>
<b>Shawn Lawrence -</b>	<b>MSW Program Coordinator</b>
<b>Stephanie Van Pay –</b>	<b>MSW Academic Advisor Coordinator</b>
<b>Robin Kohn –</b>	<b>Coordinator, BSW Program</b>
<b>Catherine Cash –</b>	<b>BSW Academic Advisor Coordinator</b>
<b>Jacqueline Withers –</b>	<b>Field Education Coordinator</b>
<b>Shelley Hall –</b>	<b>Assistant Field Coordinator</b>
<b>Mary Ann Burg –</b>	<b>PAF Coordinator</b>
<b>George Jacinto –</b>	<b>PAF Coordinator</b>
<b>Sophia Dziegielewski –</b>	<b>Associate Director Research/Military Coordinator</b>
<b>Olga Molina -</b>	<b>Library Representative</b>



## Number of Social Work Faculty and Adjuncts

22 – Faculty

### Number of Students – Fall Figures

(<http://ikm.ucf.edu/enrollment-graduation/enrollment-statistics>)

Year	Undergrad	Master's	Doctoral*	Prof. Cert.	Non-Degree	Pending(Undrgrad)
2003-04	135	251	65	2	1	71
2004-05	125	248	76	2		65
2005-06	118	223	80	0		64
2006-07	90	223	80	0		79
2007-08	92	184	77	1		77
2008-09	107	192	69	0		76
2009-10	125	267	85	0		108
2010 -11	184	359	5	0		122
2011-12	209	339	7	1		154
2012-13	208	347	13	0		154
2013-14	222	340	16	0		169
2014-15	192	279	16	0		184

\*Prior to 2010-11, the statistics were not broken down to the different tracks (Social Work, Public Administration, Health Services Management, etc.)

### Library Funds/Expenditures – Monographs (does not include funding for periodicals, standing orders and pre-approved books)

Year	Amount
2002 – 2003	\$5,100
2003 – 2004	\$5,000
2004 - 2005	\$4700
2005 – 2006	\$4500
2006 – 2007	\$4000
2007 – 2008	\$2350
2008 – 2009	\$6860
2009 – 2010	\$2151
2010 – 2011	\$3561.23
2011 – 2012	\$9264.20
2012 – 2013	\$5035
2013 – 2014	\$4200
2014 0 2015	\$4200

**Current databases and online journals that directly focus on Social Work. See Research Guides – Social Work.**

<http://guides.ucf.edu/socialwork>

Last date YBP Approval Plan reviewed

December 9, 2014