

# Collection Development Policy, Sociology

4-20-2015

Rachel Mulvihill  
rachel.mulvihill@ucf.edu

Find similar works at: <https://stars.library.ucf.edu/lib-docs>

University of Central Florida Libraries <http://library.ucf.edu>

---

## Recommended Citation

Mulvihill, Rachel, "Collection Development Policy, Sociology" (2015). *Libraries' Documents*. 47.  
<https://stars.library.ucf.edu/lib-docs/47>

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 [lee.dotson@ucf.edu](mailto:lee.dotson@ucf.edu).

# Collection Development Policy

Department: Sociology  
Drafted by: Rachel Mulvihill  
Date drafted: April 20, 2015

## Purpose of the collection

The UCF Libraries' sociology collection supports the coursework and research activities of students at the undergraduate and graduate levels, as well as the instruction and research activities of faculty. Users of the sociology collection include students and faculty from the Sociology Department as well as from departments such as: Anthropology, Criminal Justice, Psychology, and Women' Studies. The collection is also utilized by a variety of other users in the Central Florida community.

## Degree Programs:

### Graduate Programs

PhD in Sociology  
Master of Arts in Applied Sociology

### Undergraduate Programs

Bachelor of Arts in Sociology  
Bachelor of Science in Social Science (Interdisciplinary Degree)  
Minor in Sociology  
Minor in Crime, Law and Deviance  
Minor in Diversity and Social Inequality  
Minor in Mass Culture and Collective Behavior  
Minor in Medical Sociology

The Sociology PhD program emphasizes applied research in community based settings. Advanced coursework is offered in the specialized are of applied sociology and substantive areas of crime and deviance, domestic violence, social inequalities, and health, family, and communities. The Master of Arts in Applied Sociology degree program offers concentrated studies in crime and deviance, domestic violence, social inequalities, and urban and environmental sociology. The M.A. program also includes a track in domestic violence.

The Department of Sociology undergraduate curriculum emphasizes critical examination of various components of society and to increase the students' social awareness and their ability to employ a sociological perspective to interpret social institutions and behavior.

## Collection Description

### Monographs

The bulk of the sociology collection is housed in the UCF Library on the Orlando Campus in the Library of Congress Classifications HM (Sociology), HN (Social History, Social Problems, Social Reform), HQ (The Family, Marriage, Women), and HT (Communities, Classes, Races).

### **Journals and Databases**

The UCF Libraries subscribe to many scholarly journals either in print or through a number of online databases. Core Sociology journals held include *American Journal of Sociology*, *American Sociological Review*, *The British Journal of Sociology*, *Comparative Sociology*, *Current Sociology*, *International Journal of Comparative Sociology*, *International Sociology*, *The Journal of Social Issues*, *Sex Roles*, *Social Forces*, *Social Policy*, *Social Problems*, *Social Psychology Quarterly*, *Social Research*, *Society*, *The Sociological Review*, *Sociology*, and *The Sociology of Education*.

The major databases that support Sociology are: *Sociological Abstracts*, *Academic Search Premier*, *Applied Social Sciences Index and Abstracts*, *Contemporary Women's Issues*, *Ethnic NewsWatch*, *Family Studies Abstracts*, *GenderWatch*, *PsycINFO*, *SAGE Full-Text Collections*, *Sociological Abstracts*, *Social Science Citation Index*, *Urban Studies Abstracts*, *JSTOR* and *Criminal Justice Periodical Index*.

The publications of government and intergovernmental organizations contain primary data and policy information that are also very important. As a member of the Federal Depository Library Program, the UCF Libraries receive more than 60 percent of non-classified federal documents. As a depository for Florida state publications, issued Florida documents are received by the UCF Libraries.

### **Guidelines for Collection Development**

#### **Chronology: Emphasis/restrictions**

Although no limits are placed according to dates, emphasis is placed on current materials in both applied and theoretical areas. However, in support of sociological history and philosophy, other time periods are represented. Scholarly biographies are collected selectively.

#### **Formats**

Scholarly monographs including bibliographies, conference proceedings, videos and reference works will be collected in both print and electronic format. The Library will maintain on-site access to core sociology periodicals and to bibliographic databases designed to provide access to sociological literature. Because the B.A. in Sociology can be completed entirely online, attempts are made to acquire basic level books in ebook format.

#### **Geographical: Emphasis/restrictions**

No limit is placed on the geographic scope of materials. Primary emphasis will be placed on the United States. Special consideration is given for the Caribbean and Mexico areas as well.

**Language: Emphasis/restrictions**

Although there are no limitations as to which languages the libraries collect, the bulk of resources obtained are in English language. English language translations of foreign works will be collected on a selective basis. Non-English language works are generally not collected.

**Publication Dates**

Emphasis is placed on current materials. Retrospective purchasing will be very selective and acquired to fill in weak areas of the collection or as the research emphasis of the department changes.

**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
Sociology. General works. Theory	HM	3	4
Sociology. History & conditions	HN	3	4
Marriage. Family. Women, Sexual life. General (with social work, women's and gender studies)	HQ 1-10	3	4
Sexual life	HQ12-472	4	4
Marriage. Family. Home	HQ553-1058	3	4
Middle aged. Aged. Gerontology. Death. Dying	HQ1059-1073	3	4
Sex role, Men	HQ1075-1090	4	4
Women. Feminism. Life styles	HQ1101-2044	4	4
Societies	HS	1	1

Subject	Range	Existing Level	Desired Level
Communities, Classes, Races	HT	3	4
Substance abuse	HV4997-5840	3	4
Socialism, communism, etc	HX	3	3

### **Subjects excluded**

None

### **Cooperative arrangements and related collections**

The UCF Libraries have resource sharing agreements with several state, regional, and national consortia: the Florida Virtual Campus (FLVC), the Association of Southeastern Research Libraries (ASERL), and the Center for Research Libraries (CRL). The primary resource sharing service is Interlibrary Loan.

The sociology collection is supplemented by materials in the following related disciplines: Anthropology, Social Work, History, Criminal Justice, Education, Philosophy, Political Science, Psychology, Religion, Public Affairs, Public Administration, International Studies, African American studies, Asian studies, Middle East studies, and Women's studies.

Educational sociology (LC189-214.4) materials are selected by the Education Collection Development Librarian. Sociolinguistics sources are chosen by the English Collection Development Librarians. Social medicine resources are selected by the Health Science Collection Development Librarian.

### **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 Sociology 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 that 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, e.g. Alibris.com, 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