

**Communication**  
Information Access Policy  
Clemson University Libraries

Communication Librarian: Edward J. Rock  
revised: 6/2022, based on 5/2012 by C. Camille Cooper

## **I. Purpose**

To support the information, teaching, and research needs of the Department of Communication faculty and students.

Communication is concerned with the understanding and development of human communication practices necessary in a wide variety of professional contexts. The purpose of this program of study is to prepare students for professional careers in areas such as business, government, science, and industry. Materials on this subject will be of relevance to a variety of other programs, e.g., to Business (organizational and intercultural communication), to Psychology (interpersonal and nonverbal communication), etc.

### **Primary Users**

- Undergraduate [Communication](#) and [Sport Communication](#) majors and minors
- M.A. candidates in [Communication](#)
- Communication [faculty](#)

### **Secondary Users**

- Students taking Communication courses as electives
- Students or faculty involved in other courses requiring information about communication (for example, doctoral candidates in the [Rhetorics, Communication, and Information Design program](#))
- Students, faculty, staff, or community members seeking information about Communication

## **II. General Collection Guidelines**

### **A. Languages**

- English is the primary language of collection, with exceptions where appropriate.

### **B. Geographical Guidelines**

- For most areas of specialization in Communication, geographical guidelines do not apply

### **C. Types and Formats of Material**

- Books (including handbooks, dictionaries, encyclopedias, collections of speeches, and bibliographies) and serials are the primary formats collected
- Electronic information sources (including e-books) are collected where appropriate
- Audiovisual media (including streaming) are collected where appropriate
- Popular- level materials and textbooks are collected selectively; textbooks for classes taught at Clemson will not be purchased unless they are deemed useful outside the scope of those particular classes or if funding is available via a separate textbook lending program

### **D. Date of Publication**

Emphasis is on the acquisition of current publications, with limited purchasing of retrospective materials to fill in gaps and to acquire important earlier works.

### **E. Other General Considerations:**

Because of the broad range of subjects that a student of Communication Studies will find relevant, acquisition policies for materials covered by other [Information Access Policies](#) will also be of interest.

## **III. Access to Information Not Owned by Clemson**

### **A. Interlibrary Loan**

The primary access point for journals and secondary access point for books not owned or accessible by the Libraries will be Interlibrary Loan. This service is free to Clemson University students, faculty, and staff.

### **B. PASCAL Delivers**

The primary access point for books not owned or accessible by the Libraries will be PASCAL Delivers. This service provides access to books owned by other academic libraries in the state of South Carolina and is free to Clemson University students, faculty, and staff.

### **C. Commercial Document Suppliers**

Document delivery via commercial document suppliers will be offered free of charge to Clemson University students, faculty, or staff if the needed information is not available from interlibrary loan sources.

#### **IV. Selection Tools**

- A. Faculty and student requests and recommendations
- B. Course syllabi
- C. Review sources such as *Choice*
- D. Vendor database (GOBI)
- E. Publishers' mailings and websites
- F. Circulation activity

#### **V. Deselection (Weeding) Guidelines**

- A. Books will be weeded from the collection if they are in such bad condition that they cannot be repaired; replacements will be purchased if they are available and the title is deemed important
- B. Duplicate copies of books that have not circulated will be candidates for weeding. Books that have not circulated for 15 years or more will be candidates for off-site storage.
- C. If rare materials are discovered, Special Collections will be contacted and materials will either be moved there or to off-site storage