

# English

## Information Access Policy Clemson University Libraries

Literature Librarian: C. Camille Cooper  
Policy last revised 5/2012

### I. Purpose

To support the research and teaching needs of the English department, with a primary emphasis upon undergraduate study.

The English department offers programs leading to the following degrees:

Bachelor of Arts in English with a [literature](#) emphasis

Bachelor of Arts in English with a [writing and publication studies](#) emphasis

Master of Arts in [English](#)

Master of Arts in [Professional Communication](#) [MAPC]

Though the Doctor of Philosophy in [Rhetorics, Communication, and Information Design](#) [RCID] is an interdisciplinary degree program not housed within a particular department, most of its courses carry the “Engl” prefix and are taught by faculty in the English department.

Primary users:

- undergraduate English majors
- graduate English, Professional Communication, and RCID majors
- English department faculty

Secondary users:

- Students taking courses in the English department
- Other students, staff, and community members

### II. Scope of In-house Collection

The collection is strongest in the areas of British literature (16<sup>th</sup>-20<sup>th</sup> century), American literature (colonization through the present), rhetoric/composition, film studies, and children’s literature.

#### A. Format Guidelines

Print sources: books will be the primary formats collected; print journals are collected only if no electronic version is available

Electronic sources: all journals will be purchased in electronic form if possible. Other electronic information sources will be collected based upon demand and available funding

Audiovisual media (fixed medium or streaming) is purchased every semester

#### B. Language Guidelines

Primarily English- language materials will be purchased, with exceptions where appropriate and/or requested

#### C. Geographical Guidelines

Material will be purchased on literature from all parts of the world, with an emphasis on American and British authors where literary studies are concerned

#### D. Chronological Guidelines

Material will be purchased on literature of all time periods

#### E. Publication Date Guidelines

Generally, books published within the last five years will be selected, with exceptions where appropriate

#### F. Special Types of Materials Included

Bibliographies, concordances, dictionaries, and handbooks (some may be purchased with Reference funds; online sources are preferred, but print resources will be selected when relevant)

Databases (purchased from centralized funds)

Theses and Dissertations: The Library maintains a local database of all theses and dissertations written at Clemson University. The Library also holds a subscription to ProQuest's *Dissertations and Theses Full Text*. No effort is made to collect theses or dissertations from other universities, but those not available online can often be obtained through Interlibrary Loan.

Award-winning materials: The [Popular Reading & Audiobooks Information Access Policy](#) addresses most award-winning literary works collected by the Libraries. In addition, materials receiving the awards/prizes granted by/at the following will be collected: Academy Award (Best Picture), Cannes Film Festival (Palme d'Or), Sundance Film Festival (Grand Jury Prize, Dramatic; World Cinema Jury Prize, Dramatic). Children's book award winners are collected through the Libraries' main approval plan.

## G. Special Types of Materials Excluded

Textbooks in classes taught at Clemson will not be purchased unless they are deemed useful outside the scope of those particular classes

## H. Primary LC Call Numbers and Subject Classifications

Note: Due to the multidisciplinary nature of the MAPC and RCID programs, materials for them are frequently collected outside of the call number areas below

GR Folklore

PE English Language

1404-1408 English Language. Rhetoric--Study and teaching. Composition and exercises

PN Literature (General)

59-239 Study and teaching, Criticism, Technique -- Literary composition, etc.

441-1009.5 Literary history

1010-1525 Poetry

1990-1999 Broadcasting: Radio, TV, Motion pictures

3311-3503 Prose and Prose fiction: Philosophy, history, theory, etc.

4699-5650 Journalism. The periodical press, etc.

6010-6790 Collections of general literature (with the **exception** of PN 6086-6110 French and German quotations, which are collected by the [Languages librarian](#) )

PR English Literature

PS American Literature

PZ Fiction and juvenile belles lettres

T 10.5-11.9 Communication of technical information (collected by other liaisons as well)

## III. Access to Information Not Owned by Clemson

### A. Interlibrary Loan

The primary access point 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 (such as Ingenta) 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* and *Children's Literature Comprehensive Database*
- D. GOBI online database
- 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 10 years or more will be candidates for off-site storage, unless other books by that author have circulated during that time, in which case all the author's works will be remain on site.
- C. If rare materials are discovered, Special Collections will be contacted and materials moved either there or to off-site storage