

Languages

Information Access Policy
Clemson University Libraries

Languages Librarian: Edward J. Rock

revised: 6/2022, based on 3/2004, 12/2001 by P. Draper

The Department of Languages offers undergraduate majors in [Modern Languages](#) (American Sign Language, Chinese, French, German, Italian, Japanese, Spanish) and [Language and International Business](#) (Chinese, French, German, Italian, Japanese, Spanish). In addition, [Language and International Health](#) (Chinese, French, Spanish) is jointly administered with the Department of Public Health Sciences.

Undergraduate [minors](#) are also offered (American Sign Language, Chinese Studies, East Asian Studies, Educational Interpreting, French Studies, German Studies, Italian Studies, Japanese Studies, Middle Eastern Studies, Russian Area Studies, Spanish Studies, Spanish-American Area Studies).

I. Purpose:

To support teaching, research, and information needs at the undergraduate level. In the courses offered in the Department, students acquire basic language skills, establish a familiarity with specific peoples, cultures and literatures, and develop knowledge and language skills to pursue graduate studies.

Primary Users:

- Undergraduate languages majors
- Undergraduate languages minors
- Languages [faculty](#)

Secondary Users:

- Students taking languages courses to fulfill a foreign language requirement or as electives
- Students, faculty, or staff seeking information about or works in the target languages
- Community members seeking information about or works in the target languages

II. General Collection Guidelines:

A. Languages

For French, German, and Spanish: the library should have a basic collection of the classic works of literature in the target languages, as well as contemporary literary works recommended by the faculty. Popular periodicals, DVDs, and videos in the target languages are also collected. Works in English are collected on literary history and criticism, history, culture, language teaching, and doing business in the target culture. English translations of literary texts are acquired selectively.

For Chinese, Italian, Japanese, and Russian: selected classic and contemporary works in the target language are purchased based on faculty recommendations, but works on literature, history, business practices, and culture are purchased in English, as are translations of literary texts. Popular periodicals, DVDs, and videos in the target languages may also be collected.

For American Sign Language: the primary language of collection is English.

For the major in Language and International Health, works are collected selectively for public health theory and practice.

For Latin: the primary language of collection is English. Only 100 and 200 level Latin classes are offered, so works on historical, literary, mythological, and cultural background are the primary purchases. All volumes of the Latin texts in the Loeb Classical Library are acquired.

Books on foreign language teaching and linguistics are collected in English, unless books in other languages are specifically requested by faculty.

B. Chronological Guidelines

Materials will be purchased on all relevant time periods.

C. Geographical Guidelines

Materials will be purchased on any part of the world in which the language is or was spoken. For example, for French, this could include France, Canada, the francophone Caribbean, francophone Africa, etc.

D. Types and Formats of Material Collected

- **Books** (and e-books) including language dictionaries, grammars, and encyclopedias (for example *Kodansha Encyclopedia of Japan*)
- **Journals**
- **Subject indexes** such as *MLA International Bibliography*, *Arts and Humanities Citation Index*, *Humanities Full Text*
- **DVDs and Videos** (including streaming) in the target languages and/or about the target culture
- **Language learning** software (for example *Rosetta Stone*)
- **Popular magazines** in target languages
- **Textbooks:** Books which are used as textbooks in Clemson classes will not be purchased solely for that reason, but use as a textbook will not exclude the purchase or acquisition of a useful book.

E. Date of Publication

Generally, emphasis is placed on current publications, with exceptions where appropriate (for example, classic literary works or films).

F. Other General Considerations

Because of the broad range of subjects that a student of languages may find relevant in becoming familiar with another culture (history, political science, philosophy, religion, music, film, etc.), acquisition policy for materials covered by other [Information Access Policies](#) may also be of interest.

III. Access to Information Not Owned by Clemson:

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

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

IV. Selection Tools:

- Faculty, student recommendations
- Review sources such as *Choice*
- Publishers' catalogs
- Vendor databases (GOBI)
- Indexes, bibliographies, serial lists
- Faculty teaching, research interests
- Circulation activity

V. Deselection (Weeding) Guidelines:

Books will be weeded from the collection if they are in such bad condition that they cannot be repaired (a replacement copy will be purchased if available for important titles). Duplicate copies of books that have not circulated will also be candidates for weeding.

VI. Evaluation, Assessment, and Planning Tools:

- Circulation statistics
- *Books for College Libraries, Magazines for Libraries*
- Bibliographic and series lists
- Benchmarking projects
- Interlibrary Loan activity