

# Languages

## Information Access Policy

Clemson University Libraries

Languages Librarian: [P. Draper](#)

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December; 2001 updated March, 2004;

Clemson University offers undergraduate majors in French, German, and Spanish. There is also a Language and International Trade major, for which students choose one language (French, German, Japanese, or Spanish) and one professional option: Applied International Economics, International Trade, Textiles, or Tourism.

Minors are offered in modern languages. A minor in modern languages requires 15 credits in one modern language from courses at the 300 and 400 levels, including at least one literature course at the 400 level. In French, one of the 300-level courses must be FR 305.

### **I. Purpose:**

To support teaching, research, and information needs at the undergraduate level for American Sign Language, Chinese, French, German, Italian, Japanese, Latin, Russian, and Spanish. In the courses offered in the Department of Languages, 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 modern languages minors
- students seeking certification as secondary school foreign language teachers
- 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

[Major Requirements](#)  
[Minor Requirements](#)

Courses offered in: [American Sign Language](#)    [Japanese](#)  
                          [Chinese](#)                                    [Language & International Trade](#)  
                          [French](#)                                        [Latin](#)  
                          [German](#)                                        [Russian](#)  
                          [Italian](#)                                         [Spanish](#)

## **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 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 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 of Material Collected**

- **Books**, including language dictionaries, grammars, and encyclopedias (for example *Kodansha Encyclopedia of Japan*)
- **Journals**
- **Subject indexes** such as *MLA Bibliography*, *Historical Abstracts*, *America: History and Life*, *Arts and Humanities Citation Index*, *Humanities Index*
- **DVDs and Videos** in the target languages and/or about the target culture
- **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. (Textbooks can serve as valuable resources for foreign language student teachers, as well as reference sources for language students, so textbooks not used at Clemson will also be acquired.)

#### **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. Primary Subject Classifications, LC Call Numbers, and Collecting Levels**

Subject	LC Class	Collecting Level
American Sign Language	HV 2430 - 2748	supporting 100-200 level courses
foreign language teaching	LB 1578 - 1580, P51 - 60, PB 1 - 431	undergraduate
Latin	PA 2057 - 2898, 6003 - 8595	supporting 100-200 level courses
Italian	PC 1001 - 1977, PQ 4001 - 5999	undergraduate
French	PC 2001 - 3761, PQ 1 - 3999	undergraduate
Spanish	PC 4001 - 4977, PQ 6001 - 8929	undergraduate
German	PF 3001 - 5999, PT 1 - 4897	undergraduate
Russian	PG 2001 - 3990	undergraduate
Japanese	PL 501 - 889	undergraduate
Chinese	PL 1001 - 3208	undergraduate

#### IV. Access to Information Not On-Site

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

#### V. Selection Tools

- faculty requests and recommendations
- review sources, e.g. *Choice*, *World Literature Today*
- approval slips from YBP ensure notification about titles that fit the needs of the library's collection. The approval plan is reviewed yearly to ensure coverage of appropriate materials.

- publishers' catalogs
- vendor's databases (GOBI)
- indexes, bibliographies, and series lists
- [faculty](#) teaching and research interests
- *Books for College Libraries*
- circulation activity

## **VI. 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.

## **VII. Evaluation, Assessment, and Planning Tools**

- A. Circulation statistics
- B. *Books for College Libraries, Magazines for Libraries*
- C. bibliographic and series lists
- D. benchmarking projects  
(Clemson University's benchmark institutions are Auburn, Georgia Tech, Iowa State, Michigan State, North Carolina State, Purdue, Texas A&M, the University of California at Davis, and Virginia Tech.)
- E. Interlibrary Loan activity