

Library Science

Information Access Policy
Clemson University Libraries

Library Science Librarian: [J. Comfort](#)

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Librarian
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I. Purpose

Primarily to support the professional development needs of the library faculty and staff of Clemson University libraries. Since the field of library and information science is interdisciplinary, many of the works collected will be of interest to students, faculty, and staff in other University departments and colleges.

II. Scope of In-house Collection

A. Formats Guidelines

Books and journals will be the primary formats collected

B. Languages

English is the primary language of the collection; exceptions will be made where appropriate

C. Geographical Guidelines

Primarily the United States, with attention to South Carolina and the Southeast; secondarily on Canada and other English- speaking countries

D. Chronological Guidelines

Emphasis is on the 20th and 21st centuries; exceptions will be made where appropriate

E. Publication Date Guidelines

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

F. Types of Materials Included

- Periodical Indexes (purchased from serial funds)

Library Literature

Expanded Academic

ERIC

Lexis-Nexis Academic Universe

CARL Uncover

Current Contents

- Online databases available through the Do-It-Yourself searching program from DIALOG (paid for from Online budget) allow students, faculty, and staff to search such databases as *LISA (Library & Information Science Abstracts)*, *Information Science Abstracts*, *ERIC*, and *Library Literature*
- Almanacs, biographical sources, dictionaries, directories, and yearbooks are purchased for the Reference collection, using Reference funds. No effort is made to collect beyond the scope of that collection
- Bibliographies, handbooks/manuals, and histories will be selected as appropriate

G. Types of Materials Excluded

No specific class or type of material is excluded across-the-board

H. List of Journals [current subscriptions only]

Against the Grain

ALCTS Newsletter

American Libraries

Booklist

Cataloging and Classification Quarterly

Choice

College and Research Libraries

College and Research Libraries News

Database

IATUL News

Information Outlook

Information Technology and Libraries

Journal of Academic Librarianship

Journal of Interlibrary Loan, Document Delivery &

Information Supply

Library Collections, Acquisitions & Technical Services

Library Administration and Management

Library Hi Tech News
Library Trends
Library Resources and Technical Services
Library Quarterly
Library Journal
News & Views of the South Carolina Library Association
Newsletter on Intellectual Freedom
Online
Online & CDROM Review
The Papers of the Bibliographical Society of America
Reference & User Services Quarterly
Reference Librarian
Research Strategies
RSR: Reference Services Review
School Library Journal
Science and Technology Libraries
Serials Librarian
SIGIR Forum

III. LC Call Numbers, Primary Subject Classifications, and Collecting Levels

Call # range	Description	Level of Collecting
Z 116-659	Book industries and trade: Bookselling and publishing; Copyright; Freedom of the press. Censorship	Professional
Z 662-1000.5	Libraries: Collections; Library science. Information science; Library education. Research; Library cooperation and coordination; Library information networks; Classes of libraries; Library service agencies; Reproduction of library materials. Storage media of library materials; Reference work. Library service to special groups	Professional
Z 1001-1121	General bibliography: Introduction to bibliography. Documentation; Choice of books. Books and reading. Book reviews;	Professional

	<p>General bibliographies; Special classes of books, including prohibited books, rare books, paperbacks, reprints; Best books</p> <p>Booksellers' general catalogs of modern books; Books for special classes of persons, institutions, etc.; Databases. Computer files</p>	
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IV. Access to Information Not On-site

A. Interlibrary Loan

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

B. Commercial Document Suppliers

A limited number of journal articles are available free of charge to Clemson University students, faculty, or staff through Document Delivery via commercial document suppliers (e.g., Carl UnCover, ISI Document Solutions)

C. Web Pages and Other Internet Sites

- a. Quick Reference – Libraries
<http://www.lib.clemson.edu/qr/library.htm>
- b. American Library Association
<http://www.ala.org>
- c. Academic Library Newsletters in the United States
<http://libexp.hartford.edu/llr/alinusin.htm>
- d. Library Organizations in South Carolina
<http://www.sciway.net/lib/liborg.html>

V. Selection Tools

A. Review Sources

- ARBA
- Choice
- College and Research Libraries News
- Library Journal

B. Yankee Book Peddler Approval Slips & YBP's 'GOBI' database

C. **Publishers' catalogs**

D. **Faculty/Staff/Student Requests and Recommendations**

E. *Books in Print* online

F. **Bibliographies**

VI. **Deselection (Weeding) Guidelines**

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.

Duplicate copies of books that have not circulated will be candidates for weeding, as will books that have not circulated for 10 years or more.

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

A. **SAS Reports**

B. **Interlibrary Loan Activity**

C. **Circulation Statistics**

D. **Benchmarking Projects**