

Political Science

Information Access Policy

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I. Purpose: To provide guidelines for the management of information resources in support of the undergraduate and graduate curricula, research and teaching in Political Science, Policy Studies, and Public Administration. This department is part of Clemson University's College of Business & Behavioral Science. Its website is: <http://business.clemson.edu/PoliSci/> .

A. Two undergraduate degree programs are offered: a **Bachelor of Arts** and a **Bachelor of Science**. Both prepare students for a wide range of graduate programs and career opportunities. The Bachelor of Arts program provides broad coverage of the political science discipline and emphasizes communication skills and humanities. The Bachelor of Science program is recommended for those with an aptitude for mathematics and/or an interest in political economy, public administration, public policy, or other fields requiring advanced quantitative skills. Both programs are appropriate for pre-law students and for students interested in either American or global politics.

Political Science faculty also teach courses in the Graduate School's interdisciplinary program of studies leading to a **PhD degree** and a **Certificate in Policy Studies**. Offered through the Strom Thurmond Institute, the program emphasizes quantitative, economic, and political organization, as well as other social Science skills in the analysis and development of policy. Fundamental and rigorous quantitative and Analytical skills for effective policy analysis are developed through core courses in political economy for public policy, ethics, statistical methods for policy research, demographic projections and spatial analysis, policy analysis and political choice, organizational theory and management, applied economics, and a policy analysis workshop. PhD students also select a concentration in Agricultural Policy, Environmental and Natural Resource Policy, Rural and Economic Development Policy, or Science and Technology.

The Graduate School, through the Strom Thurmond Institute, also offers a **Master of Public Administration** and a **Certificate in Public Management**. The Clemson MPA program is offered live online. The majority of students in the program are working public administrators. The program allows for a concentration focus in any of the major public administration disciplines. The concentration areas are: (1) Sustainability and Public Administration, (2) Non-Profit Management, and (3) Local Government. Recently, the Clemson MPA program has added two new specializations: (4) Emergency Management, and (5) Homeland Defense and Security.

B. Primary Users:

Undergraduate majors: BA - 261 students enrolled fall 2011; BS – 53 students enrolled fall 2011
 Policy Studies PhD: 18 students enrolled fall 2011
 Public Administration Masters: 35 students enrolled fall 2011
 Political Science Department faculty: 14 faculty fall 2011
 Policy Studies Program faculty: 2 part-time faculty in addition to those from various departments
 Public Administration Program faculty:

Secondary Users:

Undergraduates majoring in secondary education; those choosing Political Science as a minor
 University and community patrons interested in legal issues

II. Scope of In-House Collection

A. Format Guidelines

- Print Sources: Books/monographs will be acquired primarily in print; only those periodicals not available online will be collected in print
- Electronic Sources: online journal subscriptions preferred; electronic books for narrower, more technical topics; documentaries, etc., in DVD or other formats appropriate to users' viewing capabilities; databases purchased for the reference collection.

B. Language Guidelines

Generally, only English-language materials will be purchased.

C. Geographical Guidelines

- Primary focus is on the United States and its international relations
- Other world regions of interest include Europe and the United Kingdom, the Middle East, the Americas, and East Asia

D. Chronological Guidelines

Emphasis is on the 20th and 21st centuries, with appropriate works on political theory from any period

E. Publication Date Guidelines

Books published within the last three years will be selected, with exceptions where appropriate

F. Special Types of Materials Included

- Periodical Indexes (purchased from serial funds)
- Article/Indexing Databases
 - Academic Search Premier*
 - Academic OneFile*
 - Business Source Premier*
 - LegalTrac*
 - PAIS International*
 - Social Sciences Citation Index (Web of Knowledge)*
- Full-text Databases
 - CIAO (Columbia International Affairs Online)*
 - CountryWatch*
 - CQ Researcher*
 - HeinOnline*
 - JSTOR*
 - Lexis/Nexis Academic*
 - New York Times Historical*
 - Roper Center Public Opinion Research (iPoll)*
 - U. S. Congressional Serial Set, 1817-1994*
 - Washington Post Historical*
 - World News Digest*
- Directories, Dictionaries, Encyclopedias, Handbooks:
 - Almanac of American Politics* JK1012 .A44 (also ebook)
 - CQ Press Political Reference Suite* (10 online guides, directories, etc.)
 - Encyclopedia of Political Communication* (ebook)
 - Europa World Yearbook* Ref JN1 .E85
 - Handbook of Public Administration* (ebook)
 - Statesman's Yearbook* Ref JA51 .S79

Government Publications:

The Clemson University Library is a selective depository for Federal publications, accessible via the online catalog since 1976, and also a depository for South Carolina state government publications which are all listed in the online catalog. Primary source materials on legislative, executive, judicial, military and foreign policy topics are included, along with many other items.

G. Types of Materials Excluded

Textbooks: Books assigned as required texts for Clemson University classes will not be purchased deliberately. Other textbooks may be acquired when they support the curriculum.

H. List of Core Journals/Magazines/Electronic Journals (current subscriptions only):

Political Science and Public Administration:

American Journal of Political Science

American Political Science Review

American Politics Research

Annals of the American Academy of Political & Social Science

Annual Review of Political Science

British Journal of Political Science

Cato Journal

Comparative Political Studies

Congressional Digest

CQ Researcher

CQ Weekly

Current History

European Journal of Political Research

Foreign Affairs

Foreign Policy

Gallup Poll Briefing

Governance

Governing

International Affairs

International Organization

International Studies Quarterly

Journal of Democracy

Journal of Politics

Journal of Politics and Law

Journal of Social, Political & Economic Studies

Latin American Politics & Society

National Journal

National Interest

Orbis

Political Analysis

Political Communication

Political Quarterly
Political Research Quarterly
Political Science Quarterly
Political Theory
Polity
Presidential Studies Quarterly
PS: Political Science & Politics
Public Opinion Quarterly
Publius

Review of International Studies
Review of Politics

SAIS Review of International Affairs
Science & Society

Theory & Event
Third World Quarterly

Washington Quarterly
World Affairs
World Politics

Public Administration/Public Policy

Administrative Science Quarterly
Administration & Society
American Behavioral Scientist
American City & County
Journal of Policy Analysis and Management
Journal of Public Administration Research and Theory: J-PART
Policy Studies Journal
Public Administration Quarterly
Public Administration Review
Public Finance and Management
Public Finance Review: PFR
Public Personnel Management
State Politics & Policy Quarterly

Law:

HeinOnline “Law Journal Library” - contains more than 1,620 law and law-related periodicals
 Lexis-Nexis Academic “US Law Reviews & Journals” – 935 titles

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

<u>Call Number Range</u>	<u>Description</u>	<u>Collecting Level</u>
J1-82	General legislative & executive papers (US only)	Advanced Instructional Support (includes Federal depository)
JA 1-92	Political Science (general)	Intermediate Instructional Support
JC	Political Theory	Basic Information Level, Advanced
JF	Political Institutions (general)	Basic Information Level, Advanced
JK1-9993	Political Institutions (US)	Intermediate Instructional Support
[JK401-1685	Public Administration	Advanced Instructional Support]
JL, JN, JQ	Political Institutions (world)	Basic Information Level, Introductory
JV	Colonies & colonization	Basic Information Level, Advanced

JX	International Law	Out of Scope
JZ	International Relations	Basic Information Level, Introductory
K	Law in general	Basic Instructional Support
KB	Law of ancient world	Basic Information Level, Introductory
KF	Federal law	Intermediate Instructional Support
KFS	South Carolina law	Intermediate Instructional Support
KQ	History of law	Minimal with uneven coverage
	All other Ks	Out of Scope

IV. Access to Information Not On-Site

- A. PASCAL Delivers & Interlibrary Loan: These services are freely available to Clemson University students, faculty, and staff. PASCAL permits patrons to order books from other academic libraries in South Carolina and receive them quickly via courier. Interlibrary Loan borrows books, articles, conference proceedings, media, microfilm, etc, that are not available in our library. Articles often arrive in electronic format.
- B. Commercial Document Suppliers
Ingenta provides full-text online articles that the Clemson Libraries do not own. The Libraries pay for this service for students, faculty and staff.
- C. Internet Sites via the World Wide Web:

•Library of Congress	thomas.loc.gov
•U. S. Senate	www.senate.gov/
•U. S. House of Representatives	www.house.gov
•The White House	www.whitehouse.gov
•South Carolina Legislature Online	www.scstatehouse.gov/
•Project VoteSmart	www.votesmart.org
•Harvard Kennedy School Research Guides	www.hks.harvard.edu/library/research/guides.php
•Brookings Institution	www.brookings.org
•Cato Institute	www.cato.org/
•Hoover Institution	www.hoover.org
•FindLaw	www.findlaw.com/
•Law of Nations of the World	www.loc.gov/law/help/guide/nations.php
•Legal Information Institute at Cornell	www.law.cornell.edu/

V. Selection Tools

- A. Faculty requests and recommendations
- B. Yankee Book Peddler’s quarterly “Core” collections lists; *Choice* annual “Outstanding Academic Titles” list; *Magazines for Libraries* recommended titles
- C. Reviewing Sources
New York Times “Notable Books”; the *Chronicle of Higher Education*; librarians’ lists as published in *American Libraries*, *Library Journal*, etc. Lists of literary/journalism prizes.
- D. Publishers’ Information
Websites/catalogs of major academic publishers, as well as important trade presses (CQ Press, Polity, Brookings, etc.)

Other online sources for publisher information: Amazon.com, BarnesandNoble.com, Alibris.com, etc.

E. Weeding (Discarding)/Storage Guidelines

- Weed all bound volumes of cancelled or ceased journals where we have holdings of fewer than 5 years or if holdings are duplicated in JSTOR or other stable electronic archive
- Store long runs of print journals even if not duplicated online, with most recent 5 years only in Cooper
- Books that are damaged, brittle or worn beyond repair will be discarded; replacements will be sought only for high-use items.
- Duplicates: if a trade or popular publication, weed second copy if item has not circulated within the past 5 years; if from an academic press, store second copy unless items have circulated frequently within the past 2 years. If more than two copies of a book, weed additional copies.
- For books more than 20 years old by publication date, store or weed unless recently circulated
- If rare materials are discovered, they will be moved to Special Collections (or stored, depending upon space concerns).

VI. Evaluation Tools

A. Faculty Teaching and Research Interests:

- Consult department faculty web page: <http://business.clemson.edu/polisci/faculty.htm>
- Each year , review Undergraduate and Graduate Announcements
- Note course additions/deletions from curriculum committee reports
- Each semester, check Schedule of Classes to see what courses are being offered currently

VII. Collection Assessment and Planning

A. Qualitative Measures

1. Review *Magazines for Libraries* list of recommended serials in Political Science
2. Benchmarking projects. Institutions offering similar programs are: Most undergraduate institutions offer the BA; Masters degrees in Public Administration are offered at (#) universities

B. Quantitative Measures

1. Interlibrary Loan activity by department
2. Circulation statistics for titles within call number ranges