

# Sociology, Anthropology, and Criminal Justice

## Information Access Policy Clemson University Libraries

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Sociology/Anthropology/Criminal Justice Reference Librarian: Amanda McLeod  
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### Primary Focus of Collection

To support the curriculum and research needs of the Department of Sociology, Anthropology and Criminal Justice of Clemson University, balancing the needs of students and instructors and research materials required for faculty scholarship.

The Department of Sociology, Anthropology and Criminal Justice offers programs leading to the following degrees:

- Bachelor of Arts or Bachelor of Science in Sociology
- Bachelor of Arts or Bachelor of Science in Anthropology
- Bachelor of Arts or Bachelor of Science in Criminal Justice
- Certificate in Business Anthropology and Human Behavior
- Master of Science in Social Science

For detailed information on these programs, please see the [Clemson University Catalog System](#).

### Primary & Secondary Users

#### Primary Users

- Primary users are undergraduate and graduate students who are enrolled in degree programs through the Department of Sociology, Anthropology, and Criminal Justice. Faculty and staff in the Department of Sociology, Anthropology, and Criminal Justice are also considered primary users.
- As of Fall 2021, there were:
  - Undergraduate majors:
    - Anthropology: 45
    - Sociology: 118
    - Criminal justice: 293
  - Master's students: 19

## Secondary Users

- Undergraduate students minoring in Sociology, Anthropology, Criminal Justice, or students in Race, Ethnicity and Migration
- Undergraduates taking Sociology/Anthropology/Criminal Justice courses for social science requirements or electives
- Undergraduate and graduate students in other classes using research from the discipline
- Faculty Researchers in other departments
- Interlibrary loan borrowing from other campuses
- Community patrons (including students from surrounding schools)

## Scope of In-House Collection

The Sociology/Anthropology/Criminal Justice collection is housed in Cooper Library, although some stray titles related to the discipline may end up in Special Collections, Architecture, or the Educational Media Center, if selected by those liaisons. There is also non-circulating material housed in remote storage. Materials for the circulating collection will be evaluated and selected by the Sociology/Anthropology/ Criminal Justice liaison (or by other liaisons whose interests overlap with the discipline).

## Format Guidelines

- **Digital Sources:** E-books are preferred for edited books that are normally accessed by chapter. All journals will be purchased in electronic form if possible.
- **Print Sources:** Print materials are purchased based on availability, preferences of users, and price. For some titles, both print and e-books may be purchased (or a print title may be purchased if digital access is only through a PASCAL provider).

## Language Guidelines

In general, only English language materials will be purchased. Occasionally non-English language materials will be purchased if deemed appropriate by the subject liaison.

## Geographical Guidelines

Primary emphasis of items selected will be social issues in the United States, especially in the South. Global topics focused on in the Clemson curriculum such as organized crime,

environmental and health policy, human trafficking, and family life/marriage/divorce in other countries and cultures will be purchased from all geographic areas. The archeology and anthropology of the Americas will be of primary interest, especially the Southern United States and Peru, based on curriculum and fieldwork. However, since many topics in Sociology know no geographic bounds, books about social issues in other countries may also be selected.

### **Chronological Guidelines**

Selection will focus on current, up-to-date information. Important historical works or reprints may also be selected.

### **Publication Date Guidelines**

Generally, the selector will purchase books published within the last five years. Exceptions would include books requested by faculty members, books pertaining to a new research or instruction area, or replacements for missing items.

### **Types of Materials Included in the Collection**

Along with edited books and monographs about specific subjects in Sociology, Anthropology, and Criminal Justice, these material types will be selected:

- Biographies: Individual and collective biographies of figures important to the discipline will be purchased.
- Citation Guides and Manuals: A copy of the most current edition of the ASA (American Sociological Association) Style Manual will be purchased for Reference.
- Databases: The Information Access Committee purchases databases, but the subject librarian provides suggestions for selection and de-selection. Databases most relevant to the Sociology/Anthropology/Criminal Justice disciplines are:
  - SIFT (Sociological Index with Full Text)
  - Criminal Justice Abstracts with Full Text
  - Anthropology Plus
  - Anthrosource
  - Social Sciences Full Text
  - ICPSR
  - Medline
  - Family Studies Abstracts
  - JSTOR
- DVDs: Will purchase upon request or if seen as especially supportive of curriculum

- Encyclopedias: New editions and new titles in electronic formats will be purchased with both Reference and circulating funds. It is very unlikely that a print encyclopedia of any size would be purchased for the collection.
- Journals: Every effort will be made to preserve the current journal collection and to add new titles as funds allow. Evaluation tools such as usage studies and faculty surveys will be used to identify journals to be discontinued.
- Streaming Video: Will purchase or license upon request or if seen as especially supportive of curriculum. These are quite heavily used in this discipline
- 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.

### **Types of Materials Excluded**

The following materials will be excluded unless there is an extraordinary need and/or a specific request:

- Almanacs, Directories, and Yearbooks
- Bibliographies
- Dictionaries
- Workbooks
- Textbooks

### **Primary Subject Classifications:**

|   |            |
|---|------------|
| Anthropology  | GN 1-890   |
| Social Sciences (General)                                     | H 1-99     |
| Statistical data and demographics                             | HA 154-473 |
| Universal statistics  | HA 154-155 |
| Sociology (General)   | HM 1-1281  |
| Social history and conditions. Social problems. Social reform | HN 1-995   |
| The Family. Marriage. Women                                   | HQ 1-2044  |
| Communities. Classes. Races                                   | HT 51-1595 |
| Social pathology. Social and public welfare. Criminology      | HV 1-9960  |
| Socialism. Communism. Anarchism                               | HX1-970.7  |

## **Access to Information Not Owned by Clemson**

### Interlibrary Loan/PASCAL

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

## **Selection Tools**

Faculty and Graduate Student Requests  
Course Syllabi  
Review sources (e.g. *Choice*)  
Vendor databases (e.g. Gobi)  
Publisher catalogs and websites

## **Weeding and De-selecting**

### Monographs

Weeding directories, almanacs, badly-dated reference material and books that have not circulated in ten years should be the focus of monograph weeding. Care should be taken to keep books of value for history/foundation coursework (i.e., primary sources and biographical/historical material on the history of the discipline). Books in poor physical condition that can be found in the Hathi Trust or other stable, Clemson-owned/accessed digital format can be discarded.

Some of this weeded material that is not widely held by other South Carolina libraries can be moved to remote storage to see if it will be requested by users, but most should be being permanently removed from the collection

### Journals

Individual volumes of print journals that can be found in JSTOR or other stable subscription services can be discarded. All other bound journals should be sent to remote storage, since "scan and deliver" can easily be centralized at that location and make them readily available (depending on storage space continuing to be available). Current, unbound issues of journals that are only received in paper should continue to

be kept in Cooper until they are bound and sent to remote storage (on a workflow schedule that is best for technical services).

### **Collection Assessment and Planning**

- The information access policy should be reviewed every five years at a minimum.
- Appropriate bibliographies will be checked against our holdings.
- Benchmarking projects
- User surveys
- Circulation and usage statistics
- Interlibrary Loan activities and statistics