

# Tillman Hall Media Center

## Information Access Policy

Clemson University Libraries

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**I. Purpose:** The Media Center is a curriculum laboratory and materials center that supports the students and faculty of the School of Education at Clemson University. All services/resources are focused on hands-on, classroom-based learning to prepare teachers, counselors, and educational leaders for various learning environments. Items include a collection of K-12 textbooks in many subject areas, AV equipment checkout, digital resources, kits, manipulatives, tests, videotapes, DVD's, and software. Other instructional materials, production area for binding, letter-cutting, photography, transparency production, and lamination are also available. The School of Education prepares teachers, counselors, and leaders for the K-12 schools and training and development specialists for business and industry.

### A. Curriculum

**1. The Teacher Education Programs** are designed to expose students to a “broad general education through liberal arts and science courses, develop depth of knowledge in the teaching area, gain an understanding of the historical, philosophical, and psychological backgrounds of American education, and acquire knowledge of and skill in effective teaching techniques.”

Degree programs offered:

#### **Bachelor of Arts**

Early Childhood Education (Pre-K-3)

Elementary Education (1-8)

Special Education (K-12)

Secondary Education (9-12) – teaching areas in English, History, Mathematics, Modern Languages, Political Science, Economics, Psychology, Sociology, Biological Sciences

#### **Bachelor of Science**

Mathematics Teaching (9-12)

Science Teaching (9-12) – teaching areas in Biological Sciences, Physical Sciences, Chemistry

Agricultural Education (9-12)

Athletic Leadership (minor)

**2. Graduate** programs in Teacher Education and Leadership, Technology, & Counselor Education lead to the following degrees:

### **Master of Education**

Reading  
Special Education  
Clinical and Mental Health Counseling  
School Counseling  
Student Affairs  
Human Resource Development  
Administration & Supervision  
Teaching and Learning  
Early Childhood Education  
Master of Agricultural Education  
Educational Specialist: Administration and Supervision  
Master of Arts in Teaching (MAT)  
Middle Level Education  
Secondary Math and Science

### **Doctor of Philosophy**

Curriculum & Instruction  
Educational Leadership  
Engineering and Science Education

### **B. Users**

#### **1. Primary Users:** Students in the School of Education

Undergraduate: 795

Graduate: 650

Faculty: 102

**Total: 1547** (Clemson University Fact Book, Fall 2012)

#### **2. Secondary Users:**

Non-education students, both graduate and undergraduate

All teaching faculty & staff

Consortium patrons: interlibrary loan borrowers, students from schools  
with reciprocal borrowing agreements

Local schoolteachers

Members of the general public with an interest in teaching and education  
issues.

## **II. Scope of In-House Collection**

The primary media center collection includes books, videos, audio/video equipment, manipulatives, juvenile books, instruction kits, and a small collection of non-curricular material that supports students pursuing a career in teaching. Materials for the circulating collection will be evaluated and selected by the education faculty via the graduate assistant.

### **A. Format Guidelines**

Books, videos, software and manipulatives will be the formats collected. Books accompanied by computer disks or CD-ROMs may also be selected.

### **B. Language Guidelines**

English will be the primary language of material selected.

**C. Geographical Guidelines**

Primary emphasis is on educational methods and approaches used in the United States.

**D. Chronological Guidelines**

Selection will focus on current, up-to-date information. Important new works about the history of education may be selected.

**E. Publication Date Guidelines**

The selector will purchase or select gift books published within the past two years. Exceptions may include books requested or donated by faculty members that fit the scope of the collection or books highly recommended in a review source.

**F. Types of Materials Included in the Collection**

*Curriculum Materials:* Materials such as teacher supplies and curriculum materials to be used during field experiences will be collected.

*Juvenile Books:* K-12 books to support courses in children's literature, reading, and elementary education will be included in the collection.

*Videotapes, DVDs:* Will not make an effort to purchase unless specifically requested by a faculty member.

*Audio-Video Equipment:* The media center will supply video cameras, digital cameras, flip cameras, LCD projectors, tripods, and laptops.

*Instruction Kits:* Manipulatives, games and kits in a variety of subject areas are often donated to the collection.

*Textbooks:* Textbooks that support the K-12 curriculum are the main focus of the collection. Other textbooks may occasionally be purchased or retained if they support the curriculum. South Carolina state review textbooks will also be included in the collection

**G. Types of Materials Excluded**

The focus of the Media Center is curriculum materials. Research materials as well as curriculum materials will be selected by the Education Reference Librarian and purchased for both the Cooper Library and the Tillman Media Center collections. For more information on the kinds of materials housed in Cooper Library see the Education Collection Development Policy.

All journals (except those that the Media center has a subscription to: Chronicle of Higher Education and Education Week). Other journal subscriptions are available in Cooper Library or via the Libraries webpage.

**III. Collection Analysis by Subject**

**A. Library of Congress Subject Headings and Call Number Ranges**

**Description Call Number**

Education (general) L  
History of Education LA  
Theory & Practice of Education LB  
Special Aspects of Education LC  
Individual Institutions – United States LD  
Student Fraternities & Societies – U.S. LJ  
Athletic Leadership  
Physical Education & Training GV201-555  
Sports, Athletes, Physical Education GV706  
Coaching GV711  
Sport Law KF3989  
Educational Law & Legislation KF4118-4248  
Human Resource Development HF5549.5

**B. Level of Collecting**

Books selected for each program should support the level of the curriculum. For example, books purchased for early childhood education should be at the undergraduate level, since there is no graduate program in this area. Elementary education has both undergraduate and masters-level programs, so books selected should be for both levels. Educational Leadership is only offered at the doctoral level, so books should be advanced-academic research level.

**IV. Access to Information not On-Site****A. Interlibrary Loan**

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

**B. Document Delivery**

Graduate students and faculty may request items from other libraries and have them delivered directly to the Media Center.

**C. Commercial Document Suppliers**

Document delivery via commercial document suppliers (such as Ingenta) will be offered free of charge to Clemson University students, faculty or staff if the needed information is not available from interlibrary loan sources.

**D. Full-text Article Databases**

Many of the article indexes and databases available through the Library's home page include full-text journal and magazine articles. *Expanded Academic* offers selected education journals, *ERIC* and *Education Research Complete* offer a wider selection of Education journals.

**E. Web Sites**

There are many excellent resources for education research that can be accessed via the Web. Due to the ephemeral nature of many web sites, a list of sites will not be provided in this document. A webpage has been dedicated to the Media Center and may be found on the Clemson Libraries home page.

**V. Selection Tools**

## **A. Review Sources**

*Free Stuff for teachers websites*

*Choice*

*ERIC*

*Library Journal*

Book reviews in core journals

Book reviews in Internet book sites

## **B. Faculty / Staff / Student Requests and donations**

Book, video/dvd, and manipulative requests received by School of Education faculty members will be given first priority.

Donations from faculty will be added, but the Media Center reserves the right not to add donated materials to the collection.

## **C. Deselection (Weeding) Guidelines**

Books will be removed from the collection if:

- They are older than 5 years and deal with curriculum
- They haven't circulated in 5 years (curriculum or non-curriculum materials)
- There are duplicate copies
- They are older editions of text books. (The latest and 1 other edition will be kept unless otherwise specified.)
- There are over 2 copies of duplicate juvenile books
- They are damaged beyond repair
- They are textbooks that are more than 10 years old

## **VI. Evaluation Tools**

### **A. Collection Circulation Reports**

### **B. Faculty Teaching & Research Interests**

## **VII. Collection Assessment & Planning**

### **1. Circulation Statistics**

Since 7/2008, 12718 items (including books, videos, manipulatives and equipment) circulated 2194 times and were browsed 407 times. 368 items have circulated more than one time.

### **2. Desk Statistics**

Between August 2009 and April 2010, 2,428 questions were recorded at the service desk

- a. 43% technology related
- b. 15% book related
- c. 15% Miscellaneous
- d. 3% Reference

### **3. Gate Counts**

- a. Spring Semester 2009 averaged 133 gate counts per day
- b. Highest traffic around 2:00
- c. Wednesday evenings seem to be busy