

COLLECTION DEVELOPMENT POLICY
FOR MICHEL ORRADRE LIBRARY

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Santa Clara University

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I. INTRODUCTION AND STATEMENT OF PURPOSE

The Collection Development Policy statement of Orradre Library at Santa Clara University sets forth the principles which guide the selection, evaluation, and deselection of Library resources. The purpose of this policy is to provide a written statement of the Library's objectives in building its collection, in order to provide guidance to selectors in developing a collection that best furthers the goals of the Library and the mission of the University. By defining the reasons for collecting or not collecting certain types of resources, in relation to the needs of the various academic programs on campus, this policy provides solid guidelines to be referred to by selectors when making individual decisions. It is also the purpose of this policy to communicate these objectives and guidelines clearly to all members of the University community, including Library staff, faculty, students, administrators, and others, in order to foster a clear understanding of the current nature of the Library and to aid in planning the future development of its resources.

This Policy has been developed by the Library's subject specialists, working with appropriate faculty in the University's academic departments and divisions; they are responsible for reviewing the document on a regular basis and for ensuring its currency. Because a collection development policy is a "working document," it must change as the University's curriculum changes; for this reason, this document will be subject to regular, ongoing modification.

In addition to being distributed on paper as a printed document, this Policy will be made available electronically through the Library's home page.

II. SANTA CLARA UNIVERSITY LIBRARY

Statement of Purpose

Orradre Library's Statement of Purpose, as approved by the University Library Committee on May 31, 1995, is as follows:

The mission of the Library is to provide excellent library and information service in support of the University's academic programs. The Library supports the University's "Statement of Purpose," with particular responsibility for providing users with resources and services that promote:

- * an uncompromising standard of academic excellence and an unwavering commitment to academic freedom, freedom of inquiry, and freedom of expression in the search for truth;
- * rigorous and imaginative scholarship;
- * excellent teaching in and out of the classroom;
- * educational programs designed to provide breadth and depth, to encourage the integration of different forms of knowledge, to stimulate not only the acquisition but also the creative and humane use of knowledge, and to foster a reflective engagement with society and a commitment to fashioning a more humane and just world;
- * a community enriched by men and women of diverse backgrounds, respectful of difference and enlivened by open dialogue, caring and just toward others, and committed to broad participation in achieving the common good.

In fulfilling its mission, the Library works in partnership with faculty, administrators, and other members of the University community and seeks to contribute to the overall goals of the University by anticipating the community's library and information needs and responding in a timely manner to requests for materials and services. Primary emphasis is placed on materials and services that expand the undergraduate and graduate curricula and support faculty teaching in those

programs. Secondly, the Library seeks to provide selected materials in support of faculty research, and services which facilitate the research process when it must be continued elsewhere. Thirdly, the Library serves as a resource for faculty, students, and staff in providing information which will assist them in the conduct of their official duties or in enhancing or furthering individual professional goals. Finally, the Library offers some services to the larger community of which Santa Clara is a part -- alumni, friends, and the general public.

Library Goals

Goals supporting the Statement of Purpose were also approved by the University Library Committee on May 31, 1995. They are as follows:

The following long-term goals are based on the Library's "Statement of Purpose" and are in accordance with the "University Goals." The Library reviews short-term goals and sets specific objectives on an annual basis.

The goals of the Library are to:

1. Promote the University's culture of service, as outlined in the Library's "Philosophy of Service."
2. Develop, maintain, and provide access to a wide range of information resources that foster academic excellence, encourage rigorous inquiry, promote critical analysis of various viewpoints, support reflective engagement with society and a commitment to fashioning a more humane and just world, and inspire creative imagination.
3. Provide instruction in library and information skills, aimed at facilitating research, developing life-long learning, and furthering the individual and professional goals of the Library's primary clientele.
4. Encourage technological innovation, while preserving the best of our traditions and heritage.
5. Recruit, develop, and retain an excellent and diverse staff, with a variety of academic backgrounds, experience, and training, committed to continuing growth and learning and to fostering a community rooted in mutual understanding and respect.

6. Strive for effective communication, responsible decision making, and fiscal responsibility at every level of the Library's organization.

7. Endeavor to provide facilities that promote effective study and research, enhance staff productivity, and serve as a community gathering place for the exchange of ideas.

III. INTELLECTUAL FREEDOM

The Library fully supports the University's "Statement of Purpose" by providing its users with resources that promote "an unwavering commitment to academic freedom, freedom of inquiry, and freedom of expression in the search for truth." Thus, the Library's basic function is to serve as a free marketplace of ideas, providing equal access to all points of view on all subjects of potential use or interest to its users. Neither physical materials nor access to electronic information is excluded from the collection because of frankness of language or controversial content, or because of the political, moral, religious, sexual, social, economic, or scientific views expressed, or because of the race, national origin, gender, sexual orientation, religion, or political affiliations of the author. Attempted censorship of Library materials is vigorously resisted by the Library as inconsistent with its responsibility to foster freedom of thought and inquiry.

IV. RELATION TO OTHER CAMPUS RESOURCES

Although the University Library is a major repository for information resources on campus and also, increasingly, serves as a gateway to resources in electronic formats or to materials located elsewhere, several other campus units are major providers of information resources, too. These units include the Heafey Law Library, Media Services, and the various sections of Information Technology, particularly, as currently defined, the Academic Computing Center. The relationship of the University Library to these other units is, to some degree, the result of institutional history. However, increasingly the boundaries among units are blurring, and efforts are now under way to forge closer working relationships among major information resources units, particularly the University Library, Information Technology, and Media Services.

Heafey Law Library

Heafey Law Library is an administratively separate library reporting to the Dean of the School of Law. However, the two libraries share a common online public access catalog and provide physical access to materials needed by members of the Santa Clara University community.

Orradre Library collects legal material at the minimal level of development. See page 74 for further discussion.

Heafey Law Library collects materials that support the curriculum of the School of Law and the research needs of the law faculty. The Heafey Law Library Collection Development Policy Statement may be consulted for specifics.

Orradre and Heafey coordinate collection development in such subject areas as human rights, constitutional law, environmental issues, and legal ethics. (This is not meant to be an all-inclusive list of subjects for coordinated collection development.) In these subject areas, Orradre Library emphasizes the social, economic, political, and current awareness aspects, and Heafey emphasizes the legal and practitioner aspects.

Academic Computing Center

The Academic Computing Center is a partner with the Library in the provision of electronic resources in support of both teaching and research.

Media Services

Media Services houses collections in a variety of sound and video formats and provides direct curriculum support through its Media Lab, production facilities, and the provision of equipment.

Music Listening Laboratory

The Music Department operates a Listening Laboratory, which contains a large collection of musical sound recordings in various physical formats. A number of musical study scores are also kept in the Laboratory for use while listening to the music. The Laboratory is independent of Orradre Library in its operation and funding. However, all the recordings in its collection, and most of its study scores, are fully cataloged and listed in OSCAR, the University's online public access catalog.

V. OFF-CAMPUS RESOURCES

Bronco Express

Bronco Express is an interlibrary loan/document delivery service for Santa Clara University's students, faculty, and staff. Through this service, they may obtain books, magazine or journal articles, conference proceedings, and other research materials not available in the Library's on-site collection.

Cooperative Resource Sharing

The Library is currently a member of SOUTHNET, a cooperative network of public, special, academic, and school libraries in Santa Clara County. However, as the California State Networking project moves to a regional basis, it is likely that multitype library networking programs will change; and SOUTHNET may cease to exist in its present form. Several of the public library systems in the Bay Area already have formal and/or informal working relationships which cover such areas as reference, document delivery, staff development, and administration. Some of these programs already have multitype components; and the official development of the Greater Bay Area Library Council (GBALC) in "Region 2" (as defined by the California State Library Networking Task Force) early in 1996 is likely to accelerate the rate of these changes and to more directly involve the four resource institutions in the Greater Bay Area, i.e., the libraries of U.C. Berkeley and Stanford University and the San Francisco and San Jose Public libraries. Orradre Library plans to join GBALC in 1996 and to participate in the development of its programs, including cooperative resource sharing.

The Library is also a member of the Alliance of California Private Academic Libraries, a group of mid-sized university libraries in California which use software from Innovative Interfaces, Inc. for their library automation. As a member of the Alliance, Santa Clara University is eligible to share in consortia discount prices for Innovative products.

As a Jesuit university, Santa Clara also participates in the interlibrary loan/document delivery cooperative program of the Association of Jesuit Colleges and Universities Conference of Head Librarians.

All of the Library's cooperative resource sharing agreements are aimed at extending its "collections" beyond on-site resources, in support of the University's student, faculty, and staff

information needs.

VI. THE ON-SITE COLLECTION

General Guidelines for Collection Development

In fulfillment of its goals, Orradre Library aims to provide access to resources of the highest possible quality. The Library does not attempt to amass vast collections of all possible materials on all possible subjects. Rather, it obtains the most useful sources of information available on topics of demonstrable relevance to the mission of the University. Though quantity is important (for the collection must be large enough to support the needs of our student body, faculty, etc.), it is the quality of the collection that matters most.

The major responsibility of the Library is to support the curriculum of the University by obtaining the materials needed by students in its undergraduate and graduate programs. Because more extensive research is required on the graduate level, research materials of greater depth are obtained in those fields where graduate degrees are awarded. The Library also obtains materials needed to support and improve faculty teaching in all programs offered by the University. Materials required solely for the personal research of individual faculty members may be obtained to a limited degree; careful consideration will be given to the relationship of the materials to the curriculum, their expense, the likelihood that they will be of any future use as permanent additions to the Library's collection, and their availability elsewhere. As the San Francisco Bay Area is one of the richest regions in the world in library resources, with two major research libraries of international renown and several other significant academic collections, it is expected that many faculty research needs will be met through use of those collections, through cooperative agreements, or through Bronco Express. Orradre Library will, however, purchase basic reference works and bibliographic tools to aid faculty members in making best use of the research materials available elsewhere and will supply "letters of introduction," when required, for faculty use of special collections in other institutional libraries, archives, etc.

In recognition of its role as a general cultural resource for the campus community, and its duty to provide for the well-rounded education of its students by giving them access to all the

significant works of human thought and achievement, Orradre Library collects materials representing diverse cultural traditions. In addition, the Library also selects materials which are outside the scope of the University's curriculum. Such materials are chosen very selectively, the primary consideration being their value as an introduction to an important area of human endeavor.

Selection and Deselection Responsibilities

Liaisons and Subject Specialists

The Library maintains a system of librarians serving as liaisons and subject specialists, who are responsible for collection development in various subject areas or for certain parts of the collection. They also are responsible for other library services, as delineated in the following summary of this system. This statement was approved by the Library Administrative Group in October, 1993.

ROLE OF SCHOOL/DEPARTMENTAL LIAISONS AND SUBJECT SPECIALISTS

In order to facilitate communication between the Orradre Library and the academic program areas which it supports, six (6) librarians are designated as "School/Departmental Liaisons." These individuals serve as the primary Library contact to designated programs. In larger program areas, e.g., College of Arts & Sciences, these Liaisons may be assisted by one or more "Subject Specialists," who help with resource management and, sometimes, other programs. Liaisons and Subject Specialists, if any, work as a team. The responsibilities of the various Subject Specialists will vary, based on such factors as program nature, number of faculty, other responsibilities of team members, etc. The Liaisons are responsible for organizing the team and for ensuring that Subject Specialists, their supervisors, and School/Departmental faculty have a common understanding about the team members' responsibilities.

The six Liaisons are responsible for the following areas:

1. College of Arts & Sciences -- Humanities (Art, Classics, English, Modern Languages, Music, Philosophy, Religious Studies, Theatre and Dance)
2. College of Arts & Sciences -- Social Sciences (Anthropology/

Sociology, Communication, Ethnic Studies, History, Military Science, Political Science, Psychology, Women's Studies)

3. College of Arts & Sciences -- Sciences (Biology, Chemistry, Combined Sciences, Environmental Studies, Mathematics, Physics)

4. Leavey School of Business and Administration (Accounting, Agribusiness, Decision & Information Sciences, Economics, Finance, Management, Marketing, and related institutes)

5. School of Engineering (Applied Mathematics, Civil Engineering, Computer Engineering, Electrical Engineering, Engineering Management, Mechanical Engineering, and related institutes)

6. Division of Counseling Psychology & Education (Counseling Psychology, Education)

In addition to these assignments, which are made on the basis of academic programs, individual librarians may serve as Subject Specialists for given library collections. At the present time, there are such designations for the Reference, Government Documents, and California Collections.

The **responsibilities of the Liaisons include**, but are not limited to, the following:

Maintain regular and on-going contact with Departmental Library Liaisons, Chairs, Program Directors, and other faculty in designated areas of responsibility in order to remain current on curriculum content, teaching methods, and faculty research interests.

Organize "Liaison Team" and ensure common understanding about team members' responsibilities.

Serve as primary resource manager for designated School, Division, and/or Departments. Responsible for selecting and deselecting on-site collections, access to appropriate databases, document delivery programs, etc. Make appropriate recommendations from perspective of designated programs on general or multi-disciplinary access programs and resource sharing agreements.

Provide primary instructional support to students and faculty in program areas, through such means as: group lectures; assistance in preparation of assignments with library component; guides and bibliographies; "update" workshops on

new or restructured information sources for faculty; advice for students writing term papers or beginning thesis research, etc.

Provide specialized reference services in area of responsibility by appointment or referral, e.g., long or complex reference questions, class projects, mediated online searches, etc.

Provide input into the annual performance appraisal process for Subject Specialists, who are members of Liaison's team (at the request of the Subject Specialist's supervisor).

The **responsibilities of the Subject Specialists include**, but are not limited to, the following:

Serve as resource manager for one or more departments, programs, and/or subject areas.

Perform other agreed upon responsibilities as a member of a "Liaison Team."

Provide input into the annual performance appraisal process for Liaisons on whose team they serve (at the request of the Liaison's supervisor.)

NOTE: Liaisons and Subject Specialists also have other individually assigned responsibilities, such as general reference and/or coordination of a program area, e.g., collection development, electronic information resources, instructional services, etc.

Materials Selection:

1. The following criteria are considered in the selection of materials:

- * Supports curriculum, student research needs, and faculty teaching
- * Importance of subject matter to the collection
- * Quality and accuracy of the material presented
- * Appropriate format to best serve our users' needs
- * Timeliness
- * Reputation of author(s) or creator(s)
- * Reputation of publisher or producer
- * Price.

Collection Evaluation:

The subject specialists periodically evaluate the library's collections in order to ensure collection balance and quality as outlined in the Collection Development Policy. It is their primary responsibility to identify areas of strength and weakness in the collection.

Deselection of Materials:

Role of Subject Specialists

The subject specialists have primary responsibility for deciding what materials should be withdrawn from the collection. Materials which are no longer useful in maintaining a collection active and responsive to student and faculty needs should be discarded. Decisions to deselect materials are made in consultation with faculty members directly concerned with their possible future use.

The following factors may be considered for deselection of Library materials:

Books

- * Unneeded duplication or availability in multiple physical formats
- * Obsolescence of information or edition
- * Quantity and recency of past use
- * Physical condition
- * Language
- * Relevance to the library's mission

Serials and continuations

- * Quality of journal
- * Availability of indexing
- * Citation frequency
- * Cost
- * Availability from other libraries in cooperative arrangements
- * Availability in multiple physical formats

Other media

- * Obsolete technology
- * Availability of equipment
- * Physical condition
- * Availability in other physical formats.

Role of Faculty

The faculty library liaisons work closely with their designated subject specialists in deciding to deselect materials from the collection.

Disposition of Materials

The Library determines the method to use to dispose of deselected materials, either by having book sales and/or by offering the materials to book or journal dealers. Recycling or discard of materials at the Library's discretion is also an option.

Faculty Library Liaisons

Ultimate responsibility for collection development rests with the Library. However, the faculty liaisons also carry responsibility to work with their subject specialist to achieve a balanced collection, and to coordinate the resource development of the Library in their subject areas. The following statement, which describes their responsibilities in detail, was approved by the University's Library Committee on March 11, 1996.

JOB DESCRIPTION FOR FACULTY LIBRARY LIAISON

1. Each department or program is responsible for appointing a faculty member to serve as liaison to the Library. Each Department Chair or Program Director should communicate the name of the faculty liaison to the University Librarian's Office and promptly notify that Office when the liaison changes.

2. The liaison is the faculty member who serves as the information conduit between the library and the academic department or program. The liaison should be in regular contact with all faculty in that academic unit, and should work with the Chair or Program Director to ensure adequate communication with the Library concerning program changes, new faculty appointments, retirements, and other changes having an impact on the Library.

3. The liaison should communicate needs of the departmental or program faculty to the appropriate library subject specialist. This includes requests for books, journals, data files, and other materials. (Individual faculty may work directly with subject specialists for special teaching or research related activities.) The liaison should consult with all faculty in the academic unit to recommend the mix of electronic and print media that will best serve their needs. The liaison must be actively involved in

decisions about library resources which support the curriculum, including both selection and deselection decisions.

4. The liaison should inform faculty about changing modes of information sources and how to obtain instruction in their use. The liaison should encourage faculty to incorporate library use, where appropriate, into course assignments for the specific discipline. This includes working with subject specialists to arrange for faculty development workshops and materials, and to plan assessment strategies.

5. Liaisons are encouraged to communicate with their counterparts from other departments and programs regarding similar or complementary interests.

Student Input

Students are encouraged to submit requests for items that they would like added to the collection. Requests from students will be given serious consideration when the material requested is consistent with the Collection Development Policy. Whenever subject specialists act on requests from students who have identified themselves, the students will be informed whether or not the recommended items will be acquired.

Conservation and Preservation

The Library strives to preserve its materials in the best possible condition by providing a clean environment, proper shelving, correct humidity and temperature control, and excellent routine care and handling of materials. Techniques such as mending, binding, weeding, and replacement are used to prevent damage to materials or to restore them after damage has occurred.

A Disaster Preparedness Plan for Libraries, Media Services, Museum, and Related Resources is being prepared which outlines steps to be taken in the event of a disaster. This plan will be available in each section of the Library.

VII. SPECIAL COLLECTIONS

Orradre Library contains several special collections, each of which has its own particular collection development requirements; selection policies for these collections are set forth below.

University Archives

The University Archives' collections include the original archives and library of Mission Santa Clara, University publications and historical records, selected faculty papers, oral histories, and other items in various physical formats that document both the official and informal history of Santa Clara University.

Archives collects those official Santa Clara University records which have been designated as having continuing historical value. These records, created by faculty, staff, or other employees of the University in carrying out their teaching, research, and public service functions, are the property of Santa Clara University and must be handled in accord with its policies and procedures.

Official records of Santa Clara University include, but are not limited to, University and departmental publications, minutes of meetings, correspondence, reports, photographs, and databases.

In addition to official records of Santa Clara University, the University Archives collects book-length publications of faculty members and may collect published materials related to existing archival collections or the history of the University.

Archives is not a general history or local history collection. With the exceptions of faculty publications and publications related to archival holdings, it does not duplicate materials held elsewhere in Orradre Library's collection.

Archives may, at the discretion of the archivist, collect personal papers of any faculty, staff, student, or other person whose papers help to document the functions, development, or physical characteristics of the University, particularly in those subject areas or time periods in which the official University record is deficient. Archives does not routinely collect faculty papers or the papers of alumni.

Archives may accept objects which relate directly to its

collections, for example, college medals. Collection of objects or "artifacts" is at the discretion of the archivist and strictly limited by availability of storage space.

Rare Books

The Library does not purchase materials solely because of their rarity. If materials either purchased or donated meet the rare materials definition, they are added to the Rare Books Collection. Rare materials include incunabula, association copies, special editions, books of either great aesthetic or monetary value, books with significant manuscripts or other materials laid or tipped in, books of unusual size, elephant folios and miniatures, and any other unique materials.

Fine Printing

The Library collects works of California printers, and specifically those works of the John Henry Nash and Grabhorn Presses. Other printers' works, and books dealing with printing, are also considered for the collection on an individual basis.

Miniature Books

All books in the Library's collection of miniature books were gifts. To be included in this collection a book must be four inches or less in height. The Library has no plans to purchase additions to this collection but will accept further donations.

Denise Levertov Collection

The Denise Levertov Collection was established in 1982 through the efforts of former Santa Clara University President, William J. Rewak, S.J., and of Patrick J. Samway, S.J., visiting professor that year in the English Department. A lot purchase of eighty volumes was made, and these were all inscribed by Levertov when she visited the campus in 1982. The acquiring of additional materials is actively pursued.

The purpose of the collection is to be a broad-based collection to be used for research by the University community as well as by visiting scholars.

Materials collected include:

1. Books, pamphlets, and broadsides by or translated by Levertov, including first editions, limited editions, and all variant editions
2. Books and pamphlets edited by or with significant contributions by Levertov
3. Issues of periodicals with contributions by Levertov
4. Leaflets such as advertisements, and reviews on dust jackets
5. Manuscripts and uncorrected galleys
6. Correspondence referring to her work, from and to her family, her colleagues, and those closely associated with her work
7. Photographs of her, her family, her colleagues, and those closely associated with her work
8. Posters advertising her poetry readings, lectures by her, or promoting her works
9. Criticism or significant portions relating to Levertov in works by other authors
10. News reports and articles about awards
11. Festchriften
12. Biographical and autobiographical material
13. Bibliographies.

Formats: Print, including manuscripts, and non-print to include microforms, video and audio recordings in all media, machine-readable electronic resources, and photographs.

Manuscripts

James K. Carr

This collection was a gift of James K. Carr, an alumnus of Santa Clara University who was Undersecretary of the Interior in John F. Kennedy's administration, as well as the holder of a number of other public offices and appointments. The collection consists of correspondence, speeches, and personal papers. Any addition to this collection would be through further gifts.

Clay M. Greene

Clay M. Greene (1850-1933) was a playwright and alumnus of Santa Clara University. This collection of his papers includes manuscripts of his plays, correspondence, unpublished memoirs, photos, playbills, banquet programs, and scrapbooks. It is unlikely that any further materials will be added to this collection.

Grace McDonald

The Grace McDonald Papers are a collection of materials generated by the activities of Grace McDonald and the staff of the California Farm Research and Legislative Committee (later the California Farmer-Consumer Information Committee, and then the Farmer Consumer Assoc., Inc.). The collection contains a variety of materials, including correspondence, newspaper copy, clippings, and speeches. The group was involved in a variety of farm and social concerns, and the Papers reflect the diversity of these interests. It is unlikely that any further materials will be added to this collection.

Jose A. Villarreal

This collection contains professional and personal correspondence, clippings, photos, manuscripts, and printer's proofs of Villarreal's books, and correspondence and reviews relating to these books. Also included are materials pertaining to his teaching, other writings, and Mexican-American literature. This collection was a gift of Jose A. Villarreal, and from time to time additional materials are given to the Library.

Richard Cullen White

Richard Cullen White was a playwright active in San Francisco towards the end of the nineteenth century. In 1966 his grandson, Robert Lilly, an alumnus of Santa Clara University, donated his papers to the Library. This collection includes manuscripts of White's works, newspaper clippings, and a number of nineteenth-century printed playscripts by other authors. It is unlikely that there will be further additions to this collection.

Research Collection

The Research Collection is a diverse collection of old (but not necessarily rare or valuable) books, unusual and/or expensive books, facsimile editions, and materials too fragile for the circulating stacks. A policy statement outlining the purpose and goals of this collection, and criteria for inclusion, needs to be developed. In the interim no new publications are being designated for the Research Collection. Brittle or otherwise fragile materials that have informational value (and perhaps artifactual value), but for which no replacement copy is available, may be

transferred to this collection at the discretion of the Associate University Librarian for Collection Management.

Daniel Boone

This collection of about 160 scripts of the Daniel Boone TV series was given to the Library by Fess Parker. The Library does not plan any additions to this collection.

Lionel Newman

Lionel Newman, composer and conductor, gave the Library this collection of 121 movie scores from the years 1947-1967. Newman is the composer of some of the scores. No further additions to this collection are anticipated.

California Collection

The purpose of the California Collection is to acquire, preserve, and make available materials relating to all aspects of life in California, such as history, geography, geology, agriculture, economy, government, politics, science, technology, music, and culture. In addition to non-fiction, the California Collection includes fiction with California as a primary or significant setting.

County histories and significant local and city histories are collected, with particular emphasis on the San Francisco Bay Area. Family histories are obtained only for historically-important Californians. Genealogies are not collected. Accounts of overland journeys are added to this collection only if the destination was California. Pictorial works are collected if they illustrate a subject area collected.

Selection of non-fiction materials is based on the guidelines for selection set forth elsewhere in this Collection Development Policy. Although courses are taught in California history and California literature, support of the curriculum need not be a criterion for selection for this special collection.

Current California state government publications are acquired through a depository arrangement with the California State Library. Local and municipal government publications are collected on a limited basis. These government materials are a part of the Government Documents collection. As these materials become no longer useful in a current collection, they will be evaluated for

transfer to the California Collection.

The fiction portion of the California Collection includes novels, short stories, and tales with a California setting, covering any time period and with any publication date. In order to foster research in California fiction, the aim of this collection is to be as comprehensive as possible. In recognition of the fact that reputations of authors change over the years, selection is not based on an evaluation of the quality of the book. Juvenile fiction is not acquired. Literary histories of California are collected, as well as biography and criticism of authors whose primary work has had a California setting.

Although many books in this collection are first editions, this is not a requirement for inclusion. Various editions of a title are acquired if they are significant in some way (for example, a new introduction or notes by an important writer).

Books for which high interest and use is anticipated are also considered for duplication in the circulating stacks.

Santa Clara Collection

Publications of Santa Clara University, such as The Santa Clara, The Santa Clara Review, and Santa Clara Magazine form the majority of this collection. As the serial titles are cataloged they will be transferred to the periodicals collection. Also included are some more ephemeral publications such as programs, newsletters, and publicity produced by University departments. No additional ephemera is being added because this type of material is collected by the University Archives.

Theses

Two copies of all Master's and Ph.D. theses written at Santa Clara University are deposited in the Library by the author. An archival copy is kept in a special collection, and the second copy is added to the circulating collection. Prior to 1993 only an archival copy was deposited in the Library.

Senior theses are required in a number of academic departments. The individual departments of the School of Engineering are the only departments actively sending copies of senior theses to the Library.

Theses written at other universities are considered as monographs and are selected on the basis of quality and subject matter as set forth in this Policy.

Curriculum Collection

The Curriculum Collection consists of a set of K-8 state-approved textbooks donated by the Diocese Education Department as well as a combination of donated and purchased children's literature, other textbooks, and print and multimedia materials used by the K-12 student teachers in their classrooms. New special emphasis programs in Cross-Cultural, Language, and Academic Development/Bilingual (Spanish) Cross-Cultural, Language, and Academic Development (CLAD/BCLAD), and an undergraduate class in educational technology (currently in the planning stages) represent new directions for the Curriculum Collection in the immediate future.

The Curriculum Collection also contains instructional materials ranging from elementary through adult levels for use in catechetical ministry in parish and school programs (which are collected in support of the Religious Studies Department's Catechetics program). Teacher's manuals, textbooks, and workbooks are assembled in this collection for evaluation by students in this program. These materials are usually in English. Since curricular materials for religious instruction are specialized publications, not covered in the usual book trade and review sources available to the Library, most of the materials in this collection are selected by the faculty.

Government Documents

The Michel Orradre Library at Santa Clara University became a selective depository for publications of the U.S. government and of the State of California for the 15th Congressional District of California in 1963. International documents (such as United Nations and OECD) were part of the original collection but have since been removed from the Documents Department and integrated into the general library collection.

The Government Documents Department is administered according to the requirements of Title 44, Chapter 19 of the United States Code and Instructions to Depository Libraries, issued by the Superintendent of Documents, U.S. Government Printing Office. The State of California portion of the collection is governed by the Library Distribution Act (Government Code sections 14905, 14906,

and 14907).

The Head of the Government Documents Department is responsible for decisions regarding the development of the documents collection. Suggestions from other subject specialists, faculty, students, and the general public are encouraged.

Purpose of the Collection

The Government Documents collection is considered a valuable and necessary component of the entire library collection, as it provides current and historical data on the workings of federal and state government, as well as the official record of state and national code, statute, and statistical data. The documents collection supplements the total library collection in other general subjects of current and historical interest as well, due to the varying missions of the agencies involved.

In general, material is selected to provide government information to our service community:

- 1) To support the curriculum of Santa Clara University
- 2) To support faculty research and course preparation
- 3) To satisfy the information needs of university administrators
- 4) To fill the realized or potential information needs of the residents, local governments, and businesses of the Congressional District.

Selection

Selection of publications to be received will be coordinated with Heafey Law Library and with other local and regional depositories, especially San Jose State University Libraries, but also the Jonsson Library of Government Documents at Stanford University, and Redwood City Public Library. The regular exchange of item selection lists and the regional holdings display on the AutoGraphics Government Documents Catalog Service facilitate this cooperation. On a regional level, we cooperate with the Bay Area Documents Network to coordinate holdings and services. We turn to these libraries initially in filling requests for materials not in our collection.

The following chart details how these criteria are applied in practice:

RANKING OF COLLECTED SUBJECTS

CODES: C - Comprehensive: All items regardless of issuing agency
 S - Selective: Only certain agencies or geographic areas
 L - Limited: Only for very few agencies or areas
 N - Not collected

Aeronautics & space - C	Postal service - N
Aging - C	Psychology & counseling - C
Agricultural finance and marketing - C	Science, applied - C
Agriculture, applied - N	Small business - C
Anthropology - C	Sociology - C
Astronomy - S	Statistical methods - C
Aviation - S	Tax forms & publications - S
Business & marketing - C	Technical reports - S
California & local - C	Transportation - S
Career information - S	Urban planning - S
Census & demography - C	Visual & performing arts - C
Civil rights - C	Wildlife - L
Communication & media - C	
Consumer information - S	
Defense & military science - S	
Economics & finance - C	
Education - C	
Energy - S	
Engineering - C	
Environmental protection - S	
Foreign trade - C	
Geology - L	
Government finance - S	
Government personnel - N	
Health & nutrition - S	
Historic preservation - S	
History & politics - C	
Immigration - S	
International relations - C	
Justice & judiciary - S	
Labor & management - C	
Law enforcement - S	
Librarianship - S	
Marine science - N	
Meteorology - S	
Native Americans - S	
Navigation - N	
Occupational safety & health - C	

NON-COLLECTED CATEGORIES

Agency directories
Copyright
Environmental impact statements
Forms, applications
Navigation charts
News releases
Maps (except Forest Service,
CIA, & California USGS)
Military manuals
Pamphlets
Patents & trademarks
Posters (except NASA)
Regulations (individual
agencies)
Specifications, standards

COLLECTED CATEGORIES

Agency histories & descriptions
Annual reports & yearbooks
Bibliographies
Cataloging schedules & manuals
Congressional materials
 Calendars & journals
 Hearings & prints
 Reports & documents
 Commission publications
Decisions, opinions (selective)
Directories
Laws, codes, regulations
 (general)
Statistics
Treaties

*** Collected categories may override non-collected subjects.

Choice of Format

Where a choice of physical format is offered, we will choose the format best suited to the character of the information and our local needs. We are capable of providing access to government information in all formats currently offered: print, microform, CD-ROM, PC diskette, and online.

Non-Depository Publications

Most of the materials which comprise the documents collection come to the library "on deposit." This means the library is not charged for this material, and in fact the material

remains the property of the government. In addition to this free-of-charge material, items are purchased from commercial publishers in order to improve retrieval of the material in the collection, and explain or augment its content. Publications of the state or federal government which are not depository items will be requested or purchased as needed.

Other Library Locations

Depository materials may be added to the main stacks or other library units, in cooperation with other unit heads or subject specialists, especially for items of general interest or permanent value.

Withdrawal of Material

Withdrawing materials from the Government Documents collection must follow the procedure outlined in Instructions to Depository Libraries and instructions from the California State Library. Materials must be retained for a minimum of five years from the date of receipt before they may be withdrawn. Exceptions to this general rule are noted in the Instructions. Candidates for withdrawal must first be approved by the State Library, then offered to other depositories in the state.

Reference Collection

Objectives of the Reference Collection Policy

1. To establish guidelines for the subject scope of the reference collection and the materials included in it
2. To set procedures for selecting new material and for weeding the collection of old material so as to ensure the development and maintenance of a complete, current, and convenient-to-use reference collection.

Subject Scope of the Collection

1. Basic and in-depth information sources in the curriculum areas of Santa Clara University. The collection also provides selective coverage of subjects of current interest not directly related to the curriculum.
2. Tools to access information resources not in the

Library's collection.

3. Reference sources to support faculty research.

Formats of Reference Materials

Materials added to the Reference Collection are not restricted by format. Increasingly, materials published formerly in print only are being offered in electronic formats; and, new materials may be produced in several formats. When selecting a format, consideration is given to any equipment and staff support that may be needed to utilize the information. Care is taken to prevent duplication of information in different formats unless there is a programmatic need for the same information in more than one format.

Types of Materials Included in the Collection

1. Almanacs and yearbooks. The Library collects current editions of major publications for the United States and selected foreign countries.
2. Annual reports. The Library collects hard-copy annual reports for the Fortune 500, companies important to the Bay Area, and companies engaged in significant multinational activity. A five-year back file is normally retained. Financial reports for companies listed on the New York, American, and Over-the-Counter Exchanges are collected on microfiche. The Library also subscribes to the Disclosure CD-Rom, which contains complete financial information for U.S. and foreign companies.
3. Atlases. A selection of world, regional, and thematic (e.g., historical or economic) atlases are acquired for the Reference Collection. Other atlases may be added to the Map Collection.
4. Bibliographies. General bibliographies on broad subjects, and narrower subject areas of current and continued interest, are included in the collection. Single-author bibliographies of frequently-studied figures are kept in the Reference Collection; bibliographies for less popular authors are housed in the circulating stacks. Only rarely is a bibliography of bibliographies selected.

5. Biographies. Comprehensive works dealing with professional, subject, national, and international biography, including both current and retrospective biography, are collected.
6. College catalogs. A current set of United States college catalogs on microfiche is maintained. Hard-copy catalogs are not collected.
7. Concordances. Only concordances for very important authors and works are included in the Reference Collection (examples are Shakespeare and the Bible). Other concordances are housed in the circulating stacks.
8. Database search manuals. The Library acquires selected search manuals and thesauri for the databases most frequently searched.
9. Dictionaries. The Library provides unilingual, bilingual, and polyglot dictionaries in the major languages, as well as bilingual dictionaries for other languages. Also collected are specialized dictionaries (for example, of slang, idiomatic expressions, and historical aspects of language) in English, and in specific subject areas.
10. Directories. The collection includes current editions of major general directories as well as directories in selected subject areas. City directories are not included in this collection.
11. Encyclopedias. The Reference Collection includes the major English-language general encyclopedias, both single-volume and multivolume. Also collected are major foreign-language encyclopedias in the languages taught at the University. New editions of Encyclopaedia Britannica, Encyclopedia Americana, Collier's Encyclopedia, World Book, and Academic American are acquired on a rotating basis. Also collected are authoritative specialized-subject encyclopedias.
12. Geographic sources. Gazetteers and selected atlases are provided in the Reference Collection. Other atlases, and topographical, geological, and topical maps, are housed in the map area (see below, page 34).
13. Handbooks. The Library attempts to collect current and authoritative handbooks in all major subject areas.

14. Indexes and abstracts. The Library provides as many indexing and abstracting services and/or databases as possible in all subject areas covered by the curriculum. Also provided are basic indexes to satisfy the general information needs of the University. Selection of an index or abstract is closely related to existing periodical holdings and selection criteria for the subject area.
15. Legal materials. Because of the availability of Heafey Law Library on campus, Orradre Library collects only general and basic law materials, such as law dictionaries, American Jurisprudence, California Jurisprudence, the U.S. Code, and the California Codes. Because of their large physical volume, some other large sets, such as the U.S. and California Supreme Court Reports, are housed in the circulating stacks but do not circulate.
16. Plot summaries. The collection provides major comprehensive collections of plot summaries.
17. Style manuals. The Reference Collection includes major curriculum-related style manuals.
18. Telephone directories. An attempt is made to acquire paper telephone directories for the San Francisco Bay Area. Access to other U.S. phone numbers is by CD or online database.

Selection of Reference Materials

1. The Assistant University Librarian for Reference and User Education has primary responsibility for pursuing a systematic and consistent development program for the Reference Collection. All subject specialists serve in an advisory capacity for their subject areas. Suggestions are encouraged from the library staff as well as the faculty and students.
2. The following principles serve as guidelines in deciding which titles will be acquired:
 - a. Judged usefulness of the publication, considering the existing collection and the programmatic needs of the Santa Clara University curriculum.

- b. Strengths and weaknesses of the existing collection related to current needs of the University.
 - c. Favorable reviews or inclusion in basic reference collection guides.
 - d. Reputation of the author and/or publisher/producer.
 - e. Currency of the topic.
 - f. Date of publication. In general, works with the most recent publication date are preferred. Exceptions are made for standard reference works in a subject or if the older material is of current value to the collection.
 - g. Format of the publication. Consideration is given to any equipment and/or staff support needed to utilize a particular format.
 - h. Price of the publication.
 - i. Language of the publication. Works in English will be purchased in preference to those in other languages.
3. Relevant professional literature is searched to ensure that important reference works within the subject scope of the Reference Collection are acquired. The literature searching consists primarily of the following:
- a. Regularly reading the review sections of the following journals: Booklist, Choice, College and Research Libraries, Library Journal, and RQ
 - b. Reviewing publishers' brochures and catalogs
 - c. Reviewing annual lists of reference books, such as American Reference Books Annual
 - d. Checking standard guides, such as the American Library Association's Guide to Reference Books.

Reference Collection Evaluation

1. Periodic evaluation of the resources already in the Reference Collection is as important as selection of new materials, since it is a working collection of important, frequently-consulted publications. Careful, regular, and systematic weeding removes older, less desirable works from the collection.
2. Many of the same principles and guidelines are followed in evaluation as in selection of new materials. Since each discipline covered by the Reference Collection requires different types of materials, it is impossible to establish absolute standards to be followed in evaluation. For some disciplines the Reference Collection should provide current materials only; for others it must also provide retrospective and historical works. However, some general guidelines which should be considered are the following:
 - a. Significance of the publication
 - b. Age and currency of the publication
 - c. Availability of a later edition
 - d. Physical condition of the publication
 - e. Duplication of the content in more recent works or in another format
 - f. Language of the publication
 - g. Publication is listed in a general guide to reference works or a subject bibliography.
3. The reference collection is weeded in two ways: automatic weeding of older editions of a work, and periodic review and weeding of the entire collection.

VIII. POLICIES APPLICABLE TO ALL SUBJECTS

In addition to the general guidelines and specific special collection policies already presented, and the subject-oriented policies which follow, there are special considerations which apply only to the selection of certain types of resources. Statements of policy for these materials are presented below.

Audio-Visual Media

The Library selects and acquires audio-visual materials, such as sound recordings and video formats, as appropriate to the general guidelines for collection development (stated on page 8) and the discipline-specific sections of this document. Once acquired, these materials are housed by Media Services, which has proper storage facilities and playback equipment for them. However, audio-visual materials acquired for review by students in the Education program are kept in the Curriculum Collection.

Broadsides

The Library purchases or accepts donations of broadsides if they support the curriculum or meet the collecting parameters of the special collections. Decisions to frame a broadside are made on an individual basis.

Children's Materials

Materials intended for children are not usually collected. In rare instances children's books are purchased if they serve the curriculum; an example of this would be Alice in Wonderland, which supports the English Department's program. In addition, the Library does obtain children's materials for its Curriculum Collection; see above, page 21.

Duplicate Copies

In order to spread its financial resources as far as possible, and thus provide the broadest range of materials to serve its mission, the Library does not usually acquire duplicates of materials already in the collection. Duplication of copies is limited to those titles justified by perceived need or by heavy and continuous use. Duplicate runs of serials are not added to the collection.

Reserve Materials

Duplicates are sometimes purchased for Reserve use. The number of copies is determined by the Reserve Specialist in consultation with the faculty.

Working Copies

Library materials are purchased for professional use by Library personnel, and, if the material is considered appropriate, an added copy may be purchased for the collection.

Special Collections

When usage dictates, duplicates are purchased for both a special collection and the circulating collection. However, if the book is out of print, it will be added to the special collection first, while an attempt is made to find a second copy for circulation.

Electronic Resources

Scope

This section covers computer-mediated resources requiring the use of electronic systems for access and processing. Electronic resources can be acquired by the Library through purchase, subscription, or gift, or they may be created by the University itself. The scope of the digital format includes:

- * Computer software which accompanies other media
- * CD-ROMs
- * Electronic journals
- * Networked resources
- * Online databases
- * Internet resources (including World Wide Web linked sites).

Computer files such as word or data processing software or desktop publishing programs are not included in this policy.

Criteria for Selection

In addition to the general criteria for selection and deselection of library materials, listed above on pages 11-12, the following criteria are considered in determining which electronic resources to make available to our library's users:

- * The resource is appropriate to the collection, reflecting the scope and depth of the academic programs of the

University.

- * The resource is anticipated to be of significant use to our students and faculty. Some considerations would be: provision of unique access points, expected number of users, value for student research and teaching (needed for specific class or group assignments), currency of information.
- * Budgetary considerations, including subscription price, back file costs, hardware and software costs, and other maintenance costs.
- * Technical factors: hardware required, space considerations, compatibility with existing systems.
- * Staffing considerations: hardware and software maintenance, staff training, patron assistance.
- * Reputation of database producers/vendors.

The variety of electronic resources available today presents challenges for collection development. To best utilize electronic resources at Santa Clara University, Orradre Library works with other units on campus, such as Media Services, Information Technology, and especially the Academic Computing Center, in providing electronic services to faculty, students, and the whole community.

Faculty Publications

Orradre Library tries to obtain two copies of all monographs and non-print or electronic publications authored, coauthored, or edited by current members of the faculty of the College of Arts and Sciences, the Schools of Business and Engineering, and the Division of Counseling Psychology and Education, even when such materials are outside the scope of the Library's usual collection development interests. One copy is added to the collection of the University Archives; the other is catalogued and shelved with the rest of the Library's collection. Gift copies donated by the author are welcome but not required. Works of former faculty members and Law School faculty will be obtained only if within the Library's usual collection development interests.

Gifts

The Library accepts donations of library materials. Retention of gifts is at the discretion of the Library. The Library can not legally appraise donations; the donor is responsible for determining the fair market value of the gift for tax purposes. The revised Tax Law of 1988 regulates the acceptance and disposition of gifts. The Library makes donors aware of these conditions.

Publications donated to the Library are accepted using the same standards as are applied to purchased materials. Gift materials requiring a continuing obligation on the part of the Library will not be accepted without serious consideration of the Library's ability or desire to keep the material up to date. A decision to accept a journal to which the Library does not subscribe will be weighed carefully, since the acquisition will be a long-range commitment to the costs of the subscription and of binding. Individual journal issues will only be accepted if they fill in gaps in the collection.

The Library accepts gifts of money contributed to established fund programs and uses the money to purchase library materials. The donor may designate the contribution to the Commemorative Book Program (which provides the donor the opportunity to honor or to memorialize a person in a special way), to the Collection Enhancement Fund, or to two endowment funds that honor Rev. Edward R.A. Boland, S.J. or Edwin J. Brown. The Brown Fund is limited to materials in the field of education.

Loose-Leaf and Spiral Bindings

Due to the nature of these formats, with the difficulty of keeping the material intact, the Library acquires publications with loose-leaf and spiral bindings only if the material is essential and is not available in another format.

Maps

The Map Collection is primarily a government depository of over 5,000 flat maps. The librarians responsible for government documents and maps have selected for inclusion in this collection topographic surveys of California and U.S. Central Intelligence Agency maps. Other depository map series, such as the U.S. Forest Service national forest and park maps, are located in the Government Documents Department.

Sheet maps which are included in issues of the National Geographic magazine are removed and added to the Map Collection. Maps recommended for purchase by various subject specialists are added to the collection; atlases may be added either to the Map Collection or to the Reference Collection. The Library does not collect individual road maps or city maps.

Microforms

Microforms, regarded as advantageous in terms of cost savings,

storage space, processing time, and binding costs, are generally acquired for back files of newspapers and journals, monographs unavailable or too costly in printed form, government documents available only in this form, and specialized monographic or documentary sets or series.

Microfiche is the generally preferred format for journals, monographs, and specialized sets. Microfilm is generally preferred for newspapers. Where a given title has already been acquired in a certain micro format, preference will be given to continuing to receive it in the same format.

Newspapers

The Library acquires representative local, regional, national, and foreign newspapers in hard copy as a current awareness service for the University community. For curriculum support, back files are acquired in microfilm for most dailies whose contents are accessible through published or electronic indexes, which are also acquired or licensed. Newspapers may also be made available to our users in electronic formats. Criteria for selection of a newspaper include its importance as representative of a region, state, or city, or of a special interest or political view. In the case of foreign newspapers, selection is generally made with regard to a language emphasized in our curriculum. Availability of a cumulative index is of major importance in considering a newspaper for inclusion in the collection.

Paperbacks

The Library purchases paperback editions if the cloth edition is not available, or if the cost of the paperback is significantly less than for the cloth edition, or if the expected usage will not justify the expenditure for the cloth edition. The Library actively participates in dual edition programs with its major vendors, whereby rebound paperbacks are automatically supplied whenever both the cloth and the paperback editions are currently available. Donated paperback editions are considered for addition to the collection.

Periodicals

The Periodicals collection contains a wide variety of titles that support the curriculum in all academic areas. In addition, a select group of general and popular titles are acquired to provide for the more general interests of the academic community. Since periodical subscriptions represent a significant commitment of ongoing funds, new title requests emanating from faculty or subject

specialists must include a brief written justification relative to the collection's need for the title, including such factors as the quality of its scholarship, the reputation of its editor(s) and publisher, and whether or not the title is covered in indexes or abstracts available through the Library. When the Library provides access to periodicals as electronic journals, other issues (such as ease of access, archiving and long-term availability of the title, licensing fees, etc.) must also be considered.

When back files for titles are purchased, the format should be carefully considered. The Library prefers microfiche, due to space considerations, unless another micro format for the title is already part of the Library's collection. (See above under Microforms on pages 34-35.)

Periodical subscriptions and back files offered as gifts should be carefully considered before acceptance. Since there is often a substantial price differential set forth by the publisher between institutional subscriptions and personal subscriptions, some publishers are forbidding libraries to accept personal gifts for a particular title. Prefatory material should be read carefully for statements such as "it is illegal to donate copies to institutions." Acceptance of these gifts is therefore subject to the limitations placed on them by the publisher. Also, consideration for accepting a gift back file should be contingent upon whether or not the library has an active subscription. (See pages 33-34 for further discussion of this issue.)

Single issues of a periodical that carry a special theme are added on a restricted basis due to the cost in processing individual issues. (See below on pages 76-77 for further discussion.)

Technical Standards

Technical standards published by various standards-issuing organizations, such as the American Society for Testing and Materials or the American National Standards Institute, are usually acquired in monographic form or in large reference sets. The Library does not acquire them in microform, or published individually as single sheets or pamphlets.

Textbooks

Textbooks are defined here as books written primarily for classroom instructional use; they are by their nature didactic and introductory, frequently include questions for classroom discussion

or homework assignments, and tend to become outdated quickly. Other kinds of monographic publications sometimes used for classroom assignments are not included in this definition, nor are they covered by this statement of policy.

Since it is the purpose of the Library's collection to supplement and augment the curriculum, textbooks adopted for current use on campus are not normally added to the collection. Exceptions may be made if there is strong evidence that the book is of significant value for its content, and that it will be a useful addition to the Library's collection long after it is discontinued as an adopted text.

Textbooks not adopted for use on campus may fill a need by offering variant presentations of a subject useful for comparative purposes. Sometimes a textbook goes beyond its original intended purpose to become a classic in its field. In some fields there are few books available other than textbooks on the one hand and extremely esoteric monographs on the other, in which case the textbooks are of far greater usefulness to our students. Also, in a non-curricular area where a good basic survey is all that is needed, an outstanding textbook may be the best work to serve the purpose. For all these reasons, the Library may occasionally acquire textbooks. However, they will be selected sparingly, usually at faculty request, and always following a title-by-title assessment of each book's potential contribution to our collection.

IX. SPECIFIC POLICIES BY ACADEMIC DEPARTMENTS

The following statements of collection development policy by academic departments, in many ways the most specific parts of the Policy, are also the most readily subject to change. It is the responsibility of the subject specialists to review them regularly with their faculty library liaisons, so that they continue to reflect the changing needs of the University.

Definition of Collecting Levels

The following terms are used to describe the level of collection intensity desired in each department's subject areas:

Comprehensive Level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge in all possible formats for a closely-defined and limited field. This level of collecting intensity is that which maintains a "special collection." The aim is exhaustiveness. It is expected that Orradre Library will have few, if any, collections developed at this level.

Research Level: A collection which includes the major published resources required for dissertations and extensive independent research, including research reporting, new findings, experimental results, and other information useful to advanced researchers. It also includes all important reference sources and a wide selection of specialized monographs and other media, as well as an extensive collection of journals and indexing and abstracting services in the field. Materials are collected in many languages other than English. A collection at this level would normally support a graduate program leading to the doctorate.

Advanced Study Level: A collection of less than research intensity which is adequate to support the course work of master's degree programs, or independent study on the graduate level. It includes a wide range of basic monographs and other media (both current and retrospective), complete collections of the works of more important writers, a broad selection of the works of secondary writers, a wide selection of representative journals, the major indexing and abstracting services, and important reference sources in the field. Materials are collected in some languages other than English.

Initial Study Level: A collection which is adequate to support undergraduate course work and independent study. It includes a judicious selection of currently-published basic

monographs and other media (such as those recommended in Choice) supported by seminal retrospective monographs (such as those listed in Books for College Libraries), an extensive selection of works by important writers, a selection of the most significant works of secondary writers, a careful selection of important journals in the field, essential indexing and abstracting services, and current editions of the most significant reference sources pertaining to the subject. Materials are collected selectively in a few languages other than English.

Basic Level: A highly-selective collection which serves to introduce and define the subject and to indicate the variety of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field. Materials are rarely collected in any language other than English.

Minimal Level: A subject area which is out of scope for the Library's mission, and in which few selections are made beyond very basic reference works.

Zero Level: Nothing whatever is collected in this subject.

Languages

The following terms will be used to describe the languages in which materials are collected:

English Only: Materials are not obtained in any other language.

English Primarily: Most materials are in English, but materials in other languages are obtained selectively. The other languages will be specified by the terminology which follows.

Classical Languages: Ancient Greek and Latin.

Romance Languages Taught at the University: French, Italian, and Spanish.

German: Modern German, as taught at the University.

Japanese: Modern Japanese, as taught at the University.

Chinese: Modern Chinese, as taught at the University.

Other languages than those given above may be indicated but will be clearly specified in the departmental policy statements which require them.

College of Arts and Sciences

Humanities

Art and Art History

The Art and Art History Department offers two undergraduate majors: one in studio art, and the other in art history. In support of the studio art major, collecting activity at the basic level concentrates on the techniques of photography, drawing, painting, watercolor, printmaking, etching, ceramics, sculpture, and computer art. Materials on other artistic media and techniques are acquired at the minimal level, in English only.

In support of the art history major, the Library collects at the initial study level works on the history of world art and architecture, from prehistoric to contemporary times. Materials are collected in English primarily, with selective purchase of items in German and the Romance languages taught at the University. Materials may be obtained in other languages if they contain superior reproductions or illustrations not available otherwise; generally, the textual matter in such works is limited and of lesser significance than the illustrations.

While materials on architecture from an art historical or aesthetic perspective are collected at the initial study level, technical materials on architectural techniques are out of scope for the collection and are selected at the minimal level only. To support limited course work in museum studies and arts administration, materials are collected in these areas at the basic level.

The Library's collection of books on European and American art published within the last thirty years or so is quite strong. Its collection of older books, and books on non-Western art, is weaker and is being strengthened through a gradual retrospective collection-building effort. In addition to books and journals, the Library also purchases video and electronic materials in support of the Art and Art History Department's curriculum.

Classics

The Classics Department offers an undergraduate major in Classics. In addition to the traditional emphasis on the ancient Greek and classical Latin languages and their literatures, the Classics program encompasses the study of all aspects of life and culture in ancient Greece and Rome, thus requiring library

materials that span a broad range of the curriculum. The Library collects these materials at the initial study level, primarily in the classical languages themselves and in English. Some materials in German and the Romance languages taught at the University are occasionally selected, particularly if they are editions of classical texts in the original language, with significant notes or commentary in one of the specified modern languages. Because of the University's Catholic association, materials on Church Latin are also collected at the initial study level.

In order to provide support for the full range of its curriculum, the Classics Department requires collections at the initial study level in ancient Greek and Roman history, culture, philosophy, mythology, religions, art, and archaeology. While other departments may contribute to building collections in these fields, the Classics Department takes major responsibility for collection-building in these areas.

In addition, to support subjects of secondary interest for the study of Classics, the Library collects at the basic level in the areas of ancient numismatics, palaeography, epigraphy, Mycenaean Linear B, New Testament Greek, the modern Greek language and its literature, and medieval and modern Latin language and literature. Most materials collected in these fields are in English, but significant works may be obtained in the original Greek or Latin, as well as in English translation.

Because classical studies have traditionally held a central position in Jesuit education, the Library has a strong collection of print materials, both current and retrospective, in this field. Future development of the collection will include non-print media and various electronic resources to provide additional support for the Classics program.

English

The English Department offers an undergraduate major in English. In support of this program, Orradre Library collects works of literature in English in all genres (including critical editions), and biographical, historical, and critical studies of authors and their works. These materials are collected at the initial study level, primarily in English, though significant works of criticism are sometimes obtained in German or the Romance languages taught at the University. Also collected at the initial study level are materials on the English language and its history, English composition and rhetoric, linguistics, literary theory, and cultural and gender studies of a literary nature.

In addition, to support comparative literary study, works of literature and supporting biographical, historical, and critical studies are collected at the basic level for non-English-language literatures throughout the world. Materials in these fields are collected in English translation only. For the non-English literatures taught by other departments on campus, major collecting responsibility lies with those departments; the English Department contributes, however, in selecting works of those literatures in English translation, and significant secondary materials suitable to the needs of students who are not studying those languages and their literatures in the original.

Also relevant to the study of literature is the history of books and printing and their effects on human civilization. Materials on these topics are collected at the basic level in English only.

The Library has an excellent collection of print materials on English and American literature, with extensive holdings of both primary and secondary sources relating to the authors, genres, etc., studied in an undergraduate program. Active collecting of current materials continues, building upon the firm foundation of a strong retrospective collection. In addition, non-print materials (such as audio or video tapes) and electronic resources are also ordered to provide support for the English curriculum.

History

The undergraduate program in History covers all time periods, from ancient and classical studies to contemporary intellectual trends. In addition, History includes all areas of the world, from China to San Jose, Greece to New York. Also part of the department's study are trends, policies, and movements which have changed or affected human life; among them are feudalism, Marxism, and black studies. Finally, history is frequently considered a part of other disciplines; in studying classics, the history of science, archaeology, and business, for example, students must become aware of trends and events from a perspective of time, and not in isolation.

In order to support the breadth of areas studied in History courses, the Library collects material at the initial study level. Materials are purchased primarily as they reflect the needs of the curriculum and the ongoing programs of the History Department and history-related requirements of other academic departments on campus. Most material is collected in English. However, works relating to other departments and programs, such as Modern Languages and Classics, may be purchased in the appropriate

languages as needed or desired by the recommending department and subject specialist. Material may be collected in both the original language and English translation. The Library also provides non-print and electronic resources as well as print materials in History. These include relevant films, audio tapes, and other media which can be used by faculty and students in their classes and research.

Particular emphasis is placed on areas in which the History Department maintains large-scale programs and continuing interest. These include United States, European, African, Asian, Middle Eastern, and Latin American history. In addition, the University's Catholic heritage requires that we purchase material in Church history.

Material relating to California is reviewed and purchased primarily for the California Collection; in addition, material is considered for duplication in the circulating collection. No attempt is made to duplicate all items, however; the Library purchases additional copies if heavy use is expected, or if the material is needed for course work.

Several interdisciplinary programs are included in the regular consideration of history materials to be purchased. These include the Ethnic Studies Program and the Program for the Study of Women and Gender, which carry on valuable work in integrating the curriculum for students. Also, the broad area which History encompasses demands that purchases be made in conjunction with a variety of allied disciplines. Current events items require understandings with the Political Science Department and the Military Science Program, the School of Business, and others throughout the University. In these areas the needs of History intersect with those of the other areas of study. It is important to identify and negotiate the responsibilities of the various programs and their continuing requirements.

Modern Languages and Literatures

The Modern Languages and Literatures Department offers undergraduate majors and minors in French and Francophone Studies, Italian Studies, and Spanish Studies; in addition, minor programs are offered in German Studies and Japanese Studies. In support of these programs, the Library collects materials at the initial study level in these five languages as well as in English. Materials collected include works of French, German, Italian, Spanish, and Japanese literature in all genres in the original language; English translations may also be acquired, but not translations into other

languages. Also collected are biographical, historical, and critical works supporting the study of these literatures, and materials supporting the study of the languages themselves, including their grammar, linguistics, and composition. As these languages are studied with reference to their use not only in their ancestral homelands, but also in other areas of the world, materials dealing with those literatures and dialects are also collected at the initial study level.

Study of the French, German, Italian, Spanish, and Japanese languages at the University involves considerable study of the lives and cultures of those who speak these languages. Therefore, materials are also needed at the initial study level on the cultural, historical, political, and social aspects of life in these societies. While it is expected that other departments will have the major responsibility for building the Library's collections in these fields, the Modern Languages and Literatures Department will also participate in selecting materials in these areas as its needs require.

In order to support limited course work in French and Italian cinema, the Library collects materials on these subjects at the basic level. Such materials are collected in French and Italian as well as English.

Latino/a literature is studied in the Modern Languages, English, and History Departments, as well as in various courses in the Ethnic Studies Program. The Library, therefore, collects this literature extensively -- both in Spanish and English, depending on availability.

The Modern Languages and Literatures Department also offers courses at the elementary level in Mandarin Chinese. As this program concentrates on basic language instruction, its library needs are less extensive than those of the other programs listed above. Consequently, the Library collects materials on the Chinese language at the basic level only, concentrating on obtaining dictionaries, grammars, and other aids to learning the language.

The Library's collection in support of Modern Languages and Literatures, though adequate, lacks sufficient depth to be truly outstanding. Some primary materials, including works of literature by secondary authors in the original language and/or English translation, are lacking, and a more extensive selection of secondary materials is needed. More effort will be devoted to these areas in the future. Also, the Library actively purchases audio-visual and electronic resources to further support the Modern Languages and Literatures curriculum.

Music

The Music Department offers an undergraduate major in Music. In support of this program, the Library is building its music collection at the initial study level, primarily in English; however, when necessary, materials are selected in German and the Romance languages taught at the University. In addition, music scores with editorial material in other languages are obtained when the music itself can not be had any other way (for example, Russian editions of the works of Shostakovich).

Materials collected include music scores themselves, and works on music history, literature, theory, composition, conducting, performance, and technology. Materials to support the applied music program stress solo and ensemble performance of instrumental and vocal music from the Baroque era to the present. The Department's emphasis is on Occidental music, from its beginnings in antiquity to the present, including jazz and rock music. It is in this area that the Library has built a good collection at the initial study level. There is growing interest in music outside the European and American traditions, and the Library is now building its collection in this area to the initial study level.

The Library is giving particular attention to collecting the complete works of all the major Western composers, as well as representative selections of the works of many minor composers. Although most effort is devoted to obtaining study scores, performance copies of works for smaller ensembles are also selected as necessary. The Library is investigating ways in which it can supplement the sound recordings and electronic multimedia materials provided by the Music Department in its Listening Laboratory for assigned listening.

Philosophy

The Philosophy Department offers an undergraduate major in Philosophy. In support of this program, the Library collects materials at the initial study level, in English primarily, though significant works in the classical languages, German, and the Romance languages taught at the University are occasionally selected.

As the emphases of the Department are on Western philosophy (from classical antiquity to the present) and ethics, it is in

these areas that most collecting activity occurs. Other areas of special interest are Christian philosophy, epistemology, political and social philosophy, and aesthetics. Materials on non-Western philosophy are collected at the basic level only, nearly always in English.

In keeping with the Jesuit educational tradition, the study of philosophy has always had a central position of importance in the University's curriculum. Orradre Library's philosophy collection reflects that fact and is thus one of the strongest sections within the Library. It will continue to be so as we build upon this firm historical foundation to strengthen our collection by adding non-print and electronic media to our excellent collection of print materials.

Religious Studies

The Religious Studies Department offers both an undergraduate major and minor in Religious Studies. In support of these programs, Orradre Library collects materials on religion and theology at the initial study level. Materials are collected primarily in English, though important items in German or the Romance languages taught at the University are sometimes selected.

As the Religious Studies Department offers a broad range of courses which examine many religious traditions, the Library collects widely on all world religions and provides materials offering a variety of approaches to the study of religion. Subjects of particular interest are Judaism, Islam, Eastern religions, and Christianity in general. The special strength of the program is Catholic theology, both historical and current, and in this field the Library's collection has traditionally been built -- and will continue to be built -- at even greater depth. As this is a Jesuit institution, the University community is especially interested in Jesuit history and tradition, and the Library collects materials in this field at a level approaching the advanced study level; most such materials are obtained in English, but materials in Latin, German, and the Romance languages are also selected as needed.

Another area of special emphasis within the program is religious ethics, particularly Christian ethics, and their application to contemporary social problems. Course work in Biblical Hebrew is also offered, and the Library collects materials in this field at the initial study level, with emphasis on dictionaries, grammars, and other aids to learning the language itself.

The Religious Studies Department also offers a graduate program in Pastoral Ministries, leading to a Master of Arts degree in any of four areas: Catechetics, Pastoral Liturgy, Spirituality, or Liturgical Music. In support of these programs, the Library collects materials at the advanced study level on catechetical ministry, liturgical studies, Christian spirituality, and liturgical music. While the materials collected represent various Christian traditions, the primary orientation of the collection in these fields is Roman Catholic. Most materials selected in support of these graduate programs are in English, although materials in other languages taught at the University are selected as needed.

As the study of religion has always been of central significance in the Jesuit educational tradition, and thus of prime importance in the University's curriculum, Orradre Library's collection of books and periodicals on religion has been built up carefully over many years and is now one of the strongest parts of the Library's collection. We shall continue to build upon this strong foundation in the future, with consideration given, also, to the contributions that non-print and electronic resources can make to augment our already strong print collection.

Theatre And Dance

The Theatre and Dance Department offers an undergraduate major with two distinct emphases: the Theatre program, and the Dance program. In addition, a minor is offered in Musical Theatre. The Library collects materials at the initial study level in all subjects necessary to support these programs. These materials are collected primarily in English, though significant works in German and the Romance languages taught at the University are occasionally selected.

Subjects in which materials are collected for the Theatre program include dramatic literature, theatre history and architecture, acting, lighting design, scene design and related topics in architecture and interior decor, technical production, and costume history, design, and construction. Subjects collected in support of the Dance program include ballet, modern dance, jazz dance, theatrical dance, choreography, and dance history. The emphasis of both programs is on the Western dramatic and dance traditions; however, materials on non-Western drama and dance are also collected in response to curricular interests, in such areas as African-American drama, Chicano theatre, Asian theatre, etc.

As a large repertoire of plays is essential to support a theatrical program, the Theatre and Dance Department also requires

a strong collection of plays by all major and many minor playwrights representative of the Western (and, to a lesser extent, the non-Western) theatrical traditions. While it is expected that other departments, which study these plays as literature, will bear a major responsibility for collecting them, the Theatre and Dance Department participates freely in selecting plays (with a special focus on contemporary drama and new releases) in support of its particular needs. In addition, collections of scenes and monologues are acquired to support the Department's curriculum. Most such works are selected in English or in English translation.

The Library's collection of print materials in support of the Theatre and Dance program is extensive and deep. Attention is currently being given, also, to building our collection of audio-visual media and electronic resources.

Social Sciences

Anthropology and Sociology

The Anthropology and Sociology Department offers two distinct undergraduate degrees, one in Anthropology and the other in Sociology.

Anthropology

The collection supports an undergraduate program at the initial study level in English. It includes the major areas of the discipline:

1. social and cultural anthropology, including the branches of political, psychological, applied, urban, and popular anthropology
2. physical anthropology
3. archaeology and prehistory (African, Old World, North American) including methodology
4. sociolinguistics.

Special attention is given to materials supporting the study of the following geographical areas: North America, Central and South America, the Middle East, and the Pacific Islands.

Collection building also supports two special emphasis

programs. The first one, in Archaeology, provides students with background in anthropological concepts used in archaeological reasoning and analysis, and a good knowledge of the techniques used in archaeological practice. The second one, in Human Services, prepares students to apply anthropological knowledge to the study of social problems (ranging from teenage pregnancy and homelessness to gang violence and family planning) and the different types of programs designed for their alleviation.

Collection support is also given to the special University programs in Ethnic Studies (North American Indian ethnography), the Study of Women and Gender (women and men in society; family and kinship), and Gerontology (cross-cultural studies of aging).

Sociology

The collection supports at the initial study level in English an undergraduate program organized into the main components which follow:

1. social inquiry (methods of social research, both quantitative and qualitative; introduction to survey research and statistical inference; classical and contemporary social theory)
2. social processes and social structure (socialization; small groups; the process of communication; social stratification; social change, cultural and technological trends, and issues in contemporary American society; demography; and bureaucracy of modern society)
3. analysis of social institutions and applied sociology (sociology of sex roles, deviant behavior, crime, aging, sports, family and kinship, political and industrial sociology, popular culture, work and leisure, race and inequality, mass communication and mass media, minority women in the U.S., and sociology of development in the Third World).

Sociology also offers two special emphasis programs:

The Business, Technology, and Society special emphasis is intended to prepare sociology majors to exercise positive, responsible, and socially astute leadership in business and public

sector administration. The program a) promotes awareness of the ways in which demographic, social, and technological changes pose new challenges for business, and b) suggests sociologically informed ways of rising to those challenges. The program focuses on changes in the work force, the development of new types of business organizations, and the responses from different sectors of society to both of these changes.

The Human Services emphasis seeks to prepare students to apply sociological knowledge to the study of social problems and the programs designed for their alleviation. Students study the underlying social forces that give rise to social problems and the need for a human welfare safety net. The program also seeks to understand human services in a multicultural context by focusing on the culturally specific service needs and models of service provision in different cultures. The program examines such issues as poverty, inequality, teenage pregnancy, substance abuse, abuse of women and children, gang violence, and homelessness.

The Library is interested in providing non-print and electronic resources as well as print materials to support the collection and the curriculum of the Anthropology and Sociology Department.

Communication

The Communication Department offers a Bachelor's degree in Communication with an emphasis in video production, print journalism, or broadcast journalism. The core curriculum includes courses in research, theory, public discourse, interpersonal communication, technology, communication law, and mass media as well as a senior thesis.

In support of this program, the Library collects materials at the initial study level in English on all areas of communication, with an emphasis on print and broadcast journalism. The interdisciplinary nature of the field as well as its "cutting edge" technology require a very broad stroke in materials selection.

Political Science

The Political Science Department offers an undergraduate degree in Political Science. The Library collects material on the initial study level in English to support this program; general relevant non-English materials (e.g., newspapers) are occasionally acquired to support the study of current international relations and area politics. Two special emphasis programs are supported:

1. The Pre-Law emphasis is for majors considering graduate study in law and legal careers. See page 74 for further discussion.
2. The Public Administration emphasis deals with the enactment of public policy for those majors planning careers in public service or business.

The Political Science curriculum is supported in the following fields:

- A. Political theory and methodology, including Western political theory from its Greek origins to the present; American political theory from the Puritans to the present; and Catholic political and social thought
- B. International relations, including international law and organization; comparative foreign policies; American foreign policy; Far Eastern international relations; and U.S. - Mexico relations
- C. Comparative politics, including comparative study of the politics of the Caribbean, Central and South America, Europe, the Former Communist States, the Middle East, Africa, China, Japan, and the Third World
- D. U.S. politics, including the Presidency and the Congress; historical and current constitutional issues; urban, state, and metropolitan politics; politics and the mass media; ethnic politics; political behavior and participation; women in politics; political economy; and public administration and policy.

The Library collects materials in all formats (e.g., monographs, serials, microforms, audio-visual, computer data) that support the fields of study outlined above in the Political Science curriculum. The Library also provides access to political science databases that support the curriculum.

Psychology

The Psychology Department offers an undergraduate major in Psychology. Currently, the department supports two areas of special emphasis, psychobiology and gerontology. In support of this program, the Library collects materials at the initial study level in English on all aspects of psychology, with special consideration for the current emphases in psychobiology and gerontology. The subareas of professional, clinical, and health

psychology as well as aging, medicine, and gerontology are supplemented by materials collected in support of the graduate professional programs in Counseling Psychology. (See page 67 for further discussion of this program.)

Sciences

Biology

Selection of materials in the biological sciences is designed to support the undergraduate program offered by the Department of Biology. Materials are collected at the initial study level, in English only.

The Library has a good collection of materials in the classical areas of biology, zoology, and botany. A wide variety of materials is collected, including curriculum materials and technical reports. Coverage of the life sciences is worldwide, with an emphasis on the western hemisphere, especially North America. Selection activity is devoted primarily to current materials; retrospective materials are collected only to a limited extent in such areas as zoology and botany. Collection activity emphasizes the periodical literature.

Subjects in which materials are collected include ecology, genetics, developmental biology, anatomy, immunology, ornithology, behavioral science, biology, microbiology, human biology, bacteriology, pathology, physiology, zoology, and botany. Interest in materials on evolution ethology is shared with the Anthropology Department, while the Psychology Department shares in the coverage of materials on psychobiology, neurobiology, and behavioral science.

The Library has a strong collection in the areas of molecular biology, genetics, toxicology, and environmental biology. Increasing numbers of non-biology majors are interested in the biological sciences, and the Library has started collecting basic-level books for those whose knowledge of mathematics, chemistry, and biology is limited.

The Biology Department is presently focusing on undergraduate research. In order to support this program, the Library is building up the collection at the professional level. Biology students use the Library's online literature search service as an integral part of their studies. The Library also provides non-print materials such as videos, software, and CD-ROMs to support the curriculum and research needs of upper-division students.

Chemistry

The Chemistry Department offers an undergraduate degree in chemistry and biochemistry. In support of this program, the Library collects material at the initial study level; professional-level materials are being collected to support faculty research. Materials are collected primarily in English.

Journals and monographic series constitute the majority of the chemistry collection, with an emphasis on current materials. Subjects in which materials are collected include inorganic chemistry, organic chemistry, physical and theoretical chemistry, nuclear chemistry, polymer chemistry, radiochemistry, and biochemistry.

The Library's strength lies in its periodical collection. It has most of the major journals published by the American Chemical Society. The Library also has a strong collection in chemical properties and tables, classical chemistry, and monographic series that cover various fields of chemistry. American Chemical Society accreditation requires a minimum collection of specific periodicals, in addition to Chemical Abstracts. The Library's current holdings meet these requirements.

The Library provides online databases, such as CA Search and Beilstein, to support the curriculum and research needs of the Chemistry Department. Also, the department anticipates moving more towards the use of non-book materials, such as CD-ROMs, videos, and electronic resources in the future.

Mathematics

The Department of Mathematics offers a diverse program leading to two undergraduate degrees -- one in Mathematics, the other in Computer Science (Mathematics). Orradre Library collects materials in support of these programs at the initial study level, primarily in English, although significant works may be collected in German or the Romance languages taught at the University.

Materials are collected in most of the traditional areas of mathematical study, such as abstract algebra, geometry, calculus, ordinary and partial differential equations, probability and statistics, numerical analysis, mathematical logic, combinatorics, graph theory, real and complex analysis, and number theory. In addition, materials dealing with the mathematical aspects of computer science are also collected, on such subjects as data structures, computer simulation, programming languages, switching

theory, Boolean algebra, and computer graphics. General works surveying the history and nature of mathematics are also of interest, as are materials on applications of mathematics, such as operations research and mathematical modelling.

There is some degree of overlap between the subjects studied in the undergraduate Mathematics curriculum and those studied in the graduate Applied Mathematics program. Subjects of interest to Applied Mathematics are discussed further on page 62.

The Library has a good collection of print materials on mathematics. The collections in combinatorics and graph theory are particularly strong. Future development of the collection might include non-print and electronic materials in support of the Mathematics curriculum.

Physics

The Department of Physics offers a program of study leading to two Bachelor of Science degrees: one in Physics, the other in Engineering Physics. In support of this program, the Library collects material at the initial study level; professional-level materials are being acquired as necessary to support faculty research. English-language materials are emphasized, but some publications are collected in German, also. The majority of the collection in physics consists of journals and monographic series.

Materials collected deal with physics in both its theoretical, experimental, and applied aspects. Fields of interest include general physics, thermal physics, classical mechanics, quantum mechanics, quantum physics, mathematical physics, optics, electromagnetic theory, solid state physics, and low-temperature physics.

To support limited course work in earth science, the Library collects materials on geology at the basic level; such materials provide an overview of geology with an emphasis on basic geological principles. Materials on applied geology are usually acquired by the Library in support of the Civil Engineering curriculum.

The Physics Department also offers introductory courses in astronomy. In support of these courses the Library collects significant works on astronomy at the basic level; such materials are selected in English only.

The Library provides non-book materials, such as videos, CD-ROMs, and electronic resources, to support the Physics curriculum, as well as faculty and student research.

Leavey School of Business and Administration

Collection development includes both the acquisition of materials and the purchase of access to materials which support the following programs of the Leavey School of Business and Administration: a Bachelor of Science in Commerce degree in Accounting, Decision and Information Sciences, Economics, Finance, Marketing, and Organizational Analysis and Management; and a Master of Business Administration degree. The Leavey School offers a professional education emphasizing humanistic and moral development as well as technical proficiency. Graduates are expected to have a solid understanding of the ethical and global issues confronting business; knowledge of the political, social, and economic environment; and an awareness of the impact of a demographically diverse work force on organizations.

The Leavey School of Business offers two special programs for undergraduates: International Business Emphasis and Retail Studies. The International program is designed to educate students in a broad range of management and international business skills and to offer an understanding of the culture, history, and politics of a selected geographic area (Europe, Latin America and the Caribbean, and Asia). The majority of the courses in the curriculum for the Retail Studies Program are required for business majors.

The Santa Clara MBA program is designed to develop leaders with a broad business, economic, and social perspective capable of managing change in dynamic environments. Students develop breadth of understanding through course work in accounting, economics, finance, management, marketing, and decision and information sciences and depth by concentrating electives in particular functional, industry, or disciplinary areas. The Leavey School of business also offers an MBA program in Agribusiness and a J.D.-MBA combined degree program.

The business collection also supports the library needs of students from other departments who take business courses as electives. In addition, the Business Subject Specialist selects in the related interdisciplinary fields of career and consumer information, transportation, and urban planning.

Collection Guidelines

Languages

Only English-language publications are collected unless

specifically requested by faculty.

Chronological Guidelines

Collecting reflects the chronological emphasis of new publications. Primarily, this consists of current research, theory, and practice, although significant historical works in accounting, economics, and management are collected (usually as reprints).

Geographical Guidelines

The focus of collecting is international with particular emphasis on North, Central, and South America, Europe, and South and Southeast Asia (India, Thailand, Malaysia) and East Asia (Pacific Rim Countries).

Treatment of Subject

The predominant collecting emphasis is on theoretical works and on published research. However, to support the more practical orientation of undergraduate and graduate student research, material is purchased from commercial publishers of popular business books and trade journals. As most departments include at least one course in discipline-related ethics, materials are purchased to support this particular aspect of business studies. A small number of adopted and/or faculty-recommended textbooks are collected, but only for representative purposes, not for supplanting the student's need to purchase required texts. In general, popularizations and how-to-get-rich-quick books are not collected; however, exceptions are made for works which pertain to Silicon Valley.

Professionally-oriented materials are acquired at a representative level. In selecting the particular materials, the advice and assistance of the faculty is essential.

Type of Material

Most acquired materials are monographs, periodicals, and reference serials. Approval plans for university press and commercial press books are the strongest elements in monographic acquisition. Standing orders have been placed with several agencies to receive their publications (e.g., OECD, AMACOM, NBER). U.S. and foreign annual reports are collected to support management, finance, and international accounting classes.

Access is provided to social science data files through a

University membership with the Inter-University Consortium for Political and Social Research, and to business information text and data files through subscriptions to various services (e.g., Dow Jones News Retrieval, F & S Index plus Text, Business Newsbank, Disclosure, Investext, Compustat PC Plus). Other computerized information retrieval services are provided at cost.

Date of Publication

Most materials are obtained when published. Retrospective acquisitions are limited to titles inadvertently overlooked and to the replacement of lost volumes.

Other Resources

After the main collection, the Government Documents Department is the most important source of business information in the Library. Of particular interest are the business data collected and disseminated by the U.S. Departments of Agriculture, Commerce, Labor, and the Treasury, and the independent regulatory commissions.

The business collection is significantly augmented by the Reference Department's CD-ROM periodical indexes and bibliographic utility services (e.g., FirstSearch, CARL Uncover) and the Library's collection efforts in support of the University's engineering and mathematics programs.

Orradre Library is committed to expanding the walls of the library by providing extensive document delivery/interlibrary loan services to faculty, staff, and students. If we do not own it, we will try to obtain the needed material as quickly as possible. Also, the Internet is a vast repository of business information just beginning to be made accessible to faculty and students.

Levels of Collecting Intensity by Department

Accounting

The Accounting program provides students with the conceptual and business foundation for careers in public accounting and in business, government, and not-for-profit organizations. Materials are collected at the advanced study level in the areas of financial accounting, managerial accounting, corporate accounting, cost accounting, international accounting (including foreign operations and transactions and international accounting

standards), auditing, and taxation.

Economics

Economics studies how the choices we make -- as consumers and producers, as savers and investors, as managers and employees, as citizens and voters -- combine to determine how society uses its scarce resources to produce and distribute goods and services. This practical discipline provides insights into such important issues as the determinants of wealth and poverty; of unemployment, inflation, and economic growth; of success and failure in the marketplace. The Library collects materials at the advanced study level to support course work in economic theory, economic thought, economic history, economic systems, economic development, money and banking, business cycles and forecasting, econometrics, and the economics of welfare, labor, energy and natural resources, urban areas, and poverty. At the request of the faculty in the Department of Economics, monographs reviewed in the Journal of Economic Literature are acquired by the Library.

Library collections developed for the Mathematics and Political Science Departments as well as materials collected by the Government Documents Department provide additional resources heavily used by Economics students and faculty.

Finance

The finance function, practiced at the personal or organizational level, private and public, is an integral part of the resource allocation process in a well-functioning economy. Through course work that blends theory and practice, the Department of Finance provides students with the background and skills necessary to meet the complexity and demands of today's product and capital markets. To support the curriculum of this department, the Library collects material at the advanced study level in the areas of financial management, financial policy, financial institutions, international finance, real estate finance, personal finance, securities markets, portfolio management, and risk management and insurance.

The Library collects hard-copy annual reports for the Fortune 500, companies important to the Bay Area, and companies engaged in significant multinational activity. Financial reports for companies listed on the New York, American, and Over-the-Counter Exchanges are collected on microfiche. The Library also subscribes to the Disclosure CD-ROM, which contains complete financial

information for U.S. and foreign companies. The Library provides access to worldwide securities information through the Bridge computer network.

Food and Agribusiness Institute

The program in the Food and Agribusiness Institute is designed for those who are planning a career in the management of agriculture and associated industries. Materials are collected at the advanced study level in the areas of agribusiness production, economics, finance, marketing, and international agribusiness marketing. The Institute is very interested in commodities, the futures market, and risk management techniques. Materials are collected at the advanced study level in these areas.

Material is selectively collected at the advanced study level in the areas of land melioration, soil conservation, land conservation, irrigation, field crops, fruit culture and orchard care, forestry, animal culture, and aquaculture. Items which deal only with the technical mechanics of agriculture -- how-to-grow-it, how-to-fertilize-it, how-to-harvest-it -- are not collected.

The Food and Agribusiness Institute is a heavy user of government documents. All agricultural marketing material available is selected to be received by our Government Documents Department. The agribusiness documents collection is extensive in breadth and depth.

Marketing

The development of decision-making and managerial skills is the major objective of the Department of Marketing program, with special emphasis in the areas of innovation, high technology, retailing, and consumer products. In support of this goal, the Library collects at the advanced study level materials in marketing research, marketing management and strategy, small business entrepreneurship, sales management, brand/product management, buyer behavior, advertising, retail management, and retail studies.

The Retail Studies Program, offered through the Retail Management Institute, is closely connected with the Marketing Department. The Library supports this program's lower division courses in accounting, communications, and computer concepts and its upper division courses in organization and management, marketing, and retailing management through its collection of materials for the business school.

Operations and Management Information Systems

The Department of Operations and Management Information Systems offers business students instruction in the use of computers and management science techniques to solve the operational and decision-making problems of today's complex organizations. The major offers courses in the design, implementation, and evaluation of computerized information and decision support systems. The Library collects materials at the advanced study level in the fields of statistics, quantitative methods, decision analysis, operations research, management information systems, production and manufacturing management, computer simulation modeling, computer communications systems, database design, software engineering, expert systems, and artificial intelligence.

The Operations and Management Information Systems Department depends heavily on Library collections developed for the Mathematics, Electrical Engineering, and Computer Engineering Departments to provide material in these areas. A major portion of the introductory material is common to the three departments.

Organizational Analysis and Management

The Department of Organizational Analysis and Management emphasizes both rigorous analysis and managerial application. The Library collects materials at the advanced study level to support the Department's courses in organizational behavior and design, personnel administration, industrial relations, managerial communication, business and public policy, management ethics, the social-legal-political environment of business, and international management.

International Business Emphasis

International Business is open to all undergraduates in the College of Arts and Sciences and the Leavey School of Business Administration as a supplement to their major. Program requirements include proficiency in a language of the geographic area of concentration; a selection of courses in modern history, business ethics, political science, and contemporary culture; and a selection of courses in international economics, finance, marketing, and management. Areas of business study are all supported at the advanced study level.

School of Engineering

Applied Mathematics

The Applied Mathematics program is designed for graduate study only and leads to a master's degree. The Library collects materials in support of this program at the advanced study level, primarily in English.

Materials collected contribute to the study of mathematics as applied for use in other disciplines, particularly engineering. Subject areas include engineering statistics, vector analysis, complex variables, combinatorial mathematics, matrix theory, linear programming, stochastic processes, optimization techniques, and queuing systems. Some subjects dealt with in the program are also studied by the Mathematics Department on the undergraduate level -- such as algebra, probability, numerical analysis, differential equations, and graph theory. Undergraduate-level materials on such subjects are collected to serve the needs of students in the Mathematics Department, while more advanced materials are collected to meet the needs of graduate students in the Applied Mathematics program in the School of Engineering.

Orradre Library has a good collection of print materials to support the study of applied mathematics. In the future, consideration will be given to professional journals such as Society for Industrial and Applied Mathematics (SIAM) publications and to the role non-print and electronic materials can play in supporting the Applied Mathematics curriculum.

Civil Engineering

The Civil Engineering Department offers both undergraduate and graduate degrees. In support of the undergraduate program in Civil Engineering, the Library collects materials on all aspects of civil engineering at the initial study level. At the graduate level the Department emphasizes the fields of structural engineering and engineering mechanics, and the Library collects materials in these fields at the advanced study level. Materials in all areas of civil engineering are collected in English primarily, with limited selection of materials in German or the Romance languages taught at the University.

Materials selected at the initial study level encompass the fields of water resources engineering (including sewage treatment, flood control, and irrigation), transportation engineering (highways, airports, railways, waterways, tunnels, and harbors),

structural engineering (building construction, as well as bridges and other special structures), public works engineering, and construction engineering. Materials on engineering geology and soil mechanics are collected to support the curriculum in geotechnical engineering; theoretical materials on geology, not geared towards engineering applications, are collected at the basic level only.

To support the international emerging technologies and changing design philosophies associated with the master's program in structural engineering, engineering mechanics, and transportation engineering, materials are collected in the areas of new structural materials and applications, advanced numerical and analytical modeling of systems, design criteria, risk analysis, smart systems, and advanced earthquake-resistant design. For the programs to remain current and attractive, and for the Civil Engineering Department to become a recognized contributor to the advancement of the profession through research and training, it is vitally important that the Library's support keep pace with technological and design changes.

Computer Engineering

The Computer Engineering Department offers a balanced core program in which each student studies the engineering aspects of hardware and software as well as the underlying theory of computation. Course work in Computer Engineering is offered at both the undergraduate and graduate levels, leading to the bachelor's, master's, and doctorate degrees. In support of these programs, Orradre Library collects materials at the research level. Materials are collected primarily in English, though significant works in other languages taught at the University may occasionally be selected.

Topics of interest for Computer Engineering include:

Hardware -- computer architecture, electric circuits, electronic circuits, digital hardware, logic design, microprocessor-based design

Software -- data structures and abstraction, formal specification and advanced data structures, computing, operating systems, and software engineering.

Areas of special interest also include audio/video compression, VLSI design, hardware synthesis, multimedia systems, computer networks, distributed systems, and parallel systems.

The Library's collection of printed materials on computer engineering is fairly extensive. Compendex (the computerized

version of Engineering Index) has recently been added to the Reference Collection. In keeping with the program offered by the Computer Engineering Department, the Library tries to stay abreast of the latest developments in this fast-changing field. In the future, the Library may need to provide more support for electronic resources to support the Computer Engineering program at the research level.

Electrical Engineering

The Electrical Engineering Department offers a wide-ranging program including the design, construction, and operation of electrical components, circuits, and systems. Course work in Electrical Engineering is offered at both undergraduate and graduate levels, leading to the bachelor's, master's, and doctorate degrees. In support of these programs, Orradre Library collects materials at the research level. Materials are collected primarily in English, though significant works in German and other languages taught at the University may occasionally be selected.

Topics of interest for Electrical Engineering include the design, construction, and operation of equipment for the generation, transmission, and utilization of electrical energy. Telecommunications, optical electronics, and electronic data processing are also of interest. Undergraduate teaching topics include telephone, computer, automobile, medical research, television, radio, transistor, and synthetic fabrics. Graduate and research level materials include analog electronics, circuits and systems, communications, control systems, digital signal processing, digital systems design, electromagnetics and microwaves, image processing, information storage technology, microelectronics, and VLSI design and testing.

To further research into an important area of study, the Institute for Information Storage Technology has been established. The Library supports the work of the Institute by collecting materials extensively on information storage systems, such as tape, rigid and flexible magnetic disk systems, and optical recording systems.

The Library's collection of printed materials on electrical engineering is fairly extensive. Compendex, the computerized version of Engineering Index, has recently been added to the Reference Collection. In the future, the Library may need to provide more support for electronic resources to support the Electrical Engineering program at the research level.

Engineering Management

The University offers a Master's Degree in Engineering Management. The program is open primarily to graduates of engineering, mathematics, physics or chemistry, and computer science programs. The Master's Degree program requires its students to take 50% of their courses in a technical specialty, and 50% in Engineering Management and Leadership. The program accommodates self-leadership by technical professionals, group leadership in projects using teams, and technical leadership for organizations. There is a heavy emphasis on project management for hardware and software projects, and product development.

The Library collects materials in support of this program at the advanced study level, primarily in English. Materials selected relate to the management of technical activities through the integration of technical/physical, market needs, and business systems. The focus is on the use of emerging technologies in the design and production of products and systems.

The Library has good basic collections in both engineering and management, which support the Engineering Management program; materials specifically geared towards engineering management, however, are not as plentiful as they might be, and effort should be directed towards improving this situation. In the future, consideration should be given to the role of non-print and electronic media in supporting the curriculum in this field.

Mechanical Engineering

The Mechanical Engineering Department offers both undergraduate and graduate programs, leading to the bachelor's degree, the master's degree, and the doctorate. The curriculum at all levels concentrates on two areas of study: the design and analysis of thermofluid systems for effective utilization of energy, and the design, analysis, and control of mechanical systems, including the study of materials used in engineering. In support of these programs, the Library collects materials in mechanical engineering at the research level, primarily in English, although significant works in Japanese or multilingual editions of works in other languages may occasionally be selected.

Materials collected to support the Mechanical Engineering curriculum deal with such subjects as machine design, thermodynamics, fluid mechanics, gas dynamics, heat and mass transfer, mechanical vibrations, control systems, combustion

technology, manufacturing, and acoustics. The Library also collects to support study of the mechanical, electrical, magnetic, thermal, optical, and chemical properties of engineering materials.

The Library's collection of printed materials on mechanical engineering needs to be strengthened, especially by the addition of more up-to-date publications. Also, consideration should be given to the role of non-print and electronic materials in supporting the Mechanical Engineering curriculum.

Division of Counseling Psychology and Education

The Division of Counseling Psychology and Education consists of professional graduate Master's programs in Counseling Psychology and Marriage, Family and Child Counseling; K-12 Teacher Education Credentialing; Master's and credentialing programs in Special Education; certificate and emphasis programs in Early Intervention, Learning Handicapped, Clear Resources, Alternative/Correctional Education, CLAD (Cross-Cultural, Language, and Academic Development), and Bilingual (Spanish) Cross-Cultural, Language, and Academic Development (BCLAD); Master's programs in Mathematics Teaching, Interdisciplinary Education and Educational Administration. Special emphases in the counseling programs include California MFCC (Marriage, Family and Child Counseling) license exam preparation, Health Psychology, Career Development, and Correctional Psychology.

The Library collects professional and graduate level materials in English in support of all of these programs; some Spanish-language materials are acquired to support the BCLAD program. In addition, the Library maintains a modest collection of curriculum materials in support of the teacher education programs and emphases. Historically, the Library's collection in support of these programs has been noticeably lacking, despite the soaring student population in recent years. That has been changing, especially in the areas with the strongest library use, namely counseling psychology. The newest programs, namely career counseling and CLAD/BCLAD, will need special efforts in the immediate future. An undergraduate teacher education prerequisite course in classroom educational technology is being planned and will require special efforts in collection development in the Library.

Other Programs

Asian Studies

The Asian Studies Program offers an interdisciplinary minor open to all students from any undergraduate school or college in the university. It is designed to provide an introduction to the cultures and major languages of Asia. Courses applicable to the minor are offered in the departments of Art and Art History, History, Modern Languages and Literatures, Political Science, and Religious Studies. Most resources which support this program are thus acquired by the Library in support of the curricula of these participating departments.

Catholic Studies

The College of Arts and Sciences offers a minor in Catholic Studies, an interdisciplinary program for the study of the intellectual traditions of the Catholic faith. It focuses on the history of Catholicism, and its intersection with culture in various fields in the arts and humanities, the social sciences, and the natural sciences. As the program consists of courses which are already being offered by many other departments within the College, the Library supports it as a matter of course through its support of the curricula of those other departments.

Community Studies

Community Studies is a multidisciplinary minor that provides a critical intellectual component to students' experience of the problems, issues, and challenges facing various constituencies, starting with our neighbors in the local Santa Clara County/South Bay area. It integrates classroom and community-based pedagogies to prepare students to learn along with local community groups as they work for social change. Its central paradigm is, therefore, a participatory research model.

A fundamental principle of the program is that each student identifies a specific topic that serves as the focus and center of their individual plan for Community Studies. Students then bring together insights from any relevant disciplines and from local community advisers to analyze that specific problem, such as poverty, homelessness, health care, the working poor, illiteracy, child abuse, immigration, the welfare system, domestic violence, or women in poverty. The program is also attentive to the national and global aspects of some of these problems and issues.

The Library collects materials at the initial study level in all formats (e.g., monographs, serials, microforms, audio-visual, computer data, etc.) to support the topics a student might focus on when analyzing the social challenges and problems facing various constituencies in the local community. Because this minor utilizes existing course offerings in other disciplines, the materials it needs are generally already selected for use in those disciplines, with the possible exception of applied research in the specific area of campus/community partnerships.

Most materials selected are in English; however, consideration is given to acquiring relevant materials in Spanish.

Core Curriculum

The University "Core Curriculum" has recently been revised, and changes are now being phased in over a period of years. As courses are revised or developed, Library resources in support of this program will be defined by the specific discipline or interdisciplinary sections that are a part of this document.

Environmental Studies

The Environmental Studies minor is an interdisciplinary program which offers a variety of courses relating to environmental issues in many academic fields in the humanities, social and natural sciences, engineering, and law. In support of this program, the Library collects materials in the areas of environmental law and regulation, ecology and animal behavior, environmental engineering, environmental applications in chemistry, ethical issues and the environment, natural resource economics, cultural ecology, and population and resources.

Ethnic Studies

Ethnic Studies is an interdisciplinary program which offers a minor to SCU students. The program teaches courses focusing on ethnic groups in American society and coordinates courses offered on ethnicity and race by several academic departments (Anthropology, Communication, Counseling Psychology and Education, English, History, Music, Political Science, Psychology, Religious Studies, Sociology, and Theatre and Dance).

Collection for the program centers on African Americans, Asian Americans, Native Americans, and Latino/as. Racism in the United States, as well as the promotion of diversity, is also considered. Topics include the history and literatures of the above ethnic groups, in addition to the social sciences and fine arts.

The Library, in conjunction with the Ethnic Studies Program, created and maintains a World Wide Web site related to diversity at Santa Clara University, in the Santa Clara Valley, and diversity generally. Electronic resources, therefore, are quite strong.

In general, the Library collects material at the initial study level in Ethnic Studies. This provides coverage for students working in the program and also for students in other departments doing research on ethnicity and race.

International Studies

International Studies is an interdisciplinary program offering a minor which provides a course of study relating to international social, economic, cultural, and political topics. Courses are organized in one of two ways: an area studies focus on one of three geographical areas (Europe, Latin America and the Caribbean, or East Asia); or a thematic focus, e.g., poverty and development, diplomacy and law, or peace studies.

The Library collects materials at the initial study level in all formats (e.g., monographs, serials, microforms, audio-visual, computer data, etc.) to support the fields of study in the international studies curriculum. The Library also provides access to international studies databases that support the curriculum.

Most materials are in English; however, consideration is given to general, relevant non-English publications (e.g., newspapers) that support current awareness of international topics in the three geographical areas.

Markkula Center for Applied Ethics

The Markkula Center for Applied Ethics was founded to heighten ethical awareness and improve ethical decision making. Towards this end, it supports teaching, research, and community programs in applied ethics, using the perspectives of many different disciplines to help decision makers devise practical strategies for resolving ethical and value questions. Many of the materials of interest to the Center are acquired by the Library in support of the Philosophy Department and other areas of the University's curriculum. When the Center needs other resources which are not currently being provided, the Library takes appropriate steps to acquire them.

Medieval and Renaissance Studies

Medieval and Renaissance Studies is a cross-disciplinary

program which offers a variety of courses relating to the Medieval and Renaissance periods. Courses offer perspectives from different disciplines (art, history, philosophy, religion, literature, women's studies) to foster a better understanding of how Medieval and Renaissance institutions have shaped the modern Western world. For collecting purposes, it is important to note that the focus of the program is not exclusively on Europe's Middle Ages and Renaissance. European encounters with Africa, the Middle East, the Far East, and the Americas during these periods, and the contributions brought to Western civilization by these encounters, are of particular interest.

The Library collects at the initial study level in Medieval and Renaissance Studies. Because the program utilizes and coordinates existing course offerings in the College of Arts and Sciences, the materials it needs are generally selected for use in the requesting department's curriculum, but they may also be obtained specifically because of their particular relevance to students and faculty in the program.

Works are acquired primarily in English, but materials in medieval Latin, German, and the Romance languages taught at the University are also considered.

Military Science

The University's ROTC program is a non-degree-granting academic unit on the campus. Course work is mandated by the United States Army. Most of the required material is provided to the program by the Army.

The Library, therefore, purchases at the basic level works related directly to the needs of the program, and others which the Library or the program faculty deem important to the curriculum. Currently of interest are advanced weapons systems and intelligence services as they apply to the military. Also, the Government Documents Department selects many items produced by the Department of Defense, especially annual reports, statistics, and military history.

In addition, the Library acquires other works in the field of military science as they are requested by other departments (History, Political Science, Sociology) as part of their teaching or research aims. Specific areas of interest are the history of warfare, military-political relations, and current events relating to these two areas.

Materials are acquired in English only.

Program for the Study of Women and Gender

The Program for the Study of Women and Gender is an interdisciplinary program which offers a variety of courses relating to women's and gender issues. The courses deal with the experiences, contributions, and cultural images of women, and the construction of gender and its role as an element of social, political, economic, and legal structures. The courses are provided both as part of the Program and minor, and as offerings of academic departments on campus.

Materials are collected in the areas of feminist theory; women's literature (English and Modern Languages); women in American, African, Asian, European, and Islamic societies (History); women in antiquity (Classics); women with regard to religion, sex roles, and psychology (Religious Studies and Psychology); women artists (Art and Art History); and women and men in society (Anthropology).

In general, the Library collects at the initial study level in support of this program. This provides coverage both from the perspective of the program and for students in the various departments wishing to do research on women's and gender issues. The material is generally selected for use in the requesting department's curriculum but may also be obtained specifically because of its relevance to the Program for the Study of Women and Gender.

Materials are acquired in English only, except for women's literatures in the languages taught at the University.

University Institutes

The University periodically offers institutes that include multidisciplinary or related courses as well as films, lectures, and social events on themes developed by faculty members. Within the scope of its general selection policies, the Library attempts to purchase all materials necessary to support these special institutes.

X. SUBJECTS NOT DIRECTLY RELATED TO THE CURRICULUM

Orradre Library collects materials to a certain extent on subjects that are not part of the University's curriculum. Among these subjects are those discussed below.

Aeronautical Engineering and Space Exploration

The University does not offer a program in aeronautical engineering or astronautics. However, certain aspects of these subjects are of interest to other departments. Electrical Engineering offers a course on communication satellite systems engineering, and Mechanical Engineering offers an introductory course in aeronautical engineering, as well as graduate courses in aircraft flight dynamics, rocket and spacecraft dynamics, and aerodynamics. Also, the Physics Department offers an introductory course on astronomy, for which materials on the discoveries made in recent space missions are of interest. The Library collects materials as needed to support all these curricular areas. In addition, non-technical materials on aeronautics and space exploration are collected at the basic level to meet the needs of our students for general information on new discoveries and developments in this field.

Career Materials

In coordination with Career Services, the Library collects materials on job hunting, career development, and vocational guidance. The Business Subject Specialist is responsible for networking with Career Services to ensure the non-duplication of materials acquisition and the provision of complementary reference and user education services to SCU students.

Consumer Information

Many materials on consumers, consumer behavior, and consumer protection are obtained for the Economics, Marketing, and Sociology Departments. The Government Documents Subject Specialist selects materials in the areas of product safety, social security, motor vehicles, small businesses, child care, health and general legal information, and any similar topic which might be of interest to the general public. With the exception of a couple of consumer magazines, the Library does not purchase materials on product comparison, analysis, and evaluation, nor does it collect car repair manuals or blue books.

Geography and Travel

Materials on geography and travel (including maps and atlases) are collected at the basic level. A majority of these items are of most value to the History Department, although some are of interest to other departments (Political Science, Sociology, etc.).

The Library does not, as a rule, purchase travel guides used by tourists but may provide them as course supplements (in History, Classics, and Modern Languages) to support the curriculum. Most are in English, but other languages may be acquired as deemed appropriate.

Law

A pre-law program is offered as a special emphasis program through the Political Science Department for those students considering graduate study in law and legal careers. Since the University has a separate Law Library, our law collection is restricted to a minimal level of development. Included are representative reference materials in California, U.S., and international law, and the periodic updates to these services. Other California and U.S. legal resources are acquired by the Government Documents Department as part of the depository program.

Also collected on a selective basis are representative materials on general legal topics as they relate to appropriate areas of the curriculum, e.g., individual rights, the family, business, etc.

Library Science

Because the University has no program in Library Science, the collection in this field is a "working collection" at the minimal level and serves to support the needs of the Library staff for: theory and background on library and information science; international, national, and other standards relating to the field; general information required for continued development and professional currency; training, reference, and other materials needed in the daily performance of routine and/or specialized activities.

Materials are collected in all formats as appropriate to the discipline or the nature of the material; e.g., training materials may be acquired in printed form, on videocassette, as computer software, or in multiple formats.

Duplicate copies of materials, e.g., dictionaries or cataloging rules, are acquired when needed.

With the exception of dictionaries, which may be acquired in any language, most materials are in English. Materials in other languages are acquired on a highly-selective basis and are normally limited to German or French. Less frequently, materials may be acquired in Italian or Spanish.

Any member of the Library staff may suggest the acquisition of professional materials to the University Librarian, who serves as subject specialist for the Library's collection in this area.

Transportation

Transportation is an interdisciplinary subject involving two departments -- Economics and Civil Engineering. To support course work in the Economics Department, the Library collects at the advanced study level materials dealing with transportation systems and the amelioration of urban problems. Local area transit problems and programs are of particular interest.

The Civil Engineering Department is interested in transportation engineering relating to various modes of land, water, air, and subterranean transport. See pages 62-63 for further discussion.

Urban Planning

The Library collects at the advanced study level on the economics of urban problems, with an emphasis on location, land use, and the real estate market. The Business Subject Specialist selects materials to complement the Economics Department's primary interest -- analyzing the interaction of location and land-use decisions with the real estate market. The Library also supports at the advanced study level Food and Agribusiness course work dealing with problems relating to urban land use, agriculture, and water.

The Political Science Department supports urban planning as it concerns the examination of the formulation, implementation, and administration of urban policies. Support is at the basic level.

XI. MATERIALS GENERALLY EXCLUDED

Certain categories of materials are generally not added to the Library's collection because they are inappropriate to its mission. Some of these categories of materials are discussed below. Many of them are more appropriate to the purposes of a public library. There are several excellent public libraries in the vicinity of the University, and we actively encourage our students to make full use of their collections when they wish to find such materials.

Cookbooks

Cookbooks are generally not added to the Library's collection, though one or two basic ones may be obtained for general reference purposes. Occasionally a cookbook may be important for ethnological study of a particular culture; it may then be obtained with that purpose in mind.

Crafts Books

Materials on handicrafts which are not considered in the University's curriculum (such as building kites or crocheting) are not added to the Library's collection. If a craft is sometimes studied from an art historical or ethnological viewpoint (such as tapestry-making or origami), a few key works about it in English may be selected.

Genealogy

The Library does not generally acquire works that are strictly genealogical. Some historical works having genealogical applications may be included if they fall within the scope of the collection policy for History. Reference works that list genealogical resources and explain how to do genealogical research may be selected for inclusion in the collection.

Recreational Reading

No items are selected solely for entertainment or to provide popular "leisure reading" matter. All materials selected for the Library must further the goals and meet the criteria for selection enunciated elsewhere throughout this Policy.

Single Issues of Journals

Because they are costly to acquire and difficult to locate and use effectively, single issues of journals which are not otherwise

held by the Library are rarely added to its collection. Exceptions may be made for special theme issues of particular significance or for conference proceedings which are published as a regular or special issue of a serial publication. These will be fully cataloged and handled as a monographic collection of essays or proceedings, rather than as a periodical.

Sports Materials

The Library does not collect recreational sports materials aimed at fans or how-to materials meant for practitioners of the sport. Materials examining a specific sport or the sports world generally from the point of view of a subject taught in our curriculum (such as the sociology of sport or its influence on the mass media) are obtained to support the curricular needs of the University.

Study Guides, Instructor's Manuals, Workbooks, etc.

The term "study guides" refers to publications such as Cliffs Notes; sometimes known as "ponies" or "trots," these are publications which make no serious scholarly contribution to the study of a field, but which are frequently used by students as a substitute for reading the assigned text or otherwise doing the course work as intended by their instructor. As it is antithetical to the goals of the Library to undermine the instructional efforts of the faculty by providing such materials, they are not included in its collection.

Instructor's manuals contain teacher's aids, suggestions for class discussion, test questions with answers, etc., and are generally designed to accompany specific textbooks. Such manuals are not usually added to the Library's collection, except upon the specific request of a faculty member who feels that they make a significant and permanent contribution to the study of the subject. Instructor's manuals are obtained for the Curriculum Collection for review purposes, as described above on page 21.

The Library does not obtain workbooks or other consumable materials meant to be written in, torn apart, or otherwise rendered unusable by subsequent users. An exception is made for the workbooks which are included in the Curriculum Collection; see page 21.

Tests

In order to ensure their confidentiality, the Library does not collect copies of standard psychological and educational tests.

The Library does collect materials regarding the evaluation, interpretation, and standards of these tests; such materials are collected at the basic level in English.

Materials to help students prepare for various tests such as the Graduate Record Examination or the Law School Admissions Test are collected by the Library. Copies of tests used in Santa Clara University classes are sometimes placed on Reserve at the faculty member's discretion.

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