

Moon Library Collection Development Guidelines Revised January 2010

Introduction:

The role of the Moon Library is to support the mission of the College: “to advance knowledge and skills and to promote the leadership necessary for the stewardship of both the natural and designed environments.” The library provides materials that support, facilitate and motivate learning, scholarly research and communication and public service. The guidelines that follow focus on the curricula and academic interests of the faculty and research associates from which instruction, research and public service emanate.

The library faculty has the obligation to collect in the fields outlined in these guidelines. All faculty members have an obligation to keep current in the literature of their respective fields and to suggest materials for the library to acquire. Others in the college community are also encouraged to make recommendations as well.

Materials are selected on the basis of relevancy to the curricula as outlined in these guidelines, scholarly merit, publication date and reputation of the publisher. Multiple copies of materials are not purchased, but may be accepted as gifts. Fiction is not purchased. The Moon Library generally does not acquire materials owned by Syracuse University in any format.

These guidelines are used in evaluating materials considered for acquisition, for establishing priorities in budget allocation and for evaluating potential discards from the collection. They are reviewed periodically by the library faculty and revised to reflect changes in curricula and needs of the Library’s users.

Censorship and Intellectual Freedom:

The Library strives to uphold the American Library Association Code of Ethics and the Library Bill of Rights. (Copies of each appear in the Appendix to these guidelines.)

Branch Libraries:

There are collections under the control of the Moon Library at the Adirondack Ecological Center, the Ranger School and the Cranberry Lake Biological Station. Materials for these collections are selected, ordered and processed at the Moon Library with input and recommendations from faculty and staff located at those facilities. These guidelines do not cover collections or instructional material in other facilities of the College or private collections of individual faculty members that are shelved in their offices. Those collections have no connection with Moon Library.

Interlibrary Cooperation:

Students, faculty and staff of the College have full access and borrowing privileges at the Syracuse University Libraries and the Library at the Upstate Medical University as well as at all other SUNY institutions. There are informal collection acquisitions guidelines between the ESF, UMU and SU. Through the use of interlibrary loan and other processes we have attempted to rationalize the collection development process and reduce the amount of overlapping holdings in our collections.

Gifts:

Gifts to the Moon Library are accepted. There should be no special conditions attached to the gift and potential gifts are evaluated according to these guidelines for inclusion in the Library's collection. The Library is free to dispose of material that is not needed or is inappropriate for the collection. (The Library's Gift Guidelines are included in the Appendix to these guidelines.)

Categories of materials:

There are generally four categories of materials that are considered for acquisition. They are listed and described below in order of decreasing priority.

- Serials include scholarly periodicals and journals, annuals, reports, transactions, proceedings, bibliographic databases, etc. (any publication issued in parts or series.) The term periodical and journal are used interchangeably and refer to a publication with a distinctive title, usually appearing unbound in successive numbers or parts at stated or regular intervals. Serials are often purchased in electronic format.
- Current books include monographs (an exhaustive treatment of a subject), theses and dissertation of ESF students, and reference works (such as encyclopedias and dictionaries.)
- Theses and Dissertations: Unbound copies of theses and dissertations are place in the archives. A bound copy, if available, is shelved in the main circulating collection. The Library also has links in the online catalog to electronic copies of theses and dissertations from approx. 1996 to the present, and microfilm copies of many older theses.
- Special books, shelved in the Archives/Special room in the Library, include rare books with 17th and 18th century imprints, unique monographs, folios and limited additions.
- College archives, shelved in the Archives/Special room in the Library include non-current Collection publications with enduring historical value.

Levels of Emphasis:

The subject areas included in Moon Library's collections are ranked according to the following five levels of emphasis (developed by the American Library Association.) The collection is frequently and systematically reviewed for currency of information for all levels. Many of the materials at all levels may be available in an electronic format.

Level 0: Out of Scope. The Library does not collect in this subject.

Level 1: Minimal. The Library collects few materials beyond very basic works.

Level 2: Basic Information. The Library collects a selective group of materials that serves to introduce and define a subject. This may include dictionaries, encyclopedias, access to appropriate databases, selected editions of important works, historical surveys, handbooks and a few major periodicals.

Level 3: Study or Instructional Support. The Library collects materials adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. Materials include a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, a selection of representative journals. The materials collected at this level should be adequate to support independent study and most learning needs of undergraduate and graduate students.

Level 4: Research. The Library collects materials that include the major materials required for doctoral and other original research. Materials include all important reference works, a wide selection of specialized monographs as well as a very extensive collection of journals and the major databases in the field. Older materials are usually retained for history research and actively preserved.

Level 5: Comprehensive. At this level the Library would collect as far as reasonably possible all significant works of recorded knowledge in any format and language for a necessarily defined and limited field. No subjects at Moon Library are collected at this exhaustive level.

Library of Congress Classification List with Levels of Emphasis

The following is a selected list of subjects areas arranged according to the Library of Congress classification system. A level is assigned to each subject to reflect how Moon Library collects in this area. In many areas the general subject is out of scope for Moon and is indicated accordingly with only a note for exceptions to this area.

LIBRARY OF CONGRESS CLASSIFICATION**LEVEL****A GENERAL WORKS** (0)

AC	COLLECTION. SERIES. COLLECTED WORKS	1
AE	ENCYCLOPEDIAS	1
AG	DICTIONARIES /GENERAL REFERENCE WORKS	1
AI	INDEXES	1
AP	PERIODICALS	1
AS	ACADEMIES AND LEARNED SOCIETIES	1
AY	YEARBOOKS, ALMANACS. DIRECTORIES	1

B PHILOSOPHY, PSYCHOLOGY, RELIGION (0)

B 745	PHILOSOPHY OF NATURE	1
BF	PSYCHOLOGY. PARAPSYCHOLOGY. OCCULT SCIENCES	1
BF 341	NATURE AND NURTURE	3
BF 353	ENVIRONMENTAL PSYCHOLOGY	3
BF 1779	FENG SHUI	1
BH	AESTHETICS	1

C AUXILIARY SCIENCE OF HISTORY (0)**D HISTORY: GENERAL AND OLD WORLD** (0)

(EXCEPT: WORKS DEALING WITH DESCRIPTION AND TRAVEL) 1

E HISTORY: AMERICA. UNITED STATES (0)

E 60-100	ARCHEOLOGY AND PREHISTORY OF AMERICA	1
E 159	HISTORIC PRESERVATION	2
E 160	NATIONAL PARKS, STATE PARKS AND RESERVATIONS	1

F HISTORY. UNITED STATES LOCAL HISTORY (1)

EXCEPT: F 116-130 LOCAL HISTORY NEW YORK	2
F 127 ADIRONDACKS	3

G GEOGRAPHY, ANTHROPOLOGY, RECREATION

G GEOGRAPHY (GENERAL)	1
EXCEPT: G 70 GIS	3
G 155 ECOTOURISM	3
G 800 ANTARTICA	2
GA MATHEMATICAL GEOGRAPHY.CARTOGRAPHY	2
GB PHYSICAL GEOGRAPHY	1
EXCEPT: GB651-2998 HYDROLOGY, WATER	3
GC OCEANOGRAPHY	2
GE ENVIRONMENTAL SCIENCES	4
GV RECREATION. LEISURE	4

H SOCIAL SCIENCES

H SOCIAL SCIENCES (GENERAL)	1
HA STATISTICS	1
HB ECONOMIC THEORY	1
HC ECONOMIC HISTORY AND CONDITIONS (INCLUDING ECONOMICS OF NATURAL RESOURCES) EXCEPT: WORKS DEALING WITH ENVIRONMENTAL POLICY, POLLUTION)	3
HD ECONOMIC HISTORY AND CONDITIONS	2
EXCEPT: HD 101-1395 LAND USE	3
HD 1401-2210 AGRICULTURE	3
HD 9750-9773 FOREST PRODUCTS. LUMBER	4
HD 9820-9839 PAPER. STATIONERY	4
HE TRANSPORTATION AND COMMUNICATIONS	2

HF COMMERCE (GREEN CONSUMERISM, ECOLABELING)	2
HG FINANCE (INCLUDING FOREST TAXATION)	1
HJ PUBLIC FINANCE	1
HN SOCIAL HISTORY (COMMERCIAL DEVELOPMENT)	1
HT COMMUNITIES. CLASSES. RACES (CITY PLANNING, ETC.)	3
HV SOCIAL PATHOLOGY. SOCIAL AND PUBLIC WELFARE. (INCLUDING ANIMAL RIGHTS)	1
 <u>J POLITICAL SCIENCE: POLITICAL SCIENCE</u> (0)	
JA POLITICAL SCIENCE COLLECTION AND GENERAL WORKS (INCLUDING GREEN MOVEMENT)	1
JF CONSTITUTIONAL HISTORY AND ADMINISTRATION. GENERAL WORKS (INCLUDING NYS LAW)	1
JS LOCAL GOVERNMENT (INCLUDING COMMUNITY PLANNING AND ZONING)	1
 <u>K LAW</u> (0)	
EXCEPT: ENVIRONMENTAL LAW	2
 <u>L EDUCATION</u> (0)	
EXCEPT: LB 1025-1050.7 TEACHING (PRINCIPLES AND PRACTICE)	1
LB 2300-2430 HIGHER EDUCATION	1
 <u>M MUSIC</u> (0)	

N FINE ARTS (0)

N VISUAL ARTS	1
NA ARCHITECTURE	2
EXCEPT: NA 9000-9425 AESTHETICS OF CITIES. CITY PLANNING	4
NB SCULPTURE	1
NC DRAWING. DESIGN. ILLUSTRATION	2
NK DECORATIVE ARTS. APPLIED ARTS. DECORATION	2

P LANGUAGE AND LITERATURE (0)

PN LITERATURE (GENERAL) EXCEPT: PN 101-245 AUTHORSHIP (STYLE MANUALS)	1
PS AMERICAN LITERATURE EXCEPT: AREAS THAT DEAL WITH NATURE AND THE ENVIRONMENT, FORESTRY, LUMBERJACKS, ETC.	1
PS 700-3576 AUTHORS WHOSE WRITINGS AND WORKS HAVE RELEVANCE TO THE CURRICULUM, E.G. BURROUGHS, THOREAU, ETC.	2

Q SCIENCE

Q SCIENCE (GENERAL, HISTORY OF SCIENCE) EXCEPT: Q 11 SOCIETIES—U.S.	1
Q 180 SCIENTIFIC RESEARCH	3
QA MATHEMATICS	1
EXCEPT: QA 76 COMPUTER SCIENCE	2
QA 152-299 ALGEBRA (INCLUDING STATISTICS)	2
QA 300-433 ANALYSIS (INCLUDING CALCULUS)	2
QB ASTRONOMY	0
QC PHYSICS	2
EXCEPT: QC 851-999 METEOROLOGY/CLIMATE	3

QD CHEMISTRY	3
QE GEOLOGY	2
QH NATURAL HISTORY	4
QK BOTANY	4
QL ZOOLOGY	4
QM HUMAN ANATOMY	0
QP PHYSIOLOGY	3
QR MICROBIOLOGY	3
<u>R MEDICINE</u> (0)	
RA PUBLIC ASPECTS OF MEDICINE	
RA 565-600 ENVIRONMENTAL HEALTH	3
RA 1190- 1270 TOXICOLOGY. POISONS	3
<u>S AGRICULTURE</u>	
S AGRICULTURE (GENERAL)	2
EXCEPT: AGRICULTURAL ECOLOGY, SOILS, SOIL CONSERVATION AND CONSERVATION OF NATURAL RESOURCES.	4
SB PLANT CULTURE	4
SD FORESTRY	4
SF ANIMAL CULTURE (NON DOMESTIC)	3
SH FISH CULTURE AND FISHERIES	3
SK HUNTING SPORTS	2
EXCEPT: SK 351-579 WILDLIFE MANAGEMENT	4
<u>T TECHNOLOGY</u>	
T TECHNOLOGY (GENERAL)	2
EXCEPT: T10.5 –11.0	3

TA GENERAL ENGINEERING. CIVIL ENGINEERING	3
TC HYDRAULIC ENGINEERING	2
TD ENVIRONMENTAL TECHNOLOGY. SANITARY AND MUNICIPAL ENGINEERING	3
TE HIGHWAY ENGINEERING	0
TF RAILROAD ENGINEERING	0
EXCEPT: TF 24-25 SPECIAL AREAS AND RAILROADS OF THE U.S.	1
TF 254 WOODEN TIES	1
TG BRIDGE ENGINEERING	0
TH BUILDING CONSTRUCTION	3
TJ MECHANICAL ENGINEERING AND MACHINERY	3
TL MOTOR VEHICLES, AERONAUTICS ASTRONAUTICS	0
TN MINING ENGINEERING. METALLURGY	1
TP CHEMICAL TECHNOLOGY (CHEMICAL ENGINEERING, POLYMERIZATION, BIOTECHNOLOGY, FUEL, WOOD DISTILLATIONS, PLASTICS, ETC.)	3
TR PHOTOGRAPHY	2
TS MANUFACTURERS	1
EXCEPT: TS 800-937 WOOD TECHNOLOGY. LUMBER	4
TS 1080-1268 PAPER MANUFACTURE/TRADE	3
TS 1300-1865 TEXTILE INDUSTRIES	2
TT HANDICRAFTS. ARTS AND CRAFTS	0
TX HOME ECONOMICS	0
<u>U MILITARY SCIENCE</u> (0)	
<u>V NAVAL SCIENCE</u> (0)	
<u>Z BIBLIOGRAPHY. LIBRARY SCIENCE</u> (1)	