



English Collection Management Policy

Collection Manager: William Claspy
Address: Kelvin Smith Library, 201-Q
Phone: (216) 368-3595
Email: willaim.claspy@case.edu
Faculty Liaison: Gary Stonum
Subject Page: <http://researchguides.case.edu>

I. Purpose:

To support teaching and research through the doctoral level in English language and composition, English Literature, American Literature and the literatures all other English-speaking countries. Linguistics, Modern Cultural Studies, Comparative Literature, Literary Theory, Film Studies, and Journalism are other subjects taught in the English curriculum and researched, and are supported by the collection of Kelvin Smith Library. The highest degree given is the PhD in American and English Literature and Language. At the M.A. or PhD level students may concentrate on Writing History and Theory as well. Teacher licensing in Integrated Language Arts to teach at levels 7 – 12 through a cooperative program with John Carroll University is offered. An M.A. is offered in Comparative Literature in cooperation with Modern Languages. Research materials are provided to support individual faculty members in a number of specific areas not mentioned in the primary purpose statement. These studies range widely and overlap with those in history, sociology, and Modern Languages and Literatures and Classics.

Materials in the art history and art collection are used heavily by students and researchers in all the humanities, social sciences such as Anthropology and the History of Medicine.

II. General Collection Guidelines:

- A. Languages:** English is the primary language of the collection. An occasional book in another language is acquired to support specific research. Translations of literary works into English are acquired to support undergraduate studies in Comparative Literature.
- B. Chronological Guidelines:** No limitations.
- C. Geographical Guidelines:** Literatures in English from the following areas, listed in order of general priority of interest are collected: British Isles and Ireland, North America (United States and Canada), Australia/New Zealand, India, West Indies, South Africa.
- D. Treatment of Subject:** Critical, theoretical, textual and biographical studies of the literatures and of individual authors, scholars and film directors are collected at the same level as the literatures. All literary genres are included. Performing editions of plays are collected under the policy for Theater and Dance. Criticism or plays and playwrights and collected editions of plays, particularly non-contemporary, are collected for use in both the English and Theater and Dance programs. Manuals of style, writings on creative composition, nonfiction writings and a wide array of materials on journalism and print media are collected. Broadcast journalism and media are collected under the Communications collection policy. Works on



copyright, the history of books and printing, lexicography are collected as well. Much of the criticism is collected at the graduate and specialist levels, however undergraduate aimed materials including biographies and critical, student editions of primary texts are collected in support of undergraduate studies, particularly the Sages program. Anthologies and readers are acquired selectively. Popular fiction is collected at a moderate level to support the study of popular literature and culture, as well as for the general reading of students, faculty and staff of the university. Prize winning juvenile fiction is acquired for use by creative writing studies, as well as to support the Flora Stone Mather Prize in Children's Literature, which is awarded yearly.

- E. Types of Materials:** Materials may be purchased in the original edition, in reprint, revised editions, and annotated student editions. Collected works are acquired. Occasionally new microform collections are acquired.

Periodicals and serials are collected in both print and electronic formats as well as in microform for some publications.

Films are an important component of the English collection and are acquired in DVD as the preferred medium. VHS recordings are acquired when DVD editions are not available. Some video recordings are available as streamed video through OhioLINK.

Relevant first editions, early manuscripts and printed editions are acquired for specific research and teaching purposes. These are housed in the Special Collections Department.

- F. Dates of Publication:** No limitations.
- G. Deselection:** Since the collection is a research collection deselection is done with great care. Duplicates are deselected. Older, fragile and brittle materials are considered for relocation to remote storage and for replacement by reprints in the working collection.
- H. Cooperative and Related Collections:** Case is a founding member of OhioLINK, the Ohio Library Information Network. OhioLINK is a statewide consortium of public and private colleges and universities, the State Library of Ohio, and technical and community colleges supporting a combined central catalog of statewide holdings, selected online indexes, full-text databases, reference tools, e-books, and image collections. OhioLINK's goal is to provide easy access to information and rapid delivery of library materials throughout the state. Collection development decisions regarding shared electronic resources are made through the OhioLINK Cooperative Information Resources Management (CIRM) Committee.

- I. Other General Considerations:**

All works by current and retired faculty are collected.

All rare books belonging to the library, and those acquired for use in the English program, are kept in the Kelvin Smith Library's Special Collections department.



J. Electronic Resources:

Online indexes and full-text databases related to the humanities are important to the English Collection. The full-text database Eighteenth-Century Collections Online which contains all books printed in English in the eighteenth century is an important resource. Other indexes and full-text databases are the Modern Languages Association Bibliography Online, Women Writers Online and the full-text journals in JSTOR. New electronic products of relevance to English are considered for addition or subscription access.

III. Observations and Qualifications by Subject and LC Class:

CDP Levels:

- A. Minimal Level:** Indicates that only highly selective purchases – usually materials for reference use, general interest, or for the support of a very specific research need—will be made.
- B. Instructional Level:** Indicates that standard works and selected current works will be required to support undergraduate and most graduate instruction or sustained independent study. This will include reference and fundamental bibliographic tools pertaining to the subject and a selection of representative journals. Retrospective purchasing is usually limited to standard works.
- C. General Research Level:** Indicates that the library will acquire most of the materials required to support research through the doctoral degree level and the general research needs of the faculty. Allows for retrospective purchasing depending upon the characteristics and needs of the individual disciplines and their state of development in the collection.
- D. Comprehensive Level:** Indicates that all currently-published relevant materials will be acquired. Involves extensive programs of retrospective purchasing and searching for lacunae.
- E. Intensive Level:** Indicates the library will strive to acquire all appropriate current and retrospective written or recorded materials in all languages, editions, translations, and formats; manuscripts and other archival materials are acquired extensively. This level is appropriate for the creation or maintenance of a collection serving a national bibliographic resource.

Subject	LC Class	Location	CDP Collection Level	Collection Manager	Collection Notes
Theory, Authorship, History, Criticism	PN 1-99	KSL	C	W. Claspy	
Black and other literatures, comparative literature, folk literature, special topics	PN 841-1008	KSL	C	W. Claspy	



Juvenile literature: history and criticism	PN 1009	KSL	A	W. Claspy	
Poetry: theory, philosophy, etc.	PN 1010-1551	KSL	C	W. Claspy	
Prose and Prose Fiction: Theory, Philosophy, etc.	PN 3311-3503	KSL	C	W. Claspy	
Oratory:	PN 4103-4355	KSL	B	W. Claspy	
Diaries, Letters, Essays	PN 4390-4500	KSL	C	W. Claspy	
Journalism	PN 4699-5650	KSL	B	W. Claspy	
Collections of General Literature: Various Languages – Proverbs, Quotations, etc.	PN 6010-6790	KSL	C	W. Claspy	
English Literature					
General Collections and History, Special Topics, etc.	PN 1-1369	KSL	C	W. Claspy	
Anglo-Saxon and Anglo-Norman Literature: Early and Middle English	PR 1490-2165	KSL	B	W. Claspy	
Renaissance (1500 - 1640)	PR 2199-3195	KSL	C	W. Claspy	
17 th and 18 th Centuries (1640 - 1770)	PR 3291-3785	KSL	C	W. Claspy	
19 th Century (1770/1800 -1890/1900)	PR 3991-5990	KSL	C	W. Claspy	
20 th Century (1900/1960 – and to present)	PR 6000-6076	KSL	C	W. Claspy	
Provincial and Local Literature	PR 8309-8997	KSL	C	W. Claspy	
English literature outside British Isles and excluding United States	PR 9080-9649	KSL	C	W. Claspy	
American Literature					
General Criticisms and History, Special Topics, etc.	P 1-688	KSL	C	W. Claspy	



Colonial Period (17 th and 18 th centuries)	PS 700-893	KSL	C	W. Claspy	
19 th Century	PS 991-3369	KSL	C	W. Claspy	
20 th Century (1900/1960 and to present)	PS 3500-3576	KSL	C	W. Claspy	

* This document will be reviewed on an annual basis or with significant departmental program changes.

September 2005