



## Anthropology Collection Management Policy

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SUBJECT PAGE: <http://researchguides.case.edu/content.php?pid=31037&sid=226716>

### I. Purpose

The Kelvin Smith Library collections in anthropology support the research and teaching activities of the Department of Anthropology and related departments in the College of Arts and Sciences. Research emphases in the department include socio-cultural, physical, psychological and medical anthropology, archaeology, ethnography, cross-cultural gerontology, child studies, research methodology, as well as urban and international health.

Degrees and programs of study supported by the collections include:

- Bachelor of Arts (B.A.) in Anthropology including four areas of emphasis – General Anthropology, Health Science, Archaeology, Physical Anthropology
- Minors in Anthropology including four areas of emphasis – General Anthropology, Health Science, Archaeology, Physical Anthropology
- Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) in anthropology with focused programs of study in Medical Anthropology (emphases include Urban Health, Cross-Cultural Aging, International Health, and Psychological Anthropology)
- Joint Programs which include Dual Master/PhD of Anthropology and Master of Public Health in conjunction with the Case School of Medicine, dual Master of Anthropology and Master of Science in Nursing, dual Master/PhD of Anthropology and Doctor of Medicine in conjunction with the Case School of Medicine
- Interdisciplinary programs including Asian Studies, Childhood Studies, Ethnic Studies, Evolutionary Biology, and Women's Studies

Case library collections and the department curriculum in anthropology reflect interdisciplinary ties with other areas of study including religion, sociology, psychology, political science, women's studies, history and medicine, as well as the needs of students and faculty in the general Case Western Reserve University community.

Materials acquisition activities are enhanced through the use of a purchasing profile with multiple selection classifications, and through an approval plan for university and trade publications that is provided by Blackwell Publishers. Publisher catalogs, scholarly and professional association literature in anthropology and library science, publication announcements, as well as requests



from faculty, lecturers, and other members of the CWRU academic community, also contribute to collection development. Collection analysis and comparison with peer institutions are also used to evaluate Kelvin Smith Library holdings in anthropology.

## II. General Collection Guidelines:

- A. Languages:** English is the primary language of the anthropology collection and for the majority of purchases. Translations from other languages are purchased to support academic research upon request. Materials in other languages are purchased occasionally as requested.
- B. Chronological Guidelines:** All time periods are covered in the anthropology collection, with focused attention on current developments/recent history as well as the 20<sup>th</sup> and 19<sup>th</sup> centuries. With regard to scholarly publications, particular emphasis is placed on current materials. Recent events of social, political, scientific and otherwise historical significance for the study of anthropology are also covered in the collection.
- C. Geographical Guidelines:** Collection coverage is international, with particular emphasis on North America, Western Europe, South and Central America, Central and East Asia, Africa and Oceania.
- D. Treatment of the Subject:** Materials in the collection are primarily scholarly works published by academic and research specialists in anthropology. The collection is intended to serve the Case faculty as well as the graduate and undergraduate student community. Materials for primary and secondary level students are not purchased. Undergraduate textbooks are also not purchased, but individual textbooks will be purchased at the request of faculty. Reference materials and materials for the general reader are acquired selectively.
- E. Type of Resources:** Materials in the anthropology collection include scholarly monographs, monograph series, critical editions, edited essay collections, serials/periodicals, handbooks, bibliographies, encyclopedias, print and electronic format journals, and specialized bibliographic databases. When appropriate, resources such as manuscripts, archival materials, audiovisual materials, conference proceedings and society publications, directories, theses and dissertations, specialized microform collections, and government publications are also collected.

Generally, hard copy is acquired for monographs unless available only in another format. To maximize limited resources, journals and indexes and abstracts are increasingly acquired in electronic format only, so long as they have reliable and perpetual access. In addition to the criteria used for evaluating print materials (authority, content, etc.), other factors are considered. These include:

- Method of access
- Availability: access to the entire campus is preferred to library-only access
- Licensing requirements
- Availability of, and perpetual access to, archives
- When necessary, microforms may serve as appropriate preservation media.



- F. Resource Formats:** Print, electronic/digital, audiovisual, and microform.
- G. Dates of Publication:** Current and recent publications receive priority, but retrospective purchasing takes place in consultation with the faculty, and when funding is available, to fill collection gaps and to support new faculty members. Topical issues and subjects in contemporary scholarly publications also receive emphasis. In the case of monograph series, the approval plan is profiled to collect subsequent volumes.
- H. Deselection:** The Kelvin Smith Library houses a research level collection, and the deselection of materials and resources is administered very carefully. Special consideration for the relevance of older materials for scholarly and educational use is taken into account in all collection management decisions. Every effort is made to preserve and/or repair damaged or fragile materials, and to store these materials in a secure, climate controlled environment.

Many deselected materials are relocated to one of our additional collection facilities for preservation and storage. These include the Retrospective Research Collections Center (RRCC) on the Case campus and the National Underground Storage facility at Iron Mountain, PA. All items in our collection can be identified and retrieved using the EuclidPlus catalog and online retrieval forms.

- I. Cooperative and Related Collections:** Case is one of six founding members of OhioLink, the Ohio Library and 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. Participation in OhioLink takes advantage of pooled financial resources and enables member libraries to increase considerably the breadth and depth of accessible 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.
- J. Other General Considerations:** Anthropology collections are interdisciplinary and encompass a wide range of subjects and academic disciplines in the arts and sciences. Research and teaching emphases in the Department of Anthropology include socio-cultural, physical, psychological and medical anthropology, archaeology, cross-cultural gerontology, as well as urban and international health. These subjects will shape current and future library acquisitions.

Rare and specialized collections housed in the KSL Special Collections department are accessible to the Case community and can be identified using the *EuclidPlus* online library catalog. Monographs and archival collections in the Special Collections department at KSL cover a wide range of subjects.

All works by current and retired faculty are collected. All rare books belonging to the library are kept in the Kelvin Smith Library Special Collections department.



**K. Electronic Resources:** The Kelvin Smith Library purchases access to databases, journals, electronic books, and digital media either through individual institutional subscriptions or through participation in the OhioLink consortium. Many of the electronic resources provide interdisciplinary coverage of the arts and sciences, as well as a variety of search options, document formats, and subject term indexes designed for anthropological research. Other electronic collections contain large and continuously expanding archives of full-text documents for research and teaching.

The Kelvin Smith Library electronic journal collection, and that of the OhioLink Electronic Journal Center (EJC), can be searched using subject directories or the EuclidPlus online catalog.

Reference, indexing/abstracting databases, professional society resources, and data sets for anthropology include:

Secondary Literature Indexes and Full-Text Resources

- AgeLine
- Annual Reviews
- Anthropology Plus
- Child Development and Adolescent Studies
- China Data Online
- CogNet (MIT Cognet)
- Collection of Ethnography (eHRAF)
- Contemporary Women's Issues
- Educational Resources Information Center (ERIC)
- Family and Society Studies Worldwide
- Health and Psychological Instruments (HAPI)
- JSTOR
- LexisNexis Statistical, Academic, Congressional
- Mental Measurement Yearbook
- Oxford Reference Collection
- PsychArticles
- PsycINFO
- Psychology and Behavioral Science Collection
- Social Work Abstracts
- Sociological Collection
- Web of Science / Social Science Citation Index

Electronic Data Sets

- Center for Statistics and Geospatial Data
- Inter-University Consortium for Political and Social Research
- OECD Health Data



**L. Endowed Funds Supporting Collection Development:**

The following endowed funds enhance the ability of the library to acquire additional materials for the collection. Among other functions, these funds help to meet faculty requests for materials purchases, and to support new faculty and emerging programs in the Case anthropology department.

Hayden Library Fund - materials for the College of Women

**III. Observations and Qualifications by Subject and LC Class:**

**Collection Development 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
Human Ecology Anthropogeography	GF 1-900	KSL	C	Mark Eddy
Anthropology - General	GN 1-48	KSL	C	Mark Eddy
Physical Anthropology	GN 49-298	KSL	C	Mark Eddy
Ethnology Social and Cultural Anthropology	DC 301-674	KSL	C	Mark Eddy
Prehistoric Archaeology	GN 700-890	KSL	C	Mark Eddy
Folklore	GR 1-950	KSL	C	Mark Eddy
Manners and Customs	GT 1-7070	KSL	C	Mark Eddy

Coverage of anthropological subjects in the following LC classifications are collected at CDP collection level – C:

B – PHILOSOPHY, PSYCHOLOGY, RELIGION  
C -- AUXILIARY SCIENCES OF HISTORY  
D – WORLD HISTORY  
E, F – HISTORY OF THE AMERICAS  
H -- SOCIAL SCIENCES  
Q -- SCIENCE  
R – MEDICINE  
S - AGRICULTURE  
Z – BIBLIOGRAPHY

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