

History Collection Management Policy

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Subject Page: <http://researchguides.case.edu/history>

I. Purpose

The Kelvin Smith Library collections in history support the teaching and research activities of the Department of History and related departments in the College of Arts and Sciences. Primary and secondary serial, monograph, and electronic holdings span the Ancient, Medieval, Renaissance, Early Modern and Modern periods. Collections priorities include cultural, social, political, and intellectual history, the history of science and technology, environmental history, business and economic history, the history of immigration, Ohio and regional history, the history of labor, women's history, African American history, the history of gender, and legal history.

Degrees and programs of study supported by the collections include:

- Bachelor of Arts (B.A.) in History
- Bachelor of Arts in History, Teacher Certification Track – Licensure in Integrated Social Studies for young adults (grades 9-12)
- Minors in History and the History of Science and Technology
- Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) in history with focused programs of study in Social History & Policy (SHP) and in the History of Science, Technology, Environment & Medicine (STEM)
- Dual Master of Arts and Juris Doctorate (M.A./J.D) program offered in conjunction with the Case Law School
- Interdisciplinary programs including American Studies, Asian Studies, the History of Medicine, Ethnic Studies, French and Francophone Studies, German Studies, the History and Philosophy of Science, and Women's Studies

Case library collections and the department curriculum in history reflect interdisciplinary ties with other academic units in the arts, humanities and social sciences, as well as the needs of student and faculty in the general Case 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 history and library science, publication announcements, as well as requests from faculty, lecturers, and other members of the Case academic community, also contribute to



collection development. Collection analysis and comparison with peer institutions are also used to evaluate Kelvin Smith Library holdings in history.

II. General Collection Guidelines:

A. Languages: English is the primary language of the history 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 including the Ancient, Medieval, Renaissance, Early Modern, and Modern eras are covered in the history collection. Particular emphasis is placed, however, on the 18th, 19th and 20th centuries. Recent history and current events of social, political, scientific and otherwise historical significance are also covered in the collection.

C. Geographical Guidelines: Collection coverage is international, with particular emphasis on North America, Western Europe, and with secondary emphasis on South and Central America, Asia, and Africa.

D. Treatment of the Subject: Materials in the collection are primarily scholarly works published by academic and research specialists in history. 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 history collection include scholarly monographs, monograph series, critical editions, edited essay collections, serials/periodicals, handbooks, bibliographies, encyclopedias, historical dictionaries, print and electronic format journals, and specialized bibliographic databases for primary and secondary sources. 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. Additional personalization on collection management with other centers or libraries takes place as needed.

J. Other General Considerations:

Historical collections are interdisciplinary and encompass a wide range of subjects and academic disciplines in the arts and sciences. Selective acquisitions are made of professional and disciplinary history, as well as the history of science and technology. Emerging research emphasis in environmental history and the history of Latin America in the Case Department of History will also shape 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 EuclidPlus. 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 Kevin 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 historical research. Other electronic collections contain large and continuously expanding archives of full-text primary 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, primary source archives, and professional society resources for history include:

Secondary Literature Indexes and Full-Text Resources

- America: History & Life
- American Humanities Index
- Archives USA
- Arts and Humanities Citation Index
- Feminae: Medieval Women and Gender Index
- FRANCIS (International Humanities and Social Studies)
- HAPI Online: The Database of Latin American Journal Articles
- Historical Abstracts
- Humanities International Complete
- JSTOR
- L'Annee Philologique (classics and classical studies)
- Lexis Nexis Academic & Congressional
- Newsbank
- Oxford Reference Collection, History & Military History
- Project Muse

Primary Literature Indexes and Full-Text Resources

- AccuNet Multimedia
- American Periodical Series Online
- Annals of American History
- ARTFL – Classic works in French literature
- Cobett's Parliamentary History of England
- EEBO – Early English Books Online
- Early American Imprints, Series I & II (1639-1819)
- Eighteenth Century Collections Online
- Empire Online
- Hand Press Book Database
- Historic and Archival Images
- Historical Newspapers online – *New York Times*, *Washington Post*, *Wall Street Journal*, *London Times*



- Hansard’s Index to the Debates of the House of Commons and the House of Lords
- Morgan Bibliography of Ohio Imprints
- Nineteenth Century Master File (multiple historical bibliographies)
- Perseus 2.0
- Television News Archive

Professional Society Bibliographic Tools

- History Cooperative

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 history department.

Allen D. Severence Library Fund	- materials in Medieval history
American History Fund	- materials in American history
Bourne Class of 1899 Fund	- materials in history
Bourne Class of 1911 Fund	- materials in history
Kuttanauer Memorial Library Fund	- materials in the history of science
Mabel T. Hargraves Endowment Fund	- materials in the humanities
Mathews Library Fund	- materials on the American West

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	Notes
History-general	D 1-2009	KSL	B	Mark Eddy	
History of Great Britain	DA 1-995	KSL	C	Mark Eddy	
History of Austria/Hungary/etc.	DB 1-3150	KSL	C	Mark Eddy	
History of France/Andorra/etc.	DC 1-947	KSL	C	Mark Eddy	
History of the Germanies	DD 1-905	KSL	C	Mark Eddy	
History of Greece	DF 10-951	KSL	C	Mark Eddy	
History of Italy/Sicily/Malta	DG 11-999	KSL	C	Mark Eddy	
History of the Low Countries	DH 1-925	KSL	C	Mark Eddy	
History of the Netherlands	DJ 1-500	KSL	C	Mark Eddy	
History of Eastern Europe	DJK 1-77	KSL	C	Mark Eddy	
History of Soviet Union & Poland	DK 1-4800	KSL	C	Mark Eddy	
History of Scandinavia	DL 1-1180	KSL	C	Mark Eddy	
History of Spain/Portugal	DP 1-900	KSL	C	Mark Eddy	
History of Switzerland	DQ 1-851	KSL	C	Mark Eddy	
History of the Balkan Peninsula	DR 1-2285	KSL	C	Mark Eddy	
History of Asia	DS 1-937	KSL	C	Mark Eddy	
History of Africa	DT 1-3415	KSL	C	Mark Eddy	

History of Oceania	DU 1-950	KSL	C	Mark Eddy	
Gypsies	DX 101-301	KSL	A	Mark Eddy	
History of America-general	E 11-29	KSL	B	Mark Eddy	
History of North America	E 31-49	KSL	C	Mark Eddy	
Pre-Columbian America	E 51-73	KSL	C	Mark Eddy	



Indians of North America	E 75-99	KSL	C	Mark Eddy	
History of the United States	E 151-905	KSL	C	Mark Eddy	
U.S. history-local	F 1-975	KSL	C	Mark Eddy	
History of Canada	F 1001-1145	KSL	C	Mark Eddy	
History of Latin America	F 1201-3799	KSL	C	Mark Eddy	

Coverage of historical subjects in the following LC classifications are collected at CDP collection level –

C :

B – PHILOSOPHY, PSYCHOLOGY, RELIGION

C -- AUXILIARY SCIENCES OF HISTORY

G – GEOGRAPHY, ANTHROPOLOGY, RECREATION

H -- SOCIAL SCIENCES

J -- POLITICAL SCIENCE

K -- LAW

L -- EDUCATION

Q -- SCIENCE

R -- MEDICINE

S -- AGRICULTURE

T -- TECHNOLOGY

U -- MILITARY SCIENCE

V -- NAVAL SCIENCE

Z – BIBLIOGRAPHY

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

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