

Political Science Collection Management Policy

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I. Purpose

The Kelvin Smith Library collections in political science support the teaching and research activities of the Department of Political Science and related departments in the College of Arts and Sciences. Collections priorities include materials covering political institutions in the United States and abroad, elections and political parties, political behavior, U. S. government publications, legislative politics, international relations, international political economy, international organizations, the evolution of nation-states, intelligence and national security, gender politics, political theory, public policy and public organizations, research methods, constitutional law, judicial politics, and comparative politics with emphasis on Western Europe, Africa, Central Asia and the Middle East.

Degrees and programs of study supported by the collections include:

- Bachelor of Arts (B.A.) in Political Science
- Minor in Political Science
- Master of Arts (M.A.) and Doctor of Philosophy (Ph.D.) in Political Science
- Interdisciplinary programs including Public Policy and International Studies

Case library collections and the department curriculum in political science reflect interdisciplinary ties with other academic units in the arts, humanities, law, 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 political science 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 considered in the political science collection, but particular emphasis is placed on the modern era, as well as on current events of social, political and otherwise historical significance.
- C. Geographical Guidelines:** Collection coverage is international, with particular emphasis on North America, Western Europe, and with focused coverage of Latin America, Russia, Central Asia, the Middle East, and Africa.
- D. Treatment of the Subject:** Materials in the collection are primarily scholarly works published by academic and research specialists in political science. 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 political science collection include scholarly monographs, monograph series, critical editions, edited essay collections, serials/periodicals, handbooks, bibliographies, encyclopedias, political 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 online 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:

Political Science 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. Emerging research emphasis in the Case Department of Political Science includes the politics of gender, political economy, international organizations, the politics of post-communist Central Asia, state-society relations in the Middle East, the politics of international finance, and United States health policy, 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 the online 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 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 research in political science.

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

Reference, Indexing/Abstracting databases, primary source archives, and professional society resources for political science include:

Secondary Literature Indexes, News, and Full-Text Resources

- Annual Reviews
- CQ Weekly
- Columbia International Affairs Online
- GPO Access
- Gongwer News Service
- FRANCIS (International Humanities and Social Studies)
- Inter-University Consortium for Political and Social Research
- International Political Science Abstracts
- JSTOR
- Lexis Nexis Academic & Congressional
- National Journal Group's Policy Central
- Newsbank Newspapers
- Oxford Scholarship Online
- Project Muse
- Social Sciences Citation Index
- Worldwide Political Science Abstracts

Primary Literature Indexes and Full-Text Resources

- American Periodical Series Online
- Annals of American History
- Cobett's Parliamentary History of England
- EEBO – Early English Books Online
- Early American Imprints, Series I & II (1639-1819)
- Eighteenth Century Collections Online
- 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)
- Television News Archive

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 political science department.

Phi Kappa Zeta Library Fund - materials in Political Science

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
Social Science-general	H 1-99	KSL	C	Mark Eddy	
Statistics	HA 1-4737	KSL	C	Mark Eddy	
Economic Theory & Demography	HB 1-3840	KSL	C**	Mark Eddy	



Economic History & Conditions	HC 10-1085	KSL	C	Mark Eddy	
Industries, Land Use & Labor	HD 28-9999	KSL	C**	Mark Eddy	
Transportation & Communications	HE 1-9990	KSL	C	Mark Eddy	
Commerce	HF 1-6182	KSL	A**	Mark Eddy	
Finance	HG 1-9999	KSL	A**	Mark Eddy	
Public Finance	HJ 9-9940	KSL	A**	Mark Eddy	
Political Societies	HS 2301-2460.7	KSL	C	Mark Eddy	
Communities, Classes, Races	HT 51-1595	KSL	C	Mark Eddy	
Social Pathology & Public Welfare	HV 1-9960	KSL	C	Mark Eddy	
Socialism, Communism, Anarchism	HX 1-907.7	KSL	C	Mark Eddy	
General Legislative & Executive Papers	J 1-981	KSL	C	Mark Eddy	
Political Science (General)	JA 1-92	KSL	C	Mark Eddy	
Political Theory & Theories of the State	JC 11-605	KSL	C	Mark Eddy	
Political Institutions & Public Administration	JF 20-2112	KSL	C	Mark Eddy	
Political Institutions & Public Administration – United States	JK 1-9993	KSL	C	Mark Eddy	
Political Institutions & Public Administration – Other	JL – JQ (inclusive)	KSL	A	Mark Eddy	
Local & Municipal Government	JS 39-8500	KSL	A	Mark Eddy	
International Law	JX 1-6650	KSL	C	Mark Eddy	
International Relations	JZ 5-6530	KSL	C	Mark Eddy	
Law of the United States	KF 1-9827	KSL	C	Mark Eddy	
Law of Nations	KZ 2-6795	KSL	C	Mark Eddy	



Subject Bibliography	Z	KSL	A	Mark Eddy	
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Coverage of political science subjects in the following LC classifications are collected at CDP collection level – C:

- H -- SOCIAL SCIENCES
- J -- POLITICAL SCIENCE
- K -- LAW
- R -- MEDICINE
- Z – BIBLIOGRAPHY

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

** Classifications also covered by other subject specialist at the Kelvin Smith Library.