

TODD WEHR MEMORIAL LIBRARY
Viterbo University
Collection Statement
Career Services

GENERAL PURPOSE

The Todd Wehr Memorial Library aims to support Career Services, which assists students and alumni with career planning, job search skills, internships, graduate school resources, and mentoring. Where possible, the Library supports faculty research and course development through acquisitions, interlibrary loan services, and electronic accessibility. The Library encourages use of the collection and electronic services through course-related instruction, orientations, reference services, workshops, and one-on-one interviews.

SUBJECT AND LANGUAGE MODIFIERS

Languages – English is the major language of the collection

Geographical Areas - Materials focus on the region and nation, but include international resources as well.

Subjects include all aspects of career planning and placement, with special emphasis on application skills and techniques. Graduate school resources are also available.

Chronological Periods - The emphasis is on current resources.

COLLECTION LEVELS

Subject Depth – The Todd Wehr Memorial Library collection is at the Basic Information Level (2) with the goal of maintaining that level and obtaining any materials needed at the Instructional Support Level (3) and any research needs of students and instructors.

Description of collection levels, using the CONSPECTUS model (the following descriptions can be omitted from the final policy statement).

Level 0	Out of Scope	The library does not collect in this area.
Level 1	Minimal Level	A subject area in which few selections are made beyond very basic works.
Level 2	Basic Information Level	A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any advanced

		undergraduate or graduate courses or independent study in the subject area involved
Level 3	Instructional Support Level	A collection that is adequate to support undergraduate and MOST graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate non-bibliographic data bases, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

DESCRIPTIONS OF MATERIALS COLLECTED

Types of Materials Collected – Books, e-Books, Journals, selected media

Electronic Databases and Resources – Collaborate with Career Services in purchase and promotion of specific databases. Business and Company Resource Center provides a wealth of prospective company details.

Types of Materials Excluded – None specifically

Interdisciplinary Factors – None specifically

COLLECTION REVIEW AND RETENTION

General criteria for selection of materials include

- Filling gaps in relevant areas.
- Reputation of publisher.
- Accuracy of information.
- Authority of the author or issuing body.
- Cost.
- Timeliness of material.

In general, material will be retained no longer than 10 years. The collection will be reviewed periodically to ensure that appropriate materials are weeded or maintained.