

**TODD WEHR MEMORIAL LIBRARY**  
**Viterbo University**  
**Collection Statement**  
**History and Political Science**

**GENERAL PURPOSE:**

The Viterbo University Library aims to support the curriculum of the History Department. 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.

Courses offered by this department include U.S., Western, and non-Western history, as well as classes and seminars in special topics and independent study. These courses lead to a minor in history and support majors in Liberal Studies and Broad Field Social Studies and minors in Women's Studies, Environmental Studies, and Multicultural Studies.

**SUBJECT AND LANGUAGE MODIFIERS:**

Languages: English-language materials and translations are sought.

Geographical Areas: Materials from all geographic areas are acquired for the collection at a high level, with emphasis on U.S., European, Middle Eastern, Northern African, and Asian areas.

Subjects: Subject focuses include teacher education, American, European, and non-Western history, ethical aspects of historical issues, historical continuity and change, multi-sited history, as well as introductions to political science, American government, American public policy, and Latin American politics.

Chronological Periods: Courses focus on writings from the ancient period to the present. Chicano Literature courses focus on contemporary literature. The literature of Spanish America focuses on the pre-Colombian period to the present. We acquire materials from the past five years, as well as classic studies that are older.

**COLLECTION LEVELS:** Description of collection levels, using the CONSPECTUS model, and at which level materials in History are collected:

Level 0	<u>Out of Scope</u>	The library does not collect in this area.
Level 1	<u>Minimal Level</u>	A subject area in which few selections are made beyond very basic works.

Level 2	<u>Basic Information Level</u> : General education materials are collected at this 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	<u>Instructional Support Level</u> : Upper division classes are collected at this 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.
Level 4	<u>Research Level</u>	A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is retained for historical research.
Level 5	<u>Comprehensive Level</u>	A collection in which a library endeavors, so far as it is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is on that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

## **DESCRIPTIONS OF MATERIALS COLLECTED:**

Types of Materials Collected: Audio formats, Books, Documents, Electronic formats and databases, Journals and Magazines, Newspapers, Reference material, Videos, Visual material.

Electronic Information and Resource: Includes interlibrary loan, document delivery, digital imaging (both audio and visual), e-mail and toll-free reference, and the Research Guides by Subject page at <http://www.viterbo.edu/library1.aspx?id=10874>. Basic databases appropriate to History are Academic Search Complete, Funk and Wagnall's New World Encyclopedia, History Reference Center, Humanities International Index, Issues and Controversies, MLA International Bibliography, Newspaper Source Plus, Oxford Music Online, and Oxford Reference Online.

Types of Materials Excluded: None

Interdisciplinary Factors: Education, Latin American studies, Native American studies, Criminal Justice, Sociology and Social Work, Ethics.

**COLLECTION REVIEW AND RETENTION:** Autobiographies and other primary source material will be retained indefinitely depending upon condition and relevance to the curriculum. Secondary materials will be retained for around 40 years, depending upon use, condition and relevance to the curriculum. The collection will be reviewed once every 10 years cooperatively by history faculty and library partners using such reviewing tools as *Choice Reviews Outstanding Titles* or published bibliographies.