

TODD WEHR MEMORIAL LIBRARY
Viterbo University
Collection Statement
Criminal and Community Justice

GENERAL PURPOSE:

The Todd Wehr Memorial Library aims to support the curriculum of the Criminal and Community Justice department. When 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, workshops, and one-on-one interviews.

The Criminal and Community Justice Department is designed to meet the needs of students considering a career in the criminal justice system. The program of study has an interdisciplinary focus. Courses offered include criminal and constitutional law, juvenile delinquency, corrections, police studies, and criminal procedures. These courses lead to major and minor degree options.

SUBJECT AND LANGUAGE MODIFIERS:

Languages: English-language materials and translations are sought.

Geographical Areas: American resources are collected at a high level. To a lesser extent, materials from all other geographic areas are acquired for the collection.

Subjects: Function of the police, courts, and corrections, current issues confronting professionals in these fields, and the nature, extent, and causes of crime and delinquency.

Chronological Periods: Recent materials are collected at the highest level. Historical theories and other texts are collected next.

COLLECTION LEVELS: Description of collection levels, using the CONSPECTUS model, and at which level materials 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>	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> : Library items for Criminal Justice 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, and visual material.

Electronic Information and Resource: Includes interlibrary loan, document delivery, digital imaging (audio and visual), email and toll-free reference, as well as the Research Guides by Subject page at http://libguides.viterbo.edu/sb.php?subject_id=42342. Basic databases appropriate to Criminal and Community Justice are Academic Search Complete, Criminal Justice Periodicals, Issues and Controversies, PsychARTICLES, and PsychINFO.

Types of Materials Excluded: None

Interdisciplinary Factors: Sociology, Social Work, and Political Science

COLLECTION REVIEW AND RETENTION: Works of theory and law shall be retained indefinitely depending on condition and relevance to the curriculum. The collection shall be reviewed every periodically cooperatively by Criminal and Community Justice faculty and library staff using such tools as reviews and other prominent schools in the area to determine materials.