

**TODD WEHR MEMORIAL LIBRARY**  
**Viterbo University**  
**Collection Statement**  
**Undergraduate Education**

**GENERAL PURPOSE:**

The Todd Wehr Memorial Library aims to support the curriculum of the School of Education, which prepares students to develop the competencies necessary for teaching in early childhood, elementary, middle, or secondary school programs. 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.

The mission of the School of Education is to prepare teachers who are grounded in Franciscan values and who possess the knowledge and skills to be effective classroom decision makers. Courses offered by this school lead to majors in Technology Education, Elementary Education, and Elementary/Middle School Education, or to certification for Middle/Secondary Education, grades 6-12 and for P-12 Education. Minors are offered in Early Childhood Education, English Language Arts, Business Education, and Science Education. Licensure is offered for Adaptive Education for Art and college graduates.

**SUBJECT AND LANGUAGE MODIFIERS:**

Languages: English-language materials and translations as well as Spanish language curriculum resources are sought.

Geographical Areas: Materials acquired focus on cultural and ethnic diversity within United States education and on global issues from other geographic areas.

Subjects: Early childhood, elementary, middle childhood, early adolescence and adolescence education, technology education, and science education.

Chronological Periods: Materials acquired focus mainly on contemporary issues, although materials on the history of education are also included.

**COLLECTION LEVELS:** Description of collection levels, using the CONSPECTUS model, and at which level materials in Education 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> Materials in Education 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.
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**DESCRIPTIONS OF MATERIALS COLLECTED:**

Types of Materials Collected: Audio formats, books, children’s materials, electronic formats and databases, newspapers, reference materials, serials and periodicals, and videos.

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://www.viterbo.edu/library1.aspx?id=10874>. Basic databases appropriate to Education are Academic Search Complete, Education Research Complete, ERIC, Professional Development Collection, SAGE Journals, and Teaching Books.

Types of Materials Excluded: None

Interdisciplinary Factors: Art, Biology, Chemistry, English, History, Language Arts, Math, Music, Psychology, Sociology, Spanish, Technology Education, and Theatre.

**CURRICULUM MATERIALS:** The following rotation schedule has been established for ordering materials for the library Curriculum collection:

- 2015-16: Reading; Writing; Language Arts (spelling, grammar, phonics); Spanish
  - 2016-17: Geography; Social Studies; Health (PK-9)
  - 2017-18: Art; Music; Theatre Arts (do not spend as much)
  - 2018-19: Science; Industrial Arts & Technology
  - 2019-20: Religion (but no longer a licensure area; Math; Business (including CIS)
- [Repeat above sequence]

**COLLECTION REVIEW AND RETENTION:** Most material will be retained no longer than 10 years, regardless of use or condition. Materials of historical significance, however, may be retained indefinitely. The collection will be reviewed once every 10 years cooperatively by education faculty and library staff using such tools as *Choice Reviews Outstanding Titles*, the *Chronicle of Higher Education*, and *Resources for College Libraries*.