It is the mission of College Library to facilitate discovery and learning, especially for those new to academic research. Through its collections and services, the library strives to meet the information needs of University of Wisconsin-Madison undergraduates. Because undergraduates seek information for course-related papers, speeches and research projects in all disciplines, College Library offers materials on a wide range of subject matter reflecting the broad spectrum of courses offered by the College of Letters and Sciences. These titles are located in the Main Collection where emphasis is placed on current materials that will support and enrich class assignments and projects and also stimulate students’ desire to learn.

College Library does not serve as an archival collection, but rather as a provider of high-use materials. All collections, including serials, are regularly evaluated and weeded according to content and usage. The collections reflect current issues and controversial topics and include resource materials for which there is a high demand. Books and items in many other formats are housed together in all collections to facilitate students finding materials that may be useful for their research. With the exception of some bilingual editions, most titles are in English. College Library has a responsibility to make available a representative selection of resources on subjects of interest to the University community, including materials that represent a variety of beliefs and opinions. In an academic or research library, there is no place for censorship of any medium of expression.

**MONOGRAPH AND MEDIA COLLECTIONS**

Undergraduates seek information to support course-related papers, speeches and other research projects; information in all disciplines that is general and/or introductory in nature; information to support initial research attempts; information that is in high demand. Books and media, including DVDs and audio books, are included in all collections. Because the development of extra-academic interests is an important part of the life of every individual, College Library also collects materials to support current awareness, career planning, and personal and cultural development.

When selecting new materials librarians must be aware of current course offerings and their content. Various ways to do this include: checking each semester’s timetable and the required and recommended reading for courses (at the University Book Store and the Reserve Room) in a selection area, viewing course web pages and contacting faculty.

College Library selectors routinely use several selection tools: *Choice*, *Library Journal* and *Booklist*. The library also subscribes to the *New York Times Book Review* and many other current journals, which include book, journal, and Internet reviews. In addition to these tools, publishers’ catalogs and announcements are made available to the librarians. Reviewing and publishing sources that are specific to a particular selection area will be identified in the following description of that area.
Main collection selection responsibilities are assigned according to LC Classifications:

B - Philosophy, Psychology, Religion

The philosophy collection (B-BD) includes the most important works of the major philosophers from ancient Greece to today. Critical works are bought sparingly.

The psychology collection (BF) features the standard works in the field, e.g., Freud and Jung, in current editions. Materials on issues of current interest, such as birth order, intelligence standards and body image are selected. Books on aesthetics (BH) are rarely purchased. Books on ethics (BJ) at an introductory level are added.

For the religion collection (BL-BX), titles at an introductory level on all major religions are selected.

C, D - History

The history collection includes material on the history of all areas and countries as appropriate to the support of undergraduate level history courses. The range is from ancient to modern history and from general histories covering periods of time or large areas to those of specific well-known events and people. Some emphasis is also given to very current history such as new countries that have come into existence recently due to political divisions or wars and to areas of conflict that are in the news such as the conflicts/wars in the Middle East and Eastern Europe.

E - History: United States

The United States history collection provides information to support a wide range of introductory-level history courses that students may choose for their undergraduate studies. Topics include the history of immigration to the United States, slavery, Western expansion, America during the Cold War, Civil Rights and individual decades in U. S. history. Materials on historical events such as the Cuban Missile Crisis, the civil war, revolutionary war, and Vietnamese conflict are collected. Titles on current politics and government are selected. Biographies and studies of the presidents and other historical figures are collected at a popular, general level. Introductory historical surveys are updated as necessary. The State Historical Society Library acquires scholarly works on United States history.

F - History: Central, South America, and United States Local History

Topics emphasized include the political, social, and cultural history of countries in Central and South America. Special attention is placed on current topics such as democracy in Latin America, human rights and the struggles of indigenous people, and inter-American relations. Sometimes these topics overlap with other selectors’ areas (Js and Ds) and in those cases conversations will be maintained with those selectors to decide the best course of action.

While materials about the history of Puerto Rico (the island) will be placed in the College Library Main Book Collection, anything related to Puerto Ricans, their history, culture, society and migration to the United States are acquired for the Ethnic Studies Collection.
Although more scholarly treatments of United States history are left to the State Historical Society Library, some emphasis is given to Wisconsin history and general history of major U.S. cities and national parks.

*The North and South American history collections may occasionally duplicate material in the Ethnic Collection; however, this duplication is expected to be minimal. It will be done in consultation with the Ethnic Studies selectors, and will occur in areas of high use due to repetitive class assignments and high interest subject guides.*

**G - Geography, Anthropology, Recreation**

The geography collection (G) is supported with general books in the field, although most atlases and maps are found in the Reference Collection rather than in the main collection. Cartography (GA), physical geography (GB), and oceanography (GC) books are purchased sparingly and at an introductory level only. Books supporting research about human ecology (GF) are purchased as they pertain to current social issues in the environment.

Books in anthropology (GN) are selected to cover basic introductory theory in social and cultural anthropology as required by the undergraduate curriculum. Classic works of ethnology are maintained. Prehistoric archaeology is collected at a popular rather than scholarly level. Folklore (GR) books are purchased at a general level and to support the very popular folklore courses offered on campus. Books on manners and customs (GT) are purchased sparingly.

Recreation and leisure (GV) books are purchased as they pertain to current issues in professional and collegiate athletics, which are popular research topics for introductory speech and writing classes. Books on outdoor recreation and games are mostly found in the Open Book Collection, although some basic leisure books are in the main collection. Biographical and historical books in dance are maintained at a general level.

**H - Social Sciences**

The social sciences collection supports a wide range of undergraduate research and includes information needed for writing English papers and preparing speeches for communication arts classes. Books found in this collection support many of the Subject Guide topics. To enhance the Library’s collection on current issues, more than one copy of a title is sometimes purchased. Several publishers are watched for new titles in these areas, e.g., Brookings, Cato Institute, Greenhaven Press.

Some introductory level statistical (HA) and how-to-do research titles are purchased. The economics collection (HB, HC) includes standard authors in the field in up-to-date editions as well as current economic issues and controversies. Books on labor-management trends and issues (HD) and historical studies of workers and management are collected at a popular, general level. Undergraduate level radio and television broadcasting (HE) titles are added. Since there is a Business Library on campus, upper level business (HF, HG, HJ) books are not purchased. Test preparation guides for the GMAT are purchased each year. Books of general interest, such as the future of the Modern Corporation, business ethics, globalization, world trade, business presentations, advertising and personal financial planning are added.
The sociology (HM) collection includes introductory level works. Books on the family, marriage and gender studies (HQ) cover many current social issues and social problems that are of interest to undergraduate students. Books on social pathology, public welfare and criminology (HV) are selected and used by students from many disciplines.

**J - Political Science**

Political Science materials support political science, history and philosophy courses and include a wide range of topics and authors. Included here are the works of Plato and Aristotle in new translations, works by Machiavelli and Hobbes, and the Federalist papers. Studies on the American presidency, democracy, and voting behavior (JK) are collected. Emphasis is given to such current controversies as immigration and international peace keeping initiatives.

**K - Law**

College Library’s law collection includes works on law as a profession, and current legal issues, such as free speech, censorship and affirmative action. Law school test preparation guides are collected and updated regularly.

**L – Education**

Materials on special aspects of education such as bilingual education, minority education, private vs. public schools, violence in schools and other controversial aspects of education are selected. Special emphasis is placed on acquiring heavily used materials in topics such as writing styles, how-to-do research and test preparation. These materials are updated regularly and multiple copies are purchased.

Materials dealing with descriptions of colleges and university programs, applications for scholarships and financial aid are not selected. Any information on those areas is forwarded to the Educational and Career Collections selectors.

Other topics not selected for L’s include K-12 teaching methods, international education, educational psychology, special education and philosophy of education. These subject areas are heavily covered by the MERIT Library and Memorial Library.

**M, N – Music and Art**

General music and visual arts books are selected to provide ample coverage of music and art history across the world at an introductory level. Special attention is paid to maintaining current editions of standard materials about well-known musicians and artists. Media (video and audio recordings) that offer overviews of the music and art world will be selected to enhance this coverage. Books about social issues in the arts (e.g. funding, censorship) are emphasized as they support popular research topics. Works about non-classical music and musicians (e.g. jazz, rock, folk, pop, and rap) are selected as they pertain to undergraduate research interests, overviews of eras, or groundbreaking individuals or movements.
P - Language, Literature and the Performing Arts

The P-PZ area includes four major categories: language, literature, performing arts, mass media (film, radio, television and journalism).

Collected in the area of language are class support materials in various languages, linguistics and the communication arts as well as more self-help materials such as vocabulary drills and how to write reports. The literature collection ranges from ancient to modern. It includes both the works of and critical material on the literatures and authors of all areas of the world. Emphasis is on areas and authors taught more routinely in classes. Material not collected or collected only minimally includes very scholarly criticism, most primary material such as journals and letters, works not in English, multi-volume sets of an author’s complete works, children’s literature and recreational fiction.

Books collected in the performing arts area include plays, drama criticism and material on performance. Materials on film, film studies and film techniques are collected; film scripts are not. There is material on the mass media in general and on the social issues and major personalities involved in drama and the mass media as well as material on radio and television programs, criticism and studies.

In addition to the usual review sources, film journals, the Journal of Communication Arts and Journalism Quarterly, are valuable sources for selection. Most literature journals are not used; reviews are for very scholarly books, not undergraduate level reading. Some publisher’s series catalogs are especially useful, such as, Twayne, Garland and Greenhaven. To keep the film and television collection up-to-date, daily newspapers, news magazines and entertainment magazines are useful for information on current topics and personalities.

Q, R, S, T—Mathematics, Science, Medicine and Technology

The Science Collection (Q-T) includes: mathematics, astronomy, physics, chemistry, geology, biology, botany, zoology, health care, agriculture, computer science, and technology. The Women’s Collection contains related materials on women’s health and on women in science.

The primary format for the collection is books. DVDs and other non-print format are also included. Works are popular rather than scholarly and written for a general or undergraduate audience. Proceedings of conferences are generally not collected.

The collection is focused on social problems that: 1) are created by scientific research (the ethics of bioengineering); 2) can be addressed by the use of science (AIDS research); 3) affect the physical world (endangered species, global warming), and 4) concern the health of individuals (HMOs, euthanasia, use of legal and illegal drugs).

Popular books are also collected on topics related to emerging technologies. Introductory science books are collected on a very limited basis (e.g. Schaum outlines).
U, V – Military Science, Naval Science

The Military and Naval Science collection is focused on current issues, such as women and LGBT military service, nuclear, chemical, space and biological warfare, U. S. military policy and defense.

Z - Books, Bibliography

The Z collection is very small. It includes books on censorship, the Internet and a few miscellaneous topics.

RESERVE COLLECTION

Collection development in College Reserves is faculty-driven. Monographs are selected for the collection by faculty members who submit requests that specified titles be placed on reserve as required reading for specified courses. The Instructional Content Librarian and Collection Management Library Services Supervisor, frequently working in consultation with requesting faculty members, determine whether a title is to be ordered for the permanent collection or borrowed from Memorial or College Library for a semester's duration. The Collection Management Library Services Supervisor and/or Instructional Content Librarian also determine the number of copies of a title to be ordered, if more than one is needed. Requested out-of-print titles are acquired, subject to cost considerations and availability. AV materials (e.g., course videos) that faculty request to have placed on reserve are included in the collection.

All ephemeral materials are faculty-provided. Paper ephemeral materials are scanned and provided as .pdf image files via College Library’s web-based electronic reserves service.

The Reserve Collection is weeded annually. Monographic titles failing to meet minimum usage standards are removed from the collection, and are either shelved in Memorial Library or are withdrawn and sent to the Friends of the Libraries to be placed on sale to the public. Two limitations apply to the weeding policy: an item must have been on reserve for at least two years before it can be considered for weeding, and one copy of any title must be kept in the collection until the requesting professor indicates that it is no longer needed on reserve. Ephemeral materials remain in the collection until faculty providers request that they be returned, or indicate that they are no longer needed for course reading. When these items are removed from the shelves, the corresponding .pdf images are deleted from electronic reserves.
FEATURED COLLECTIONS

In addition to the Main Collection and the course-reserve collection, special collections in College Library provide a topical focus in areas of current interest, allowing students to browse and expand their awareness.

CAREER COLLECTION

The Career Collection was created at the request of the UW-Madison Career Counseling and Placement Council which recommended that the University was in need of a visible, conveniently located facility, open during and after regular University office hours, that contained in one place a broad range of career and placement information accessible to undergraduate and graduate students, alumni, and the University community at large.

The Career Collection is a circulating collection that is funded by earnings from the University Bookstore Endowment. It includes books, books with accompanying software, videos (e.g., interviewing skills) and software (e.g., resume preparation). The collection does not include journals.

Books are collected in the following areas:

Career Exploration & Decision Making
- Self-assessment
- Career success and happiness
- Career-specific information
- Volunteering and internships

Job Search
- General search strategies
- Career-specific search and application information
- Networking
- Resumes and cover letters
- Interviewing

COMPUTER COLLECTION

The Computer and Media Collection includes material that will help students and faculty learn more about hardware, web design and other computer topics. These materials are available as books and DVDs. Much of the collection provides training in software applications; there are also software manuals, and design training materials. The collection is located within the computer lab.
ETHNIC STUDIES COLLECTION

The Ethnic Studies Collection began as a cooperative effort between the Dean of Students Office, Multi-Cultural Council and the College Library in 1975. It was established to support course-related subject matter and topics that are of current interest to American ethnic minority groups. Coverage of contemporary socio-economic, political and health issues, as well as literary, artistic, anthropological, and historical material provide a convergence of highly relevant resources which are of significance to African Americans, American Indians, Asian American and Pacific Islanders, and Chicanos/Latinos.

The collection contains books and DVDs that support Ethnic Studies course work and current awareness needs. There is a wide diversity of material that spans the entire spectrum of the Library of Congress classification system. Materials provide coverage in areas of religion and mythology, philosophy, biographies, assimilation and acculturation, history, civil rights, sports and recreation, migrant labor, social problems and reform, family, marriage, women, slavery, racial conflict, immigration, law, music, art, literature, bilingualism, multicultural education, drama, mass media, and arts and crafts.

The Ethnic Studies Collection serves as the meeting ground for the general student user, students who are enrolled in Ethnic Studies courses, and students of color who are seeking basic information about their cultures.

GAUS COLLECTION

The John M. Gaus Collection in Poetry and Literary Studies provides undergraduates and other users of College Library with works of serious literature to support their curriculum needs and to enrich their personal reading and creative writing. It is funded from an endowment established by friends and students of Professor Gaus.

To reflect the literary tastes of Professor Gaus, the scope of the collection includes the primary works of twentieth century American and British poets and secondary works related to them: criticism, biography and autobiography, collected letters, and books on the historical and literary context in which they wrote. In addition, books on the art of creative writing are collected, especially those written by the poets represented.

Criteria for selection include: 1) suitability for undergraduate readers (for secondary works) and 2) excellence of the poet (for primary works). Poets whose reputations have yet to be established are selected from mainstream review journals and if they have been awarded literary prizes. Recommendations for purchase are sought from appropriate English Department faculty. No special consideration is given to local poets.

OPEN BOOK COLLECTION

The Open Book Collection supports the extra-academic interests of all user groups. In keeping with the informal nature of the collection, books are purchased in paperback editions only. Topics include, but are not limited to, popular fiction, mysteries, science fiction, travel, sports, hobbies and cooking. Popular videos, DVDs, audiobooks, music CDs, popular magazines, and video games are also included.
The magazine collection contains approximately 100 print journals that appeal to undergraduates for general reading and browsing. The collection emphasizes areas of interest to undergraduates: news, health, medicine, recreation, the environment, film and television. Titles covering multicultural, women’s, and gay and lesbian topics are also included.

Suggestions for additions to the collection are requested from students. The collection is regularly reevaluated to reflect current interests. This collection is supported by gift funds.

**GENDER & WOMEN’S STUDIES COLLECTION**

In 1975, librarians at College Library worked with the faculty of the Women’s Studies Department to create a Women’s Reading Area and collection. A core list of books and serials were selected and either moved from the main collection or purchased. Today the Gender & Women’s Studies Collection provides books and media emphasizing current treatment of gender and women’s issues of interest to undergraduates, including students in Gender & Women’s Studies courses. Several women and gender-related databases are included in the Introductory Resources collection.

The collection includes titles about women’s health concerns and topics such as abortion, women and welfare, body image and women related family issues like childcare. Works by and about women authors, artists and musicians are collected as anthologies or criticism identified as pertaining to women’s or feminist issues. Books by or about individuals in the literary and fine arts are only selected if they are considered seminal works. Critically acclaimed lesbian fiction is included in the collection as well. Books on all these topics, which would be scattered throughout the library collection, are presented here in the Gender & Women’s Studies Collection to encourage browsing by undergraduates seeking to expand their appreciation of women’s lives and experiences.

Outdated titles and those that are no longer used are deselected. Older works that continue to have use will either be replaced with newer editions or with replacement titles that cover the same topic. Classic works in gender and women’s studies will be maintained and, if necessary, replaced with reprints. Works that are not of current interest but remain important for an historical examination of gender and women’s studies will be offered to Memorial Library.
COLLECTION WEEDING GUIDELINES

College Library does not serve as an archival collection, but rather as a provider of highly used materials that are appropriate for undergraduate research. Librarians are responsible for keeping their selection areas or assigned collections up-to-date. All collections, including serials, are regularly evaluated and weeded according to content and usage. The criteria may vary according to main collection selection area or the focus of a special collection. Weeded materials are offered to the campus research libraries before being sent to the Friends of the Library book sale. Following are some guidelines/criteria that may be used.

GUIDELINES FOR DESELECTING BOOKS AND MEDIA

- No circulation in the last three or more years
- Other copies in College Library
- Other copies on campus
- Other/newer books on the same topic in College Library
- Poor condition
- Superceded edition
- No courses on the topic currently being offered
- Topic not of current academic or recreational interest
- Author not of current academic or recreational interest

GUIDELINES FOR DESELECTING SERIALS

- Little or no circulation or usage in the last three or more years
- Available full text in College Library
- Other copies on campus
- High cost
APPENDIX

With regard to the popular movie collection, the DVD case, the MPAA rating, and/or the library catalog record should provide an indication of the content of a motion picture. It is assumed that users of videos in the collection are adults who are capable of forming their own opinions based on information given.

ALA Freedom to View Statement

The First Amendment to the Constitution of the United States protects the FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, or other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public’s freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Statement was endorsed by the ALA Council January 10, 1990.

Kelli Hughes
Collection Development Coordinator
College Library
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