

**BABSON LIBRARY
SPRINGFIELD COLLEGE
COLLECTION DEVELOPMENT POLICY**

Table of Contents

1. INTRODUCTION TO COLLECTION DEVELOPMENT POLICY
 - A. Mission Statements
 - B. Purpose of the Collection Development Policy
 - C. Responsibilities for Collection Development
2. PROFILE OF THE SPRINGFIELD COLLEGE COMMUNITY
General Characteristics
3. TYPE OF MATERIALS
 - A. Monographs
 - B. Serials and Databases
4. FORMAT OF MATERIALS
 - A. Print
 - B. Electronic Resources
 - C. Videorecordings
 - D. Sound Recordings
 - E. Microform
5. TIMELINESS OF MATERIALS
6. LANGUAGE OF MATERIALS
7. MAJORS, MINORS and CONCENTRATIONS
8. COLLECTION ANALYSIS
9. GIFTS
10. ARCHIVES AND SPECIAL COLLECTIONS
11. RECONSIDERATION OF MATERIALS
12. WITHDRAWAL OF MATERIALS
13. LIBRARY BILL OF RIGHTS
14. FREEDOM TO READ
15. ALA STATEMENT ON PROFESSIONAL ETHICS
16. COPYRIGHT GUIDELINES
17. COLLECTION DEVELOPMENT FOR PERSONS WITH DISABILITIES

1. INTRODUCTION TO COLLECTION DEVELOPMENT POLICY

A. MISSION STATEMENTS

Mission Statement of Babson Library:

The mission of Babson Library is to provide access to and ongoing instruction in the use of information resources to the Springfield College community in support of the greater purpose of the College.

Mission Statement of Springfield College:

The mission of Springfield College is to be the preeminent institution educating students in spirit, mind, and body to excel in humanitarian service to others, which is the foundation of the College's unique Humanics philosophy.

B. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

Collection development is a means by which Babson Library provides organized collections of information items that will meet institutional, curricular research, and instructional requirements, as well as the cultural needs of the college community. Library collections facilitate and enrich classroom instruction as well as providing information that represents the diverse and varied background of the college community.

The purpose of this collection development policy is to explain the basis for collection development decisions. The goal is to provide a clear set of guidelines for the building of a balanced and useable collection. This policy will be reviewed periodically to ensure that it is still accurate. A separate document, Collection Development Procedures, explains in detail the practical procedures whereby library materials are selected and acquired.

C. RESPONSIBILITIES FOR COLLECTION DEVELOPMENT

Collection development is achieved by faculty, librarians, staff, and students working together to select library materials which best fulfill the library's mission. Reference librarians serve as departmental liaisons. A large part of the liaison responsibilities relate to building the library collection in concert with academic departments. Since the liaison works with the other library staff, with publishers, and with the budget, they are primarily responsible for materials selected.

2. PROFILE OF THE SPRINGFIELD COLLEGE COMMUNITY

Springfield College is a coeducational, private college offering undergraduate and graduate degrees. Originally founded in 1885 as a training school for Christian social workers and YMCA leaders, it rapidly expanded as an academic center in the areas of physical education, health and wellness, and social service education. Today its graduate programs (detailed in Section 7) include health

sciences, human services, social work, physical education, rehabilitation services, and other allied health-related disciplines. Its undergraduate curriculum (detailed in Section 7) includes traditional liberal arts, physical education, and a variety of allied health programs. The School of Human Services offers graduate and undergraduate coursework on the Springfield campus and also oversees a growing number of remote programs in over eight states.

Babson Library is the information resource center for the campus and is intimately engaged in providing information access and coordinating information resources for the remote campus. The Library serves as the primary resource for both graduate and undergraduate programs and as a repository of historical and archival materials related to the College's history and scholarly activities

A detailed list of the academic departments represented at Springfield College appears in section 7 below, preceding the Collection Analysis.

3. GENERAL GUIDELINES FOR SELECTING MATERIALS

A. MONOGRAPHS

Monographs are selected if they support the needs listed in 1B, above.

Special Cases

Textbooks

The library does not ordinarily purchase textbooks used for courses at Springfield College, but focuses on supplementary materials to support the curriculum. However, textbooks may be selected if they enhance the collection as a whole.

Theses, Dissertations and Other Research Projects

Babson Library acquires, both for preservation and research purposes, copies of theses, dissertations, and other research projects completed at Springfield College. Theses and dissertations from other colleges are selected if they support the needs listed in 1B, above.

B. SERIALS AND DATABASES

Journals, newspapers, and other serials are selected if they support the needs listed in 1B (first paragraph), above. These titles, which represent a continuing financial obligation, require more deliberate consideration.

4. FORMAT OF MATERIALS

The Library acquires many formats of material or media. All formats are considered potential resource materials for the library collection.

A. PRINT

Babson Library collects materials in print when that is the most appropriate and available format.

B. ELECTRONIC RESOURCES

In order to make materials available to users inside and outside of the library, we prefer electronic resources whenever possible and appropriate. A resource is purchased or subscribed to in electronic format on the basis of availability, accessibility, permanence or utility.

C. VIDEORECORDINGS

Videorecordings that support the curriculum are acquired by Library Liaisons and the faculty. Recreational videorecordings are purchased to a lesser extent. Only the originally purchased copy or copies made with the permission of the copyright holder will be added to the Library's collection. Videorecordings are purchased in VHS, DVD or other supported formats. The format of a particular item is determined by the liaison in consultation with the requestor (if any).

D. SOUND RECORDINGS

The Library will purchase sound recordings if that is deemed to be a good format for a publication, either to support the curriculum or, to a lesser extent, for recreational use. Only the originally purchased copy or copies made with the permission of the copyright holder will be added to the Library's collection.

E. MICROFORM

Babson Library acquires limited microform resources.

5. TIMELINESS OF MATERIALS

In general, contemporary materials are purchased more rigorously than older, classical materials. It is appropriate, however, to select excellent works regardless of date published.

6. LANGUAGE OF MATERIALS

Babson Library will collect mostly English-language materials. Materials in non-English languages will be collected when it is deemed important to have an edition in the original language or when there is a qualitative benefit to having a work in another language.

7. MAJORS, MINORS AND CONCENTRATIONS

The following list outlines the majors, minors, and concentrations available to undergraduates at Springfield College. Following that is a list of graduate programs.

This is followed by the subject analysis of the collection that derives primarily from the majors, minors, and concentrations of the College.

Undergraduate majors, minors, and concentrations

Visual and Performing Arts

Majors: art
 art therapy
 computer graphics/interactive digital arts

Minors: dance
art
art therapy
dance
music
theatre arts

Concentrations: arts management
museum studies
scientific illustration
studio art
art education

Chemistry/Biology

Majors: biology
sports biology

Minors: biology
chemistry

Concentrations: biochemistry
cell/molecular biology
comprehensive biology
environmental

Exercise Science and Sports Studies

Majors: applied exercise science
athletic training

Minors: nutrition

Education

Licensure Programs: Early Childhood Education (Pre-K-2)
Elementary Teacher (1-6)
Secondary Education in Art, Biology, English, Mathematics, History

Emergency Medical Services Management

Major: Emergency Medical Services Management

General Studies

Humanities

Majors: English
Communications/sports journalism

Minors: English
philosophy
religion
Spanish

Concentrations: Communication, English – American, English – British, English - Generalist, Modern languages, religion, philosophy

Management and Economics

Majors: business management
health services administration

Minors: **business management**
 economics
 not for profit

Math/Physics/Computer Science
Majors: **mathematics**
 math & computer technology
 computer & information science
Minors: **computer programming**
 computer science
 mathematics
 biology

Physician Assistant
Major: **Physician Assistant**

Physical Education and Health Education
Majors: **movement and sport studies**
 health studies
Minors: **athletic coaching**
 health studies
Teacher Licensure Programs: **teacher of physical education (Pre K-8 and/or 5-12)**
 teacher of health/family Consumer Sciences

Psychology
Major: **psychology**
Minor: **psychology**
Concentrations: **experimental psychology**
 clinical/counseling psychology
 industrial/organization psychology
 general psychology

Rehabilitation and Disability Studies
Major: **Rehabilitation and disability Studies**
 communication disorders
Minor: **rehabilitation and disability studies**
 communication disorders
Concentrations: **addictions, mental health & family studies**
 children's development services
 interdisciplinary studies
 medical rehabilitation
 rehabilitation counseling & casework

Social Science
Majors: **American studies**
 applied sociology
 criminal justice

Minors: history
youth development
history
political science
sociology
criminal justice
YMCA professional studies
Licensure Program: Teacher of History (5–8 and/or 8–12), Elementary
Teacher (1–6)

School of Human Services

Major: human services
Concentrations: addiction studies
early childhood education
education
community youth development & leadership
criminal justice

Sports Management and Recreation

Majors: outdoor leadership
recreation management
therapeutic recreation services
sport management

Minors: outdoor leadership

Graduate majors, minors, and concentrations

Art Therapy

MS Clinical Program
MS Studio Program
Certificate of Advanced Study (CAS) in Art Therapy

Exercise Science and Sports Studies

athletic training
exercise physiology
health promotion and disease prevention
sport and exercise psychology
strength and conditioning

Concentrations: athletic training administration
athletic training professional preparation
athletic training rehabilitation

Psychology

athletic counseling
clinical mental health counseling

industrial/organizational psychology
marriage and family therapy
student personnel administration in higher education
school guidance and counseling

Education

Early Childhood Teacher (Pre K - 2)
Teacher of Elementary (1 - 6)
Educational Administration
Secondary Education
Educational Studies
Special Education (Pre-K-8, 5-12)

Management and Economics

Majors: **health care management**
health care management in long term care facilities

Occupational Therapy

Major: **Occupational Therapy**

Physician Assistant

Major: **Physician Assistant**

Physical Education (Masters)

Major: **health studies**
Concentrations: **health / family and consumer sciences teacher licensure program**

Major: **physical education and health education**
Concentrations: **adapted physical education**
advanced-level coaching
athletic administration
physical education teacher licensure program
physical education teaching professional licensure
sport performance

Physical Education (Doctorate)

Specializations: **teaching and administration in physical education**
sport and exercise psychology
exercise physiology

Physical Education (CAS)

physical education
health education
athletic counseling

Physical Therapy

Major: **Physical Therapy**

Psychology**Major:** psychology**Concentrations:** experimental psychology
clinical/counseling psychology
industrial/organization psychology
general psychology**Minor:** psychology**Rehabilitation and Counseling Services****Rehabilitation Counseling General Casework levels I & II**
Rehabilitation Services level III General Concentration
Alcohol & Substance Abuse Counseling levels I, II, & III
Management and Administration
Pediatric & Developmental Disabilities
Psychiatric Rehabilitation & Mental Health Counseling
Rehabilitation Counseling for Deaf & Hard of Hearing
Special Services
Vocational Evaluation & Work Adjustment**School of Human Services****Major:** M.S. in Human Services**Concentrations:** organizational management and leadership
community counseling and psychology
mental health counseling**Social Work****Master of Social Work**
Advanced Standing Program
Master of Social Work/Juris Doctor program
Certificate Program in Advanced Practice with Children and Adolescents**Sport Management and Recreation****Major:** sport management and recreation**Concentrations:** sport management
recreation management
therapeutic recreation management**GENERAL EDUCATION PROGRAM**

In addition to the above departmental majors, minors, and concentrations, Springfield College students are required to study the following:

Part I - Competencies

1. College Writing (6 credits)
2. Writing Across the Curriculum (6 credits)
3. Computer Applications (3 credits)
4. Information Literacy (embedded)

Part II - Domains of Knowledge / Understanding

1. Arts and Humanities (9 credits)
 - A. Literary Studies
 - B. Visual and Performing Arts
 - C. Spiritual and Ethical Dimensions
2. Analytical and Natural Sciences (6-7 credits)
 - A. Quantitative Reasoning
 - B. Natural Sciences
3. Social Sciences (6 credits)
 - A. Historical / Cultural Studies
 - B. Behavioral and Social Sciences
4. International / Multicultural Studies Options (3 - 6 credits)
 - A. Language courses
 - B. Multicultural Perspective within American Culture
 - C. International / Global Studies Perspectives
5. Social Justice (3 credits)
6. Physical Education (6 credits)
 - A. Health and Wellness
 - B. Physical Activity

8. COLLECTION ANALYSIS

Babson Library has adopted the following definitions of support and has applied them to the curriculum supported at Springfield College:

Level 0 - Out of Scope

The library generally does not collect in this area but will consider adding gifts.

Level 1 - Minimal

Very low level of collecting. Materials purchased to answer general interest questions, not for curricular support.

Level 2 - Basic

Can support undergraduate curriculum through the bachelor degree. Can support some honors work but is not intended to support independent study. Includes up-to-date materials, some of which are moderately advanced, general works on the subject, history of the subject, selected major periodicals and the appropriate bibliographic indexes and databases.

Level 3 - Intermediate

Supports work through the Master's level. Includes a broad range of resources including basic works, fundamental reference works, classic retrospective material, complete works of the more important authors and selection from the works of secondary authors, key journals plus a selection of secondary journals, appropriate bibliographic indexes and databases.

Level 4 - Advanced

Supports work at the Ph.D. level. Contains both current and retrospective material with historical material retained with material provided in all appropriate formats and languages. Includes all important reference works,

wide collection of specialized monographs, very extensive journal collection, access to appropriate bibliographic databases indexes, etc.

Level 5 - Comprehensive

Includes, as far as possible, all significant works of recorded knowledge in all applicable languages. The aim, if not the achievement, is exhaustiveness.

Examples:

- Level 0 - Naval Science
- Level 1 - Agriculture
- Level 2 - History
- Level 3 - Social Work, Physical Therapy
- Level 4 - Physical Education
- Level 5 - presently no examples in our collection

In the analysis below, the collection level represents the current, desired collection level, not a historical analysis of the existing collection.

COLLECTION ANALYSIS

Class No.	Subject	Collection Level
A General Works		
AC	Collections. Series. Collected Works	2
AE	Encyclopedias (General)	2
AG	Dictionaries and other general reference works	3
AI	Indexes (General)	2
AM	Museums (General) Collectors and collecting (general)	1
AN	Newspapers	1
AP	Periodicals (General)	1
AS	Academies and learned societies (gen.)	1
AY	Yearbooks. Almanacs. Directories (gen.)	1
AZ	History of scholarship and learning	1
B Philosophy. Psychology. Religion		
B	Philosophy (General)	2
BC	Logic	1
BD	Speculative philosophy	2

BF 173-175	Psychoanalysis	1
BF 176-180	Psychological tests and testing	3
BF 180-210	Experimental psych.	3
BF 231-299	Sensation	1
BF 311-499	Cognition. Learning, Intelligence	3
BF 500-608	Motivation. Emotion	2
BF 636-637	Applied psychology	3
BF 660-692	Comparative psychology	1
BF 698-699	Personality. Personality assessment	3
BF 712-724	Developmental/child	3
BH	Aesthetics	1
BJ	Ethics	2
BL	Religion (Gen. and history)	2
BM	Judaism	1
BP	Islam	1
BQ	Buddhism	1
BR	Christianity	1
BS	The Bible and exegesis	1
BT	Doctrinal theology, Apologetics	1
BV except as below	Practical theology	1
BV 1000-1265	Young Men's Christian Association	4
BX	Denominations and sects	1

C Auxiliary Sciences of History

C	Auxiliary sciences of history (Gen)	1
CB	History of civilization	2
CC	Archaeology (gen.)	1
CD	Diplomatics. Archives. Seals	1
CE	Technical chronology. Calendar	1
CJ	Numismatics	0
CN	Inscriptions. Epigraphy	1
CR	Heraldry	1
CS	Genealogy	1
CT	Biography	2

D History: General and Old World

D	History (General)	1
DA	Great Britain	2
DB	Austria. Czechoslovakia. Hungary	2
DC	France	2
DD	Germany	2
DE	The Mediterranean region. Greco-Roman world	2
DF	Greece	2
DG	Italy	2
DH-DJ	Netherland. Belgium. Luxemburg	2
DJK	Eastern Europe	2
DK	Russia. Poland. Finland	2
DL	Northern Europe. Scandinavia	2
DP	Spain. Portugal	2
DQ	Switzerland	2
DR	Eastern Europe. Balkan Peninsula. Turkey	2
DS	Asia	2
DT	Africa	2
DU	Oceania (South Seas)	1
DX	Gypsies	1

E History: America and the United States

E	America (General)	2
E 75-99	Indians of North America	2
E 101-143	Discovery and Exploration	2
E 151-183	United States - General History	2
E 184-185	Elements in the population	2
E 186-199	Colonial Period	2
E 201-298	The Revolution	2
E 300-453	Revolution to the Civil War	2
E 450-655	Civil War Period,1861-1865	2
E 660-738	Late Nineteenth Century	2
E 740-837.7	Twentieth Century	2
E 838-887	Late Twentieth Century 1961-	2

F History: United States Local and America

F 1-975	United States Local History	1
F 1001-1140	Canada	1
F 1201-3700	Latin America, Spanish America	1

G Geography. Anthropology. Recreation

G	Geography (General) except as below	1
G1001-1046	World Atlases	2
G1200-1534.24	United States Atlases	2
GA	Mathematical geography. Cartography	1
GB	Physical geography	1
GC	Oceanography	1
GE	Environmental Sciences	2
GF	Human Geography. Anthropogeography	1
GN	Anthropology	1
GR	Folklore	1
GT	Manners and Customs (General)	1
GV except as below	Recreation. Physical Training. Sports.	4
GV 191-200	Outdoor life and recreation, including camping, hiking	3
GV 346-350	School and college athletics	4
GV 435-436	Physical measurements, tests	4
GV 460-555	Gymnastics	2
GV 706	Sports Psychology	4
GV 711	Coaching	4
GV 712-725	Athletic contests. Sports events	4
GV 743-749	Athletic and sporting goods, supplies, etc.	3
GV 770-840	Water sports: Canoeing, sailing, yachting, etc.	2
GV 840-857	Winter sports: Ice hockey, skiing, etc.	2
GV 861-1020	Ball games: Baseball, football, golf, etc.	2
GV 1020-1039	Automobile Sports	2
GV 1040-1060	Cycling. Bicycling. Motorcycling	2
GV 1060-1098	Track and field athletics	2
GV 1101-1150	Fighting sports: bullfighting, boxing, fencing, etc	2
GV 1151-1190	Shooting. Archery	2
GV 1195-1198	Wrestling	2
GV 1199-1570	Games and amusements	2
GV 1580--1799	Dancing	2
GV 1800-1860	Circuses, rodeos, etc.	1

H Social Sciences

H	Social sciences (General)	2
HA	Statistics	3
HB	Economic theory	2
HC	Economic history and conditions. National production	2
HD	Land. Agriculture. Industry	0
HE	Transportation and communication	1
HF	Commerce	1
HF 5548-5549	Industrial psychology	3
HG	Finance	2
HJ	Public finance	1
HM	Sociology	2
HN	Social History. Social Problems. Social Reform.	3
HQ	The family. Marriage. Woman	3
HS	Societies: Secret, benevolent, etc. Clubs	1
HT	Communities. Classes. Races	3
HV	Social pathology. Social and public welfare. Criminology	3
HX	Socialism. Communism. Anarchism	2

J Political Science

J	Official documents	1
JA	Collections and general works	1
JC	Political theory. Theory of the state	1
JF	Constitutional history and administration	2
JK	United States	2
JL	British America. Latin America	1
JN	Europe	1
JQ	Asia. Africa. Australia. Oceani	1
JS except as below	Local government	1
JS 451 .C2	California	2
JS 451 .C8	Connecticut	2
JS 451 .D4	Delaware	2
JS 451 .F6	Florida	2
JS 451 .I3	Illinois	2

JS 451 .M3	Maryland	2
JS 451 .M4	Massachusetts	2
JS 451 .N4	New Hampshire	2
JS 451 .P1	Pennsylvania	2
JS 451 .S6	South Carolina	2
JS 451 .T4	Texas	2
JS 451 .V5	Vermont	2
JS 451 .V6	Virginia	2
JS 451 .W6	Wisconsin	2
JV	Colonies and colonization. Emigration and immigration	2
JX	International law. International relations	2

K Law

K	Law (General)	1
KD	Law of England and Wales	0
KDC	Law of Scotland	0
KDE	Law of Northern Ireland	0
KDG	Law of Isle of man and the Channel Islands	0
KDK	Law of Ireland (Eire)	0
KE	Federal law. Common provincial law	0
KEA-KEY	Law of individual provinces and territories	0
KEZ	Law of individual cities, A-Z	0
KF	Federal law. Common and collective state law	2
KFA-KFW except as below	Law of individual states	0
KFC 1-1199.5	California	1
KFC 3601-4199	Connecticut	1
KFD 1-599	Delaware	1
KFF 1-599	Florida	1
KFI 1201-1799	Illinois	1
KFM 1201-1799	Maryland	1
KFM 2401-2999	Massachusetts	1
KFN 1201-1799	New Hampshire	1
KFP 1-599	Pennsylvania	1
KFS 1801-2399	South Carolina	1
KFT 1201-1799	Texas	1
KFV 1-599	Vermont	1
KFV 2401-2999	Virginia	1

KFW 2401-2999	Wisconsin	1
KFX except as below	Law of individual cities, A-Z	0
KFX 2388	Springfield	1
KFZ	Law of individual territories	0

L Education

L	Education (General)	2
LA	History of education	2
LB	Theory and practice of education	3
LB 775-885	Teaching Children/Foreign/American Theory & Practice	2
LB 1051-1091	Educational Psychology	3
LB1140	Preschool Education	2
LB 1141-1695	Kindergarten, Primary, Elementary, Secondary	2
LB 2300-2430	Higher Education	3
LB 2801-3095	School Administration	3
LB 3201-3325	School Architecture/Equipment	1
LB 3401-3499	School Hygiene	2
LB 3525-3640	School Life	2
LC	Special aspects of education (e.g., Distance Learning)	2
LD	United States	1
LE	America, except United States	0
LF	Europe	0
LG	Asia. Africa. Oceania	0
LH	College and school magazines and papers	0
LJ	Student fraternities and societies, United States	1
LT	Textbooks	0

M Music

M	Music	2
ML	Literature of music	1
MT	Music instruction and study	2

N Fine Arts

N	Visual Arts (General)	3
NA	Architecture	1
NB	Sculpture	2
NC	Drawing. Design. Illustration	2
ND	Painting	2
NE	Print media	1
NK	Decorative arts. Applied arts. Decoration and ornament	2
NX	Arts in general	3

P Language and Literature

P	Philology and linguistics (General)	1
PA	Classical languages and literature	1
PB	General works - Celtic languages	0
PC	Romance languages	1
PD	Germanic languages	0
PE	English	2
PF	West Germanic	0
PG	Slavic. Baltic, Albanian languages and literatures	0
PH	Finno-Ugrian, Basque languages and literatures	0
PJ	General works Oriental	0
PK	Indo-Iranian	0
PL	Languages and literatures of Eastern Asia, Africa, Oceania	1
PM	American Indian languages	0
PN	Literary history and collections (General)	
PN 80-99	Criticism	2
PN 101-245	Authorship	1
PN 441-1009	Literary History	2
PN 1010-1551	Poetry	1
PN 1560-1590	Performing Arts	2
PN 1600-3299	Drama	2
PN 3311-3503	Prose Fiction	2
PN 4001-4355	Oratory	1
PN 4699-5650	Journalism	2
PN 6011-6790	Collections	1
PN 6249-6790	Miscellaneous	1
PQ	Romance literatures	1
PR	English literature	2
PS	American literature	2
PT	Germanic literatures	0
PZ	Fiction and juvenile belles lettres	1

Q Science

Q	Science (General)	2
QA except as below	Mathematics	2
QA 9-10	Logic	1
QA 76-271	Computer Science, Math, Algebra	2
QA 273-274	Probabilities	2
QA 276-299	Statistics	2
QA 299.8-end	Analysis, Geometry, Topology, etc.	1
QB	Astronomy	1
QC except as below	Physics	2
QC 23.3-26	Alchemy	0
QC 71-197	Analytic/Inorganic Chemistry	1
QC 81-168	Weights/measures	1
QC 170-849	Atomic Physics, Optics, Radiation	0
QC 241-441	Organic Chemistry	2
QC 450-731	Theoretical Chemistry	0
QC 851-999	Meteorology, Climatology	1
QC 901-999	Crystallography	0
QD	Chemistry	2
QE	Geology	1
QH except as below	Natural history (General)	2
QH 75-531	Conservation, General Biology	2
QH 540-549	Ecology	2
QH 573-671	Cytology	1
QK	Botany	2
QL	Zoology	2
QM except as below	Human anatomy	3
QM 601-691	Embryology	1
QP except as below	Physiology	3
QP 501-801	Animal Biochemistry	1
QP 901-981	Experimental Pharmacology	1
QR	Microbiology	2

R Medicine

R except as below	Medicine (General)	3
R 131-684	History of Medicine	2
R 735-847	Medical Education	3
R 895	Medical Physics / Radiology	1
RA except	Public aspects of medicine	3
RA 5-418	Medicine and the State	3
RA 421-790	Public Health / Hygiene	3
RA 791-954	Medical Geography	1
RA 960-998	Medical Centers / Hospitals	3
RA1001-1171	Forensic Medicine	1
RA1190-1270	Toxicology	2
RB	Pathology	3
RC except	Internal medicine. Practice of medicine	3
RC 86-88	First Aid	2
RC 321-576	Neurology / Psychiatry	3
RC 952-954	Geriatrics	3
RC 955-969	Arctic/Tropical Medicine	1
RC 970-1015	Industrial/Military Medicine	0
RC 1030-1097	Transportation Medicine	1
RC 1200-1245	Sports Medicine	3
RD except	Surgery	3
RD 701-796	Orthopedics	3
RE	Ophthalmology	2
RF	Otorhinolaryngology	2
RG	Gynecology and obstetrics	2
RJ	Pediatrics	3
RK	Dentistry	1
RL	Dermatology	2
RM except	Therapeutics. Pharmacology	3
RM 214-258	Diet Therapy	3
RM 270-282	Serum / Immunotherapy	2
RM 283-666	Endocrinotherapy	2
RM 695-890	Physical Medicine / Physical Therapy	4
RM 845-862	Medical Radiology	1
RM 930-931	Rehabilitation therapy	3
RM 950	Rehabilitation technology	3
RS	Pharmacy and materia medica	1
RT	Nursing	1
RV	Botanic, Thomsonian, and eclectic medicine	1
RX	Homeopathy	1
RZ	Other systems of medicine	1

S Agriculture

S	Agriculture (General)	0
SB except	Plant culture	0
SB 451-479	Gardens/gardening	0
SB 481-485	Parks/Public Reservations	2
SB 950-972	Land Conservation	1
SD	Forestry	0
SF	Animal culture	0
SF 411-459	Pets	0
SF 600-1100	Veterinary Medicine	0
SH	Aquaculture. Fisheries. Angling	1
SK	Hunting	1

T Technology

T except as below	Technology (General)	0
T 55-339	Industrial Safety, Patents, Trademarks	1
TA	Engineering (General). Civil engineering (General)	0
TC	Hydraulic engineering	0
TD	Environmental technology. Sanitary engineering	1
TE	Highway engineering, Roads and pavements	0
TF	Railroad engineering and operation	0
TG	Bridge engineering	0
TH except	Building construction	0
TH 1000-1725	Building Construction	1
TH 4021-4970	Buildings: Public Dwellings, use of	1
TJ	Mechanical engineering and machinery	0
TK except	Electrical engineering. Nuclear engineering	0
TK 5101-6720	Telecommunication	1
TK 7885-7895	Computer Engineering	1
TL	Motor vehicles. Aeronautics. Astronautics	0
TN	Mining engineering. Metallurgy	0
TP	Chemical technology	0
TR	Photography	2
TS	Manufactures	0
TT	Handicrafts. Arts and crafts	2
TX except	Home economics	1
TX 301-339	The House (care, pest, finance)	0
TX 341-641	Nutrition	2
TX 645-953	Cookery	0
TX 955-985	Hotels, Restaurants	1
TX 955-1107	Building Maintenance, Homes, Camps	1

U Military Science

U	Military science (General)	1
UA	Armies: Organization, description, etc.	0
UB	Military administration	0
UC	Maintenance and transportation	0
UD	Infantry	0
UE	Cavalry. Armored and mechanized cavalry	0
UF	Artillery	0
UG	Military engineering	0
UH	Other services (includes Red Cross)	1

V Naval Science

V	Naval Science (General)	0
VA	Navies: Organization, description, etc.	0
VB	Naval administration	0
VC	Naval maintenance	0
VD	Naval seamen	0
VE	Marines	0
VF	Naval ordnance	0
VG	Minor services of navies	0
VK	Navigation. Merchant marine (Water rescue, recreational boating)	1
VM	Naval architecture. Marine engineering	0

Z Bibliography. Library science

Z 4-115.5	Books in General.	
Z 4-8	History of Books and Bookmaking	0
Z 40-104.5	Writing; word processing	1
Z 116-659	Book Industries and Trade.	0
Z 266-276	Bookbinding, Book Decoration	1
Z 278-549	Bookselling and Publishing	0
Z 551-656	Copyright	1
Z 657-659	Freedom of the Press, Censorship	1
Z 662-1000.5	Libraries	1
Z 1001-8999	Bibliography.	

Z 1001	Introductions to Bibliography, Documentation	0
Z 1003-1003.5	Choice of Books, Books and Reading	0
Z 1011-1017	General Bibliographies	0
Z 1019-1033	Special Classes of Books (including prohibited books, rare books, paperbacks, reprints)	0
Z 1035-1035.9	Best Books	0
Z 1036	Booksellers' General Catalogs of Modern Books	0
Z 1037-1039	Books for Special Classes of Persons, Institutions, etc.	1
Z 1041-1121	Anonyms and Pseudonyms	0
Z 1201-4980	National Bibliography	
Z 1201-1946	America	1
Z 1215-1363	United States	1
Z 1365-1401	Canada, British North America	0
Z 1411-1939	Latin America	0
Z 2000-2959	Europe	0
Z 3001-3496	Asia	0
Z 3501-3975	Africa	0
Z 4001-4980	Australia, Oceania	0
Z 5051-7999	Subject Bibliography (see subject classification above)	
Z 8001-8999	Personal Bibliography	1
ZA		
ZA 3040-5185	Information Resources	
ZA 3075-3080	Research, How to Find Information	1
ZA 3150-3159	Information Services, Information Centers	0
ZA 3201-4150	Information Superhighway	1
ZA 4201-4251	Internet	1
ZA 4375-4390	Research, How to Use Networks, Online Services, etc.	1
ZA 4450-4460	Databases	0
ZA 4550	Motion Pictures, Video Recordings	0
ZA 4650	Photographs	0
ZA 4750	Sound Recordings	0
ZA 5050-5055	Government Information	0
ZA 5070-5185	Government Information in Specific Formats or Media	0

9. GIFTS

The Babson Library welcomes gifts of books, periodicals, and other materials from faculty, alumni, and friends. Wherever possible gifts are accepted without special terms regarding their retention, processing, and disposition. Once donated and acknowledged appropriately, gifts become the property of Springfield College.

Gift materials accepted for potential inclusion in the library's collections are reviewed by appropriate liaison librarians. Some gifts are selected to be added to the collections to fill gaps in the holdings or to

replace worn copies. Some gifts are not selected and are disposed of according to accepted library procedures by sale, sharing with other libraries, or discard.

10. ARCHIVES & SPECIAL COLLECTIONS

The Springfield College Archives is the official repository for College records having permanent historical, legal, fiscal, or administrative value. The primary mission of the College Archives is to appraise, collect, organize, describe, preserve, and make available records (in any format) documenting the history of Springfield College. In addition the Archives collects primary source material that supports the research interests and Humanics philosophy of the College. Subject areas of long-term interest to the College include the YMCA, physical education, sport and recreation, and youth/community work.

The Archives contains the historical records and publications of Springfield College and its schools, administrative units, programs, and committees. Archival collections include those records of continuing or enduring value that were created or used by administrative units in the course of their activities. The Special Collections includes rare books, journals, and faculty publications. Special Collections also houses manuscript collections including the records of selected individuals and outside organizations with ties to Springfield College.

The collections are open to students, faculty, staff, and alumni of Springfield College, to visiting scholars and to the general public. A collection development policy specific to Archives and Special Collections is available online at <http://www.spfldcol.edu/archives> on the “general information” page.

11. RECONSIDERATION OF MATERIALS

Babson Library supports the principles stated in the Library Bill of Rights (see below). Babson Library will challenge censorship in the fulfillment of its responsibility to provide information and enlightenment. Should a library user encounter material he or she feels is objectionable, he/she has the right to inform any library staff member. If the matter cannot be resolved informally at that time, the matter should be referred to the Director or Assistant Director for Information and Research. The Director, in consultation with other Library staff, makes the final decision concerning the request for reconsideration and notifies the complainant of the decision explaining the procedure and justifying the final decision.

12. WITHDRAWAL OF MATERIALS

Withdrawal of library materials needs to be done on a regular and ongoing basis as part of collection maintenance. With regard to the circulating collection, liaison librarians can elect to withdraw library books and materials that have become obsolete, are physically unusable or are not used. Materials can be discarded or recommended for relocation into the college Archives collection if they fall into relevant categories (see Section 10).

13. LIBRARY BILL OF RIGHTS

Babson Library endorses the following document created by the American Library Association. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services: 1) Books and other library resources should be provided for the interest, information and enlightenment of all the people of the community the library serves. Materials should not be excluded because of the origin, background, or view of those contribut-

ing to their creation. 2) Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. 3) Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. 4) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. 5) A person's rights to use a library should not be denied or abridged because origin, age, background or views. 6) Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

14. FREEDOM TO READ

Babson Library endorses the following document created by the American Library Association and Association of American Publishers. 1) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority. 2) Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. 3) It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. 4) There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. 5) It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. 6) It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. 7) It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

15. CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

- I. Babson Library endorses the following statement, adapted from the American Library Association governing professional ethics for librarians.
- II. **We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- III. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- IV. **We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- V. **We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**

- VI. **We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VII. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VIII. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- IX. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**

16. COPYRIGHT GUIDELINES

Babson Library adheres to all provisions of the U.S. Copyright Law (17 U. S. C.). The library actively promotes compliance by the college community.

17. COLLECTION DEVELOPMENT FOR PERSONS WITH DISABILITIES

Persons with disabilities have equal access to information and sources under the provisions of the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 to the extent possible within the mission guidelines of the Babson Library. Materials that are designed for use by individuals with disabilities will be purchased by subject liaisons, e.g., a large print version of a psychology text would be purchased by the Psychology liaison librarian. Materials about disabilities will be purchased within the appropriate existing subject funds.

2008 revision by:

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