



COLLECTIONS POLICY

SUBJECT: CHEMISTRY AND BIOCHEMISTRY

General Purpose

The general purpose is to collect material in the subject of Chemistry and Biochemistry to support undergraduate and graduate teaching, and research to the post-doctoral level. The major fields of research are: Analytical, Organic, Inorganic, Physical, and Theoretical Chemistry, as well as Polymer Chemistry and Biochemistry. The department also participates in the Biophysics and Toxicology interdepartmental collaborative graduate programs at the University of Guelph.

The Guelph-Waterloo Centre for Graduate Work in Chemistry combines the Department of Chemistry and Biochemistry at the University of Guelph and the Department of Chemistry at the University of Waterloo. The members of the Centre carry out research in virtually all areas of modern chemistry and biochemistry.

Collection development should be maintained at the level of current collecting intensity objectives by the effective use of funds available each year.

Languages

Primarily English, but publications in other languages may be collected as required by research needs.

Geographic Areas

Materials from any part of the world may be collected to support teaching and research programs, subject to the language limitation.

Chronological Limitation

Material with a recent imprint date is preferred.

Types of Material Collected

Monographs, periodicals, government documents, and research reports are emphasized in print or microform format. Materials in other forms, such as CD-ROM, theses, audio visual, or electronic file, may be considered.

Types of Material Excluded

Normally manuscripts, rare books, patents and computer software are not acquired.

Access and Related Resources

Many external resources can be identified through the Library's catalogue. A broad spectrum of additional information and collection resources may be made available through cooperative arrangements and be accessed via library servers, the Internet, document delivery, and interlibrary loan.

Subjects and Collection Levels

Subject Area	Existing Collection Strength	Current Collecting Intensity	(Objective)
Analytical Chemistry	4E	3E	(4E)
Bio-Inorganic Chemistry	3E	3E	
Catalysis	3E	3E	
Chemical Physics	4E	3E	
Chemistry and Biochemistry (general)	4E	3E	(4E)
Conditions and Laws of Chemical Reactions	4E	3E	(4E)
Crystallography	3E	3E	
Electrochemistry	4E	3E	(4E)
Inorganic Chemistry	4E	3E	(4E)
Laboratory Techniques and Operations	4E	3E	(4E)
Methods of Analysis (Qualitative and Quantitative)	4E	3E	(4E)
Organic Analysis	4E	3E	(4E)
Organic Synthesis	4E	3E	(4E)
Organometallic Chemistry	4E	3E	(4E)
Physical Chemistry	4E	3E	(4E)
Polymer Science	4E	3E	
Quantum Chemistry	4E	3E	(4E)
Solid State Chemistry	4E	3E	(4E)
Spectroscopy	3E	3E	
Theoretical Chemistry	4E	3E	(4E)

For related resources see collections policies for Biophysics, Computing and Information Science, Mathematics and Statistics, Microbiology, Molecular Biology and Genetics, Physics, School of Engineering, and Toxicology.

The attached Appendix indicates collection levels.

Approval

John D. Goddard
Department of Chemistry and
Biochemistry

25 May 1995

Tim D. Sauer
Collection Development
Division, Library

18 May 1995

Appendix: Collection Levels

Six numeric codes establish a standard terminology to express assessments of the Existing Collection Strength (ECS) and Current Collecting Intensity Objective (CCI) levels. These codes reflect a broad national or international perspective relative to the universe of publications.

Code	Label	Definition
0	Out of Scope	The Library does not collect in this subject area.
1	Minimal Level	A subject area in which few selections are made beyond very basic works .
2	Basic Information Level	A selective collection of materials that serves 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, and a few major periodicals.
3	Study or Instructional Support Level	A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The Collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a Collection is adequate to support undergraduate study and some graduate instruction in master's degree programs.
4	Research Level	A collection that includes the major published source materials required for dissertation 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 usually retained for historical research when pertinent. A collection at this level fully supports doctoral and other original research by faculty .
5	Comprehensive Level	A collection in which a library endeavours, 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 collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

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Eight alphabetic language codes amplify the ECS and CCI levels. As with Collection Levels, language coverage is viewed in the context of the universe of publishing rather than local perceptions of need.

Code	Definition
E	English language material predominates. Little or no material in languages other than English is collected.
P	French language material predominates. Little or no material other than French is collected.
V	English and French materials predominate. Little or no material in languages other than English or French is collected.
S	Selected non-English material included in addition to English material.
T	Selected non-French material included in addition to French material.
X	Selected foreign language material included in addition to English and French material.
W	Wide selection of material in all applicable languages. No programmatic decision is made to restrict materials according to language.
Y	Material is primarily in one foreign language (excluding French or English). The overall focus is on collecting material in the local vernacular.
