



## **COLLECTIONS POLICY**

## **SUBJECT: ENGLISH LANGUAGE & LITERATURE**

### **General Purpose**

The general purpose is to collect materials in the subject of English Language and Literature to support undergraduate and graduate teaching and research to the PhD level. Faculty within the English program in the School of English and Theatre Studies teach and research across essentially all the sub-fields of the discipline. There are five fields of specialization in the joint PhD program: Canadian studies, Early Modern studies, Postcolonial studies, Nineteenth Century studies, and Sexualities.

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 dictated by research needs.

### **Geographic Areas**

Canada, Great Britain, the Commonwealth (present or past members), Ireland, and the United States are the principal publication sources in this field; however, materials from any part of the world may be collected, subject to the language limitation.

### **Chronological Limitation**

Material with a recent imprint date is preferred; however, there are no formal limits. Materials date from, or concern, the period from the early Middle Ages to the present.

### **Types and Formats of Material Collected**

The following are types of material collected by the Library:

- Books, including monographs, series and pamphlets
- Serials, including journals, conference proceedings and newspapers
- Databases, both indexes and full text databases
- Government Documents
- Video and Multimedia materials
- Statistical and Numeric Data Files
- Atlases and Maps
- Selected Theses
- Archival materials such as manuscripts, photographs, and ephemera

The library prefers online formats which provide the widest access and greatest utility to our users.

### **Types of Material Excluded**

The following types of materials are not collected: patents, computer software, slides, and books of a popular or non-scholarly nature.

### **Withdrawal and Relocation Policy (Weeding Policy)**

See the University of Guelph Library Collections Relocation & Withdrawal Policy. The library shall determine the best method for the disposal of withdrawn material. Normally, withdrawn material is not offered to members of the university or general public.

### **Access and Related Resources**

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

### **Archival and Special Collections**

English formed an important part of the curriculum from the very beginning of OAC with Guelph laying claim to being the first institution of higher learning regularly to include Canadian literature in 1910. The rare book collection contains many scarce editions of Canadiana, and Scottish authors are well represented, as are playwrights and writers for children and young adults. Listed below are some of the major collections which contain relevant materials.

Carol Corbeil Fonds  
Dan H. Laurence/Bernard Shaw Collection  
Daniel MacIvor  
George F. Walker collection  
Jean Little Collection  
John Galt Collection  
Judith Thompson Collection  
L.M. Montgomery Collection  
Richard Rose Collection  
Scottish Chap-Book Collection  
Timothy Findley Collection

For related resources see collections policies for Theatre Studies, French Studies, History, Languages and Literature, and Scottish Studies.

The attached Appendix indicates collection levels.

## Subjects and Collection Levels

Subject Area	Existing Collection Strength	Current Collecting Intensity Objective
English Literature		
Old English	2E	3E
Medieval	3E	3E
Early Modern and Renaissance	3E	4E
Restoration and Eighteenth Century	3E	3E
19th Century /Victorian (includes children's)	3E	4E
20th Century	3E	3E
Canadian Literature		
18th Century	2E	4E
19th Century	4E	4E
20th Century	3E	4E
American Literature		
18th Century	2E	3E
19th Century	3E	4E
20th Century	3E	3E
Scottish Literature	2E	2E
Colonial/Post-colonial Literature		
African	3E	4E
Indian Sub-Continent	3E	4E
Australia and New Zealand	3E	4E
Latino/a Literature	3E	4E
Children's Literature (except 19 <sup>th</sup> century—see above under English Literature)	2E	3E
Literary Theory and Criticism	3E	4E
Sexualities	3E	4E
Bibliography	2E	3E
Language, including the history of language	2E	3E

Approval



Chair, School of English & Theatre Studies

Dec 8 2008

Date



Head of Information Resources &  
Collections, Library

Dec. 10/08

Date

## 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.

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.