



## **COLLECTIONS POLICY**

## **SUBJECT: LANGUAGES AND LITERATURES**

### **General Purpose**

The general purpose is to collect materials to support undergraduate teaching, study, and research in the following languages and literatures: Greek, Latin, German, Italian and Spanish.

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

### **Languages**

Publications in the language of the subject studied may be collected as dictated by respective subject needs. English is the preferred language for translations.

### **Geographic Areas**

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

### **Chronological Limitation**

Material with a recent imprint date is preferred, emphasizing different periods. For Greek and Latin: Classical period to the Medieval era. Other languages: from the Middle Ages to the Twentieth Century.

### **Types of Material Collected**

Monographs, periodicals, phonodiscs, compact discs, audiotapes, videotapes, reprints or microform format. Audio-visual material is emphasized for the study of the spoken languages.

### **Types of Material Excluded**

Normally manuscripts, rare books, theses 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
Byzantine Literature	2W	2W
Classical Literature	3W	3W
- Greek		
- Latin		
Classical Philology	3W	3W
- Greek		
- Latin		
German Language	3W	3W
German Literature	3W	3W
Germanic Philology	3W	3W
Italian Language	3W	2W
Italian Literature	3W	2W
Spanish American Literature	3W	2W
Spanish Language	3W	3W
Spanish Literature	3W	3W

For related resources see collections policies for Drama, English, Fine Art, French Studies, History, and Philosophy.

The attached Appendix indicates collection levels.

## Approval

H. Saradi-Mendelovici  
Department of Languages and  
Literatures

April 13, 1994

T.D. Sauer  
Collection Development  
Division, Library

April 12, 1994

## 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 <b>not</b> collect in this subject area.
1	Minimal Level	A subject area in which few selections are made beyond <b>very basic works</b> .
2	Basic Information Level	A <b>selective collection</b> 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 <b>support undergraduate study and some graduate instruction</b> 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 <b>fully supports doctoral and other original research by faculty</b> .
5	Comprehensive Level	A collection in which a library endeavours, so far as it is reasonably possible, to include <b>all significant works of recorded knowledge</b> (publications, manuscripts, other forms), <b>in all applicable languages</b> , 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.

---

....Continued

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.

---

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

---