

COLLECTIONS POLICY

**SUBJECT: RURAL EXTENSION
STUDIES**

General Purpose

The general purpose is to collect materials in the subject of Rural Extension Studies (with specialization in adult learning in non-formal settings, or in communications technology related to rural areas), to support research and undergraduate and graduate teaching to the Masters level.

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

Languages

English is preferred and collected wherever possible. French and Spanish are collected where necessary.

Geographic Areas

Primary emphasis is placed on Canada and the developing countries, e.g., in Africa, East Asia, and Latin America.

Secondary emphasis is on the United States and Great Britain.

Chronological Limitations

Because adult education and extension methods are mostly a twentieth century phenomena, material with a recent imprint is preferred.

Types of Material Collected

Monographs, periodicals, government documents, research reports and manuscripts are emphasized in print or microform format, but other types of material may be considered, e.g., theses, CD-ROM, or audio visual.

Types of Material Excluded

Normally 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
Adult Education	3E	3E
History, foundation and philosophy of adult education		
Teaching theory and methods of adult education		
Psychology of adult teaching and learning		
Research in adult education		
Counselling and guidance		
Educational administration and management		
Programme planning and evaluation		
Business administration in adult education		
Organizational behaviour		
Educational technology		
Special aspects of adult education — technical education, remedial education, continuing education		
Extension Education (includes Organization and Administration)	4X	3E
Research in extension methods		
Special aspects of extension education		
e.g. Agricultural education		
Family living education		
Information Science	3E	3E
Organization, retrieval and dissemination of information		
Communication (Mass Media)		
Communication theory, practice, and technology		
Communications - national, international, business, agricultural		

Community Development, especially rural development		
Canada	4E	4E
National	3E	3E
Rural Sociology		
Social Psychology		
Working with small groups		
Social change and reform		
Human resources development		
Recreation		
National Development		
Canada		
(development plans, mass media)	4E	4E
Other		
(social change, mass media)	3X	3E

For related resources see collection policies for Rural Planning and Development, Agricultural Economics and Business, Sociology and Anthropology, Geography, Land Resource Science, Psychology, Computing and Information Science, Political Studies, and Economics.

The attached Appendix indicates collection levels.

Archival and Special Collections

The University Library actively collects manuscript (archival) material related to rural extension projects in Ontario (and other provinces), and to overseas development projects in which the University has participated. 4E

Agricultural and regional history materials are two areas of special collections which contain material of interest to extension education. Listed below are some of the major collections which contain relevant material.

University-Related Archives

Department of Agricultural Engineering Correspondence, 1927-1965
Papers of Professor O.M. McConkey, Department of Field Husbandry, 1917-1974
Guelph-Ghana Project, 1970-1978
Macdonald Institute Reference Library, ca. 1904-1960

Special Collections

Agricultural History

E.S. Archibald Papers, 1929-1962
Wilfred L. Bishop Collection, 1925-1977
Ontario Institute of Agrologists records, 1953 -
Ontario Farm Movement records
Co-operative Union of Ontario records

Regional History
Hoodless Family Papers, 1890-1966
Rural Development
Canadian Council on Rural Development (CCRD)
Helen C. Abell Collection

Approval

A.C. Lauzon

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Collection Development
Division, Library

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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.
