Western Libraries
Collections Management Policy
For the Education Library at Western’s Faculty of Education

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Subject/Collections Librarians
Christena McKillop Email: emckillo@uwo.ca UWO Telephone Ext. 88276
Denise Horoky Email: dhoroky@uwo.ca UWO Telephone Ext. 88275

Scope

The scope of the collection of the Education Library is shaped by Western’s over-arching mission and strategic directions, by the Faculty of Education’s mission, and by the Western Libraries’ mission, and, finally, the needs of the users.

Purpose of the Collection

The Education collection of Western Libraries is intended to support the research activities of faculty, students and staff and the instructional requirements of undergraduate and graduate programs at Western’s Faculty of Education. Within the Education Library there are three distinct collections:

   1. The Curriculum Resource Collection CRC (multi-media, textbooks, French materials)
   2. The Stack Collection (books and journals )
   3. Digital Library Collection (databases, online journals, e-books)

Program Information

The Education Library collection supports the following programs at Western’s Faculty of Education:

1. Undergraduate Programs

   Bachelor of Education
   The University of Western Ontario’s Bachelor of Education is a full-time, in-class program that runs from September until April. The program features core courses in social foundation of education, educational psychology and special education, and curriculum and pedagogy.

   Diploma in Education
   The Diploma in Education program prepares candidates with a technical background to teach broad-based technology courses at secondary schools (Grades 9 to 12).
Continuing Teacher Education
The Continuing Education (CTE) program provides opportunities for teachers to expand and
enhance their skills and professional development through Additional Qualifications (AQ)
courses in core subjects such as special education, ESL, reading and French as a second-
language, as well as drama, environmental science, computer studies, health/physical education.

2. Graduate Programs -

Masters programs:

- M.Ed. Counseling Psychology
- M. Ed. Education Studies

PhD program:

- Ph D Education Studies

Other: Aboriginal Education

Subject Areas Covered:

These are broad categories:
Education
Education – early childhood
Education – K-12

Physical format:

The library collects current scholarly information, regardless of format, which supports the
research, teaching and educational needs of its clients. The subject emphasis of the collection
reflects past and present research interests at the Faculty of Education.
Inclusions: print, electronic, multi-media formats will be acquired. The items listed below
represent the principal kinds of materials collected but should not be regarded as all-inclusive.

Education Stack Collection:

- Monographs (e.g. texts, reference books, research materials, children’s literature, relevant
  faculty publications, relevant Althouse Press publications)
- Serials (e.g. periodicals, yearbooks, indexes, annual reviews)
- Government documents (educational) with an emphasis on Canadian provincial and
  federal publications
- Microform collections (e.g. ERIC, Microlog, Onteris)
- Faculty of Education PhD dissertations, Masters’ Theses and Directed Research Projects
- Journals in digital formats are preferentially selected over their print counterparts.
Graphic novels are considered for purchase only if they are suitable for use in an elementary or secondary school. Language and content of graphic novels is scrutinized for acceptability prior to purchase. Recommendations of teachers and teacher-librarians within the school systems are extremely useful in helping the collections librarian make a decision about a graphic novel. Journals that provide reviews such as “LMC” Library Media Connection” are invaluable. Comic books are not collected at this time.

Curriculum Resource Collection (CRC)
- Kits, games, simulations, realia, replicas, educational toys
- Pictures, Big Books, puppets, models, maps, charts
- alternative multimedia formats, such as CD-ROM, video, and DVD (exclusion of BlueRay), however, video-streaming resources will be considered as a viable alternative to these formats as the technology evolves in this direction.
- French Language instruction materials
- Ministry of Education Approved Textbooks (Trillium List) as budget and shelving permit
- Provincial curriculum guidelines, documents
- School board (e.g., TVDSB) curriculum materials, course profiles, student exemplars, related documents

Digital Library Collection
- Research databases (e.g. CBCA Education, ERIC, ProQuest Education, )
- Ebooks are considered for purchase on a case-by-case basis with priority to collecting reference type books (e.g. encyclopedias, handbooks, guides etc).

Language:

English is the primary language of collection and the Education Library collects almost exclusively in the English language. French language materials are selectively acquired to support the Bachelor of Education/Diploma in Education program. Scholarly (graduate level) research French language education materials are considered on a case-by-case basis. Materials in other languages are acceptable, upon request, only to provide selected examples of multilingual or dual language children’s books which are selected on a case-by-case basis.

Source of Publication:
Sources of publication are primarily Canada, the United States, Australia and the United Kingdom. Material published in other regions will be considered upon request and will be considered only if the material directly supports the programs, current research interests and current teaching needs at the Faculty of Education.

Date of publication:

Materials with a recent imprint date are preferred. Older material will be considered upon request, or if the material directly supports the programs, research interests and current teaching needs at the Faculty of Education.
**Geographic scope:**

The Education Library geographic scope is in this priority order: Ontario, Canada, United States, Great Britain and Australia. Other geographic regions are collected selectively or will be considered upon request.

**Chronological Period:**

Emphasis is placed on education in the twenty-first century with an emphasis on current published material with an imprint date of 2000 to date. Retrospective acquisition will be considered by the Subject Librarians based on specific faculty request, determined by budgetary constraints, commercial availability and space limitations.

**Exclusions:**

This list includes but is not limited to the following types of material which are not acquired:
- Children’s “pop-up” and young children’s “board books”
- Comic Books
- “Coles” or “Cliff’s” Notes series titles
- “Consumable” student workbooks
- Conference proceedings
- Educational or psychological tests (scales, questionnaires, surveys, indices, and inventories or other such measurement resources) are not collected. We do collect resources that discuss the reliability, validity and other psychometric information of educational or psychological tests.
- “For Dummies...” series titles
- Theses and dissertations from other institutions
- Videocassettes and filmstrips are no longer collected. Electronic media (for example video-streaming or streamed content) on the web is a new potential growth area for this collection and will be monitored and purchased accordingly.

**Related collections and cooperation:**

The Western Libraries collection for Education is supplemented by special collections housed in the Archives and Research Collection Centre (ARCC) such as the Ontario Historical Textbook collection.

**Gifts:**

The library gratefully accepts gifts of materials in good condition which are within the scope of coverage for its collection and which the library either does not already own or does not own in sufficient depth to support teaching and research needs.

Receipts for tax purposes are issued in accordance with the Western Libraries policy “Guidelines for Gifts-in-Kind”.
Managing the Collection:

In order to ensure that collections remain optimally useful for our patrons, it is necessary to analyze collection usage and available space regularly. Items will need to be selectively removed from the active collection from time to time.

Duplicate items that are no longer required to support the curriculum, and damaged items that can no longer be replaced may be removed from the collection at the discretion of the Subject Librarians.

Items that are unique to Western may be transferred to a storage facility. Material housed in these storage facilities is available on request through the Library Catalogue. Criteria for transfer selection include, but are not limited to, the following:

1) Outdated or previous editions of titles
2) Medium- to low-use items
3) Material that is available in alternate formats, i.e., online
4) Materials that would benefit from storage in a more controlled environment.

Consult Subject Librarian for further details about the criteria.

Resources to aid in acquisition of material:

This section is intended to provide a guide for new selectors that describes how material is selected and acquired for the subject area. It may include information about existing approval profiles and other methods of selection.

Selection includes: reviewing commercial catalogues, professional journals, consulting with colleagues (OTLEA, SOMA)

Required vendors:
Coutts – approval plans (for Canadian materials) and (UK/US/AUS materials)
Ontario Ministry of Education – Trillium List:

Suggested vendors to be considered:
Good Minds (Aboriginal resources)
MagicSuitcase (Children’s fiction & non-fiction science, math, technology and environmental awareness books)
PigTales (Children’s books)
TralcoLingo (French language resources)