I. **Purpose:** To provide guidelines for the management of information resources in support of the undergraduate and graduate curricula in history and geography. It is the Libraries’ stated mission to identify, acquire, preserve, organize and disseminate information from a variety of sources and locations with priority being given to supporting the undergraduate and graduate curricula. This department is part of the College of Architecture, Arts, and Humanities. Its website is: http://www.clemson.edu/caah/history/ 

The Department of History and Geography offers programs leading to a **Bachelor of Arts** as well as minors in history and in geography and an interdisciplinary minor in Pan African studies. 

The **Master of Arts** program offers courses in all areas of historical study. Emphasis is placed on the history of the United States, particularly the South; Britain, Europe, Russia, Latin America, Asia, and Africa; and on the history of classical and medieval civilizations, science and technology, documentary editing, and archival management. 

The M.A. in history has two objectives that aim to prepare students for history-related careers in teaching, public or government service, law, historical editing, archival management, and business: 1) to increase the student’s knowledge of the areas of history in which he/she wishes to specialize; and 2) to provide the student with skills for performing historical research, analyzing the sources and information gathered, and writing results in an acceptable scholarly essay or thesis. 

A. **Primary Users:**
   - Undergraduate majors: 251 students enrolled in fall 2011
   - Masters students: 26 students enrolled in fall 2011
   - History faculty: 22 members, spring 2012; Geography faculty: 2 members, spring 2012

B. **Secondary Users:**
   - Undergraduates choosing minors in: East Asian Studies, Geography, Great Works, History, Legal Studies, Pan African Studies, Russian Area Studies, Spanish-American Area Studies, and Women’s Studies among others; students majoring in Early Childhood, Elementary, and especially Secondary Education teaching areas such as Social Studies (Economics, History, Political Science Psychology and Sociology); other students fulfilling the University’s Social Sciences, Cross-Cultural Awareness, or Science and Technology in Society general education requirements;
   - University and community patrons seeking background on a wide range of historical topics

II. **Scope of In-House Collection**

A. **Format Guidelines**
   - Print Sources: Books/monographs will be acquired primarily in print; only those periodicals not available online will be purchased in print
   - Electronic Sources: online journal subscriptions preferred; electronic books on specialized, more technical topics; databases purchased for the reference collection. Full-text primary source collections online, online newspaper archives.
   - Media: Films, documentaries, etc., in DVD or other formats appropriate to users’ viewing capabilities
   - Microform Sources: where electronic versions of certain primary sources are not available or are prohibitively expensive, microfilm or microfiche may be acquired.
B. **Language Guidelines**
   Generally, materials written in English will be preferred. Exceptions may be made for essential source materials in other languages.

C. **Geographical Guidelines**
   - Primary focus is on the history of the United States, particularly the Southeastern States and South Carolina, and on areas relating to the African Diaspora in the Western Hemisphere
   - The history of Western Europe, including the ancient and medieval periods, will receive broad support
   - Special topics on the United Kingdom, Russia, the Middle East, East Asia, Latin America, and Africa will form the bases for limited collections.

D. **Chronological Guidelines**
   Works on any era may be purchased.

E. **Publication Date Guidelines**
   Books published within the last three years will be selected routinely. Funds permitting, older titles may be purchased to ensure that the collection contains essential works.

F. **Special Types of Materials Included**
   **Article/Indexing Databases**
   - Academic Search Premier
   - Arts & Humanities Citation Index
   - America: History & Life
   - Historical Abstracts
   - Humanities & Social Sciences Index Retrospective
   - Iter: Gateway to the Middle Ages & Renaissance
   - JSTOR
   - 19th Century MasterFile
   - Readers’ Guide Retrospective
   - WorldCat

   **Primary Source Full-text Databases**
   - African American Newspapers (19th Century, Part I)
   - Ancestry Library
   - Civil War: A Newspaper Perspective
   - Dissertations & Theses Full Text
   - HarpWeek
   - HeinOnline
   - New York Times Historical
   - Sanborn Maps for South Carolina
   - Times (London) Digital Archive
   - Wall Street Journal Historical
   - Washington Post Historical

   **Overview Databases**
   - Biography in Context
   - Daily Life through History
   - Historical Statistics of the United States
   - Oxford African American Studies Center
   - U. S. History in Context
   - World History in Context
Important Printed Indexes, Encyclopedias, Biographical Sources, etc.:

- American National Biography - Ref CT213 .A68 1999
- English Historical Documents – DA26 .E58
- International Medieval Bibliography – Z6203 .I63
- Oxford Dictionary of the Middle Ages – Ref D117 .O94 2010

Government Publications:
The Clemson University Library is a selective depository for Federal publications, accessible via the online catalog since 1976, and also a depository for South Carolina state government publications which are all listed in the online catalog. Primary source materials on legislative, executive, judicial, military and foreign policy topics are included, along with patents, technical reports, and many other items.

G. Types of Materials Excluded
Textbooks: Books assigned as required texts for Clemson University classes will not be purchased intentionally. Other textbooks may be acquired when they support the curriculum.

H. List of Core Journals/Magazines/Electronic Journals (current subscriptions only):

**History:**

- American Heritage
- American Historical Review
- American History
- Ancient World
- Biography
- British Heritage
- Catholic Historical Review
- Church History
- Civil War History
- Civil War Times Illustrated
- Classical Antiquity
- Classical Journal
- Clio
- Comparative Studies in Society & History
- Contemporary European History
- Diplomatic History
- Economic History Review
- Eighteenth Century Life
- English Historical Review
- French Historical Studies
- French History
- Gender & History
- Georgia Historical Quarterly
- Greece & Rome
- Hesperia
- Hispanic American Historical Review
- Historia: Zeitschrift für Altere Geschichte
- Historian
- Historical Journal
- Historical Methods
- Historical Quarterly
- Historical Research
- Historical Workshop Journal
- History (Historical Assn.)
- History & Theory
- History News
- History Review
- History Teacher
- History Today
- Irish Historical Studies
- Isis
- Journal of American Ethnic History
- Journal of American History
- Journal of American History
- Journal of African American History
- Journal of African History
- Journal of Early Modern History
- Journal of Economic History
- Journal of Egyptian Archaeology
- Journal of Hellenic Studies
- Journal of Interdisciplinary History
- Journal of Imperial & Commonwealth History
- Journal of Medieval & Early Modern Studies
- Journal of Medieval History
- Journal of Military History
- Journal of Modern African Studies
- Journal of Modern History
- Journal of Near Eastern Studies
- Journal of Roman Studies
- Journal of Social History
- Journal of Southern African Studies
- Journal of Southern History
- Journal of the Early Republic
Journal of the History of Ideas
Journal of the Southwest
Journal of Urban History
Journal of Victorian Culture
Journal of Women’s History
Journal of World History
KMT
Louisiana History
Magazine of History
Mediaeval Studies
New England Quarterly
Oral History Review
Pacific Historical Review
Past & Present

Public Historian
Renaissance Quarterly
Reviews in American History
Scottish Historical Review
Sixteenth Century Journal
Social History
South Carolina Historical Magazine
Southwestern Historical Quarterly
Speculum
Victorian Studies
Virginia Magazine of History & Biography
Western Historical Quarterly
William & Mary Quarterly

Geography:

American Geog. Society’s Focus on Geography
Annals of the Assoc. of Am. Geographers
Canadian Geographer
Economic Geography
GA: the Magazine of the Geographical Association
Geoforum
Geographical: the Royal Geographical Society Magazine
Geographical Analysis
Geographical Education
Geographical Journal
Geographical Research
Geographical Review
Geography
Journal of Geography
Journal of Historical Geography
National Geographic
Political Geography
Professional Geographer
Progress in Human Geography
Southeastern Geographer
Transactions / Institute of British Geographers

III. Call Numbers, Primary Subject Classifications, and Collecting Levels:

<table>
<thead>
<tr>
<th>Call Number Range</th>
<th>Description</th>
<th>Collecting Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Auxiliary Sciences of History</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>CB</td>
<td>History of Civilization</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>CC</td>
<td>Archaeology</td>
<td>Out of Scope</td>
</tr>
<tr>
<td>CD</td>
<td>Diplomatics. Archives. Seals</td>
<td>Minimal, uneven coverage</td>
</tr>
<tr>
<td>CE</td>
<td>Technical Chronology. Calendar.</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>CJ</td>
<td>Numismatics</td>
<td>Out of Scope</td>
</tr>
<tr>
<td>CN</td>
<td>Inscriptions</td>
<td>Minimal, uneven coverage</td>
</tr>
<tr>
<td>CR</td>
<td>Heraldry</td>
<td>Basic Information, Advanced</td>
</tr>
<tr>
<td>CS</td>
<td>Genealogy</td>
<td>Basic Information, Advanced</td>
</tr>
<tr>
<td>CT</td>
<td>Biography</td>
<td>Basic Information, Advanced</td>
</tr>
<tr>
<td>D</td>
<td>History (General)</td>
<td>Intermediate Instructional Support</td>
</tr>
<tr>
<td>D501-680</td>
<td>World War I</td>
<td>Advance Instructional Support</td>
</tr>
<tr>
<td>D 731-838</td>
<td>World War II</td>
<td>Advance Instructional Support</td>
</tr>
<tr>
<td>DA</td>
<td>Great Britain</td>
<td>Intermediate Instructional Support</td>
</tr>
<tr>
<td>DAW</td>
<td>Central Europe</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>DB</td>
<td>Austria, etc.</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>DC</td>
<td>France, etc.</td>
<td>Basic Instructional Support</td>
</tr>
<tr>
<td>DD</td>
<td>Germany</td>
<td>Advance Instructional Support</td>
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<td>Level</td>
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<td>DE</td>
<td>Greco-Roman World</td>
<td>Basic Instructional Support</td>
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<tr>
<td>DF</td>
<td>Greece</td>
<td>Basic Instructional Support</td>
</tr>
<tr>
<td>DG</td>
<td>Italy, etc.</td>
<td>Basic Instructional Support</td>
</tr>
<tr>
<td>DH</td>
<td>Low countries</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>DJ</td>
<td>Netherlands</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>DJK</td>
<td>Eastern Europe</td>
<td>Basic Instructional Support</td>
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<tr>
<td>DK</td>
<td>Russia</td>
<td>Intermediate Instructional Support</td>
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<tr>
<td>DL</td>
<td>Scandinavia</td>
<td>Minimal, uneven coverage</td>
</tr>
<tr>
<td>DP</td>
<td>Spain, Portugal</td>
<td>Basic Information, Introductory</td>
</tr>
<tr>
<td>DQ</td>
<td>Switzerland</td>
<td>Minimal, uneven coverage</td>
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<td>DR</td>
<td>Balkans</td>
<td>Basic Instructional Support</td>
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<tr>
<td>DS</td>
<td>Asia</td>
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<td></td>
<td>DS35-399 Islamic World, Middle East</td>
<td>Intermediate Instructional Support</td>
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<td></td>
<td>DS520-559 Southeast Asia, Vietnamese Conflict</td>
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<td></td>
<td>DS701-779 China</td>
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<td></td>
<td>DS801-891 Japan</td>
<td>Basic Instructional Support</td>
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<tr>
<td></td>
<td>DS901-921 Korea, Korean War</td>
<td>Basic Instructional Support</td>
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<tr>
<td>DT</td>
<td>Africa</td>
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<td></td>
<td>DT43-154 Egypt</td>
<td>Basic Instructional Support</td>
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<tr>
<td></td>
<td>DT160-177 North Africa</td>
<td>Basic Instructional Support</td>
</tr>
<tr>
<td>DU</td>
<td>Oceania, Australia</td>
<td>Minimal, uneven coverage</td>
</tr>
<tr>
<td>DX</td>
<td>Romanies</td>
<td>Minimal, uneven coverage</td>
</tr>
<tr>
<td>E</td>
<td>America</td>
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<tr>
<td>E99</td>
<td>Indian Tribes &amp; Cultures of the Southeast</td>
<td>Basic Instructional Support</td>
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<tr>
<td>E151-889</td>
<td>United States</td>
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<tr>
<td>E184.5-185.98</td>
<td>African Americans</td>
<td>Intermediate Instructional Support</td>
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<td>E337.5-440.5</td>
<td>19th Century</td>
<td>Intermediate Instructional Support</td>
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<tr>
<td>E441-453</td>
<td>Slavery in U.S.</td>
<td>Intermediate Instructional Support</td>
</tr>
<tr>
<td>E456-655</td>
<td>Civil War Period</td>
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<tr>
<td>E482-489</td>
<td>Confederacy</td>
<td>Intermediate Instructional Support</td>
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<tr>
<td>E666-680</td>
<td>Reconstruction</td>
<td>Basic Instructional Support</td>
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<tr>
<td>F</td>
<td>Americas</td>
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<tr>
<td>F1-975</td>
<td>U.S. Local History</td>
<td>Minimal, uneven coverage</td>
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<tr>
<td>F206-220</td>
<td>The South/South Atlantic States</td>
<td>Intermediate Instructional Support</td>
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<td>F266-280</td>
<td>South Carolina</td>
<td>Advanced Instructional Support</td>
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<tr>
<td>F1001-1145.2</td>
<td>Canada</td>
<td>Minimal, uneven coverage</td>
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<tr>
<td>F1201-1392</td>
<td>Mexico</td>
<td>Basic Instructional Support</td>
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<tr>
<td>F1421-1440</td>
<td>Central America</td>
<td>Minimal, uneven coverage</td>
</tr>
<tr>
<td>F1601-1629</td>
<td>West Indies</td>
<td>Minimal, uneven coverage</td>
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<tr>
<td>F2201-3799</td>
<td>South America</td>
<td>Basic Instructional Support</td>
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<tr>
<td>G</td>
<td>Geography</td>
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<td>G1-922</td>
<td>Geography (General)</td>
<td>Basic Instructional Support</td>
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<tr>
<td>G149-570</td>
<td>Voyages &amp; Travels</td>
<td>Basic Information, Advanced</td>
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<td>G575-890</td>
<td>Polar Regions</td>
<td>Minimal, uneven coverage</td>
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<td>G1000-3122</td>
<td>Atlases</td>
<td>Basic Instructional Support</td>
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<tr>
<td>GF</td>
<td>Human Ecology</td>
<td>Basic Instructional Support</td>
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<tr>
<td>GT</td>
<td>Manners &amp; Customs</td>
<td>Basic Instructional Support</td>
</tr>
</tbody>
</table>
IV. Access to Information Not On-Site

A. Borrowing from other libraries:
   - PASCAL Delivers – service from libraries within South Carolina; limited to books/media
   - Interlibrary Loan via the ILLIAD system – service worldwide in unlimited formats, including books, media, articles, microforms, etc.
   - These services are free to Clemson University students, faculty, and staff.

B. Commercial Document Suppliers
   - Ingenta
   - CRL

C. Digital Collections from authoritative sources via the free Internet: tens of thousands now available with more added every year; many include rare & important primary sources

V. Selection Tools

A. Faculty Requests & Recommendations

B. Yankee Book Peddler’s quarterly “Core” collections lists; Choice annual “Outstanding Academic Titles” list; Magazines for Libraries recommended titles

C. Reviewing Sources
   New York Times “Notable Books”; the Chronicle of Higher Education; librarians’ lists from American Libraries, Library Journal, etc. Winners of prizes such as the Pulitzer, Bancroft, etc. Powell’s Books online newsletters; Book-of-the-Month history selections

D. Publishers’ Information
   Web catalogs of major publishers (academic presses & selected trade publishers)
   Other online sources for publisher information: Amazon.com; BarnesandNoble.com; Alibris.com

E. Weeding (Discarding)/Storage Guidelines
   - Weed all bound volumes of cancelled or ceased journals where we have holdings of fewer than 5 years and where there has been no use since 1989.
   - If holdings are duplicated electronically (e.g., JSTOR), bound volumes will be weeded. Some long runs of journals (for example, law reviews) may be stored even if not duplicated online.
   - Books that are damaged, brittle or worn beyond repair will be discarded; replacements will be sought for high-use or classic items.
   - Storage of any book more than 30 years old will be considered based on circulation data
   - Duplicates: if a trade or popular publication, weed second copy if item has not circulated within the past 5 years; if from an academic press, store second copy unless items have circulated frequently within the past 2 years. If more than two copies of a book, weed additional copies unless circulation is high.
   - None of the above applies to books relating to South Carolina history. Within reason, nothing will be discarded unless worn or damaged beyond repair; duplicate copies will be stored.
   - If rare materials are discovered, they will be moved to Special Collections (or stored, depending upon space concerns).
VI. Evaluation Tools

A. Faculty Teaching and Research Interests (book titles included, articles available on department website):

- **History:**
  - Amit Bein – Field: Middle East, Ottoman Empire. Author of: *Ottoman Ulema, Turkish Republic: Agents of Change and Guardians of Tradition* (Stanford University Press, 2011)
  - Vernon Burton – Field: American South. Author of: *The Age of Lincoln* (2007); *In My Father’s House Are Many Mansions: Family and Community in Edgefield, South Carolina* (1985); and 14 other books and scores of articles


• Thomas J. Kuehn – Field: Renaissance Italy. Author of: Heirs, Kin, and Creditors in Renaissance Florence (2008); A Renaissance of Conflicts: Visions and Revisions of Law and Society in Italy and Spain (2004); Illegitimacy in Renaissance Florence (2002); Time, Space and Women's Lives in Early Modern Europe (2001); and others


• Steven G. Marks – Field: Modern Russia. Author of: How Russia Shaped the Modern World: From Art to Anti-Semitism, Ballet to Bolshevism (Princeton, 2003); Road to Power: The Trans-Siberian Railroad and the Colonization of Asian Russia (Cornell, 1991)


• Rachel A. Moore – Field: Latin America, Mexico. Author of: Transient Loyalties: the Atlantic World and the Public Sphere in nineteenth-century Veracruz (in revisions with University of Arizona Press)


Geography:


- William Terry – Field: Geography

VII. Collection Assessment and Planning

A. Qualitative Measures
   1. Bibliographies such as Magazines for Libraries Benchmarking projects. Institutions offering similar programs are: most universities in the United States offer the BA and MA in History.

B. Quantitative Measures
   1. Interlibrary Loan activity
      Use of this service by the Department of History, by fiscal year:
      - 2008/09: 714 books & other loan items, 122 articles
      - 2009/10: 720 books & other loan items, 185 articles
      - 2010/11: 452 books & other loan items, 111 articles
   2. Circulation statistics
      Creating reports on circulation data by call number is possible within the Millennium system, but the most useful method of presenting those data is yet to be determined.

June 2011
Prepared by Priscilla Munson