Communication Studies
Information Access Policy
Clemson University Libraries

Communication Studies Librarian: Camille Cooper

Written by P. Draper; revised by C. Cooper 10/2004

I. Purpose

To support information, teaching, and research needs through the bachelor's level in communication studies.

Communication Studies is concerned with the understanding and development of human communication practices necessary in a wide variety of professional contexts. The purpose of this program of study is to prepare students for professional careers in areas such as business, government, science, and industry. Materials on this subject will be of relevance to a variety of other programs, e.g., to Business (organizational and intercultural communication), to Psychology (interpersonal and nonverbal communication), etc.

Primary Users

- undergraduate communication studies majors and minors
- communication studies faculty

Secondary Users

- students taking communication studies courses as electives
- students or faculty involved in other courses requiring information about communication studies
- students, faculty, staff, or community members seeking information about communication studies

Major Requirements

Minor Requirements as of the 2004-05 academic year

- A minor in Communication Studies requires COMM 150 and 12 additional credits in communication studies, nine of which must be at the 300-400 level. Three hours at the 400 level must be included.

Courses offered in Communication Studies
II. General Collection Guidelines

A. Languages
   English is the primary language of collection, with exceptions where appropriate.

B. Chronological Guidelines
   Emphasis is on current materials. There is selective acquisition of historical material in all areas of specialization in the department.

C. Geographical Guidelines
   For most areas of specialization in Communication Studies, geographical guidelines do not apply.

D. Types of Material
   o Books (including handbooks, dictionaries, encyclopedias, collections of speeches, and bibliographies) and serials are the primary formats collected
   o Electronic information sources are collected where appropriate.
   o Audiovisual media are collected where appropriate.
   o Popular-level materials and textbooks are collected selectively. (Books which are used as textbooks in Clemson classes will not be purchased solely for that reason, but use as a textbook will not exclude the purchase of a useful book.)

E. Date of Publication
   Emphasis is on the acquisition of current publications, with limited purchasing of retrospective materials to fill in gaps and to acquire important earlier works.

F. Other General Considerations:
   Because of the broad range of subjects that a student of Communication Studies will find relevant, acquisition policy for materials covered by many information access policies will also be of interest.
III. Primary Subject Classifications and LC Call Numbers

<table>
<thead>
<tr>
<th>Subject</th>
<th>LC Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>P 87 - P 96</td>
</tr>
<tr>
<td>Intercultural Communication</td>
<td>HD 58.7 - HD 62.4</td>
</tr>
<tr>
<td></td>
<td>HM 258</td>
</tr>
<tr>
<td></td>
<td>P 92 - P 96</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
<td>BF 637 .C45</td>
</tr>
<tr>
<td></td>
<td>HM 132</td>
</tr>
<tr>
<td></td>
<td>P 87-97</td>
</tr>
<tr>
<td>Organizational Communication</td>
<td>HD 30.3</td>
</tr>
<tr>
<td></td>
<td>HF 5549 - HF 5718</td>
</tr>
<tr>
<td></td>
<td>HM 131</td>
</tr>
<tr>
<td>Political Communication</td>
<td>JA 85 - JA 85.2</td>
</tr>
<tr>
<td></td>
<td>P 95.8 - P 95.82</td>
</tr>
<tr>
<td>Health Communication</td>
<td>R 118</td>
</tr>
<tr>
<td></td>
<td>RT 23 - RT 24</td>
</tr>
<tr>
<td>Speeches</td>
<td>PN 6121 - PN 6122</td>
</tr>
</tbody>
</table>

IV. Access to Information Not On-Site

A. Commercial Document Suppliers
   Some articles from journals not held in the library are available free of charge to Clemson University students, faculty, or staff through commercial document suppliers such as Ingenta.

B. Interlibrary Loan:
   The primary means of access to books and journals not owned or accessible by the Library is Interlibrary Loan, a service available free to Clemson University students, faculty, and staff.

C. Internet:
   Access to useful World Wide Web sites and assistance in locating information on the Web are available through the library. The Library's web page makes available links to other library catalogs, Internet indexes, and tips on effective web searching.
V. Selection Guides

- faculty requests and recommendations
- review sources, e.g. *Choice*
- approval slips from YBP ensure notification of titles that fit the needs of the library’s circulating collection. The approval plan is reviewed yearly to ensure the plan is efficient.
- publishers' catalogs
- vendor databases (GOBI, Blackwells)
- indexes, bibliographies, and series lists
- faculty teaching and research interests
- *Books for College Libraries*
- circulation activity

VI. Deselection (Weeding) Guidelines

Books will be weeded from the collection if they are in such bad condition that they cannot be repaired (a replacement copy will be purchased if available for important titles). Duplicate copies of books which have not circulated will also be candidates for weeding.

VII. Evaluation, Assessment, and Planning Tools

A. SAS Reports
B. *Books for College Libraries, Magazines for Libraries*
C. Bibliographic and series lists
D. Benchmarking projects using Clemson’s peer institutions
E. Interlibrary loan activity
F. Circulation statistics