Education
Information Access Policy
Clemson University Libraries

Education Librarian: Anne Grant
Written by S. Rook Schilf, Education Librarian
Fall 2004, updated by Anne Grant in Spring 2009

I. Purpose: To support research, teaching, and information needs associated with the degree programs in the Eugene T. Moore School of Education. The School of Education prepares teachers, counselors, and leaders for the K-12 schools and training and development specialists for business and industry.

A. Curriculum

1. The Teacher Education Programs are designed to expose students to a “broad general education through liberal arts and science courses, develop depth of knowledge in the teaching area, gain an understanding of the historical, philosophical, and psychological backgrounds of American education, and acquire knowledge of and skill in effective teaching techniques.”

Degree programs offered:

Bachelor of Arts
- Early Childhood Education (Pre-K-3)
- Elementary Education (1-8)
- Special Education (K-12)
- Secondary Education (9-12) – teaching areas in English, History, Mathematics, Modern Languages, Political Science, Economics, Psychology, Sociology

Bachelor of Science
- Mathematics Teaching (9-12)
- Science Teaching (9-12) – teaching areas in Biological Sciences, Physical Sciences
- Career & Technology Education (6-12)
- Agricultural Education (9-12)
- Technology & Human Resource Development
- Athletic Leadership (minor)

2. Graduate programs in Teacher Education and Leadership, Technology, & Counselor Education lead to the following degrees:

Master of Education
- Elementary Education
- Reading Education
- Secondary Education
- Special Education
- Community Counseling
- School Counseling
- Student Affairs
Administration & Supervision
Master of Arts in Teaching
Middle Grades Education
Early Childhood Education
Transition to Teaching Certificate Program
Master of Agricultural Education
Educational Specialist

Doctor of Philosophy
Curriculum & Instruction
Educational Leadership
Career & Technology Education

B. Users

1. Primary Users: Students in the School of Education
   Teacher Education: 982
   Leadership, Technology, & Counselor Education: 298
   Education (undeclared): 335
   Faculty: 88
   Total: 1703 (Clemson University Fact Book, Spring 2008)

2. Secondary Users:
   Non-education students, both graduate and undergraduate
   All teaching faculty & staff
   Consortium patrons: interlibrary loan borrowers, students from schools
   with reciprocal borrowing agreements
   Local schoolteachers
   Members of the general public with an interest in teaching and education
   issues.

II. Scope of In-House Collection
The primary Education collection is housed in the R.M. Cooper Library. Materials for the
circulating collection will be evaluated and selected by the Education librarian. The Head of
Reference will select materials for the reference collection.

A. Format Guidelines
   1. Print Sources
      Books and journals will be the formats collected. Books accompanied by
      computer disks or CD-ROMs may also be selected.

   2. Electronic Sources
      Electronic sources for Education research will be purchased if funds are available.

B. Language Guidelines
   English will be the primary language of material selected.

C. Geographical Guidelines
   Primary emphasis is on educational methods and approaches used in the United States.
D. Chronological Guidelines
Selection will focus on current, up-to-date information. Important new works about the history of education may be selected.

E. Publication Date Guidelines
The selector will purchase books published within the past two years. Exceptions may include books requested by faculty members or books highly recommended in a review source.

F. Types of Materials Included in the Collection
Almanacs and Yearbooks: Purchased for the Reference collection.
Bibliographies: Narrow subject scope bibliographies will be selected for topics that either do not have a large representation in the collection or for topics that have generated a prolific amount of literature.
Biographies: Collections of biographical sketches are usually purchased for the Reference collection. The biographies of notable educators may be selected for the general collection.
Career guidance materials: Guides for careers in education, counseling, and human resource development and job-seeking books for related fields may be purchased. Directories that list employers and internship possibilities for these fields may also be purchased for the Reference collection.
Databases: Electronic databases that can be used to locate journal articles and other publications for education research will be purchased with Online, Reference, and/or Serial funds.
Dictionaries: Purchased for the Reference collection.
Directories: Purchased for the Reference collection.
Encyclopedias: New editions and new titles will be purchased for the Reference collection. Older editions of encyclopedias may be retained in the circulating collection.
Handbooks and Manuals: Current, authoritative handbooks and manuals may be purchased to support the curriculum.
Journals: Every effort will be made to maintain current journal subscriptions and to add new titles as funds allow. Evaluation tools, such as faculty surveys and theses citation analysis, will be used to identify core journals and faculty/graduate student favorites to ensure they remain in the collection.
Electronic Journals: If a journal subscription is available in electronic format, the Library will provide access through the Electronic Journals page. New subscriptions will be in electronic form whenever possible.
Periodical Indexes: The library retains current subscriptions to the following indexes and abstracts that can be used for education research: Education Index, Physical Education Index, and Social Sciences Index.
Theses and Dissertations: The library will retain two copies of all theses and dissertations written for degrees at Clemson University: one copy in Cooper Library, one in Special Collections. Graduate publications from other institutions may be obtained through Interlibrary Loan.
Juvenile Books: K-12 books to support courses in children’s literature, reading, and elementary education will be selected by the Literature librarian and purchased with the
Juvenile Fund. Juvenile books requested by Education faculty may be purchased with Education funds if necessary.

G. Types of Materials Excluded

_textbooks_: Textbooks used in classes taught at Clemson University will not be purchased. Other textbooks may occasionally be purchased if they support the curriculum.

_Audiotapes, Videotapes, DVDs_: Will not make an effort to purchase unless specifically requested by a faculty member.

_Curriculum Materials_: Materials such as teacher supplies and curriculum materials to be used during field experiences will not be collected. The Media Center in Tillman Hall serves as the School of Education curriculum lab.

H. List of Core Journals*

_Acadaeme_
_American Educational Research Journal_
_American Journal of Education_
_American Journal on Mental Retardation_
_Chronicle of Higher Education_
_Comparative Education Review_
_Early Childhood Research Quarterly_
_Education_
_Educational Administration Quarterly_
_Educational Technology Research & Development_
_Elementary School Journal_
_English Journal_
_Exceptional Children_
_Gifted Child Quarterly_
_Harvard Educational Review_
_HR Magazine_
_Human Resource Management_
_Journal of Adolescent & Adult Literacy_
_Journal of Educational Research_
_Journal of Educational Psychology_
_Journal of Higher Education_
_Journal of Negro Education_
_Language Arts_
_Language Learning_
_Peabody Journal of Education_
_Phi Delta Kappan_
_Reading Teacher_
_Reading Research Quarterly_
_Review of Educational Research_
_Review of Higher Education_
_Science Education_
_Sociology of Education_
_Teachers College Record_
_Workforce_

*Journals selected from Journals of the Century, Tony Stankus, ed. & Journal Citation Reports, 2003 Social Sciences Edition.
III. Collection Analysis by Subject

A. Library of Congress Subject Headings and Call Number Ranges

<table>
<thead>
<tr>
<th>Description</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (general)</td>
<td>L</td>
</tr>
<tr>
<td>History of Education</td>
<td>LA</td>
</tr>
<tr>
<td>Theory &amp; Practice of Education</td>
<td>LB</td>
</tr>
<tr>
<td>Special Aspects of Education</td>
<td>LC</td>
</tr>
<tr>
<td>Individual Institutions – United States</td>
<td>LD</td>
</tr>
<tr>
<td>Student Fraternities &amp; Societies – U.S.</td>
<td>LJ</td>
</tr>
<tr>
<td>Athletic Leadership</td>
<td></td>
</tr>
<tr>
<td>Physical Education &amp; Training</td>
<td>GV201-555</td>
</tr>
<tr>
<td>Sports, Athletes, Physical Education</td>
<td>GV706</td>
</tr>
<tr>
<td>Coaching</td>
<td>GV711</td>
</tr>
<tr>
<td>Sport Law</td>
<td>KF3989</td>
</tr>
<tr>
<td>Educational Law &amp; Legislation</td>
<td>KF4118-4248</td>
</tr>
<tr>
<td>Human Resource Development</td>
<td>HF5549.5</td>
</tr>
</tbody>
</table>

B. Level of Collecting

Books selected for each program should support the level of the curriculum. For example, books purchased for early childhood education should be at the undergraduate level, since there is no graduate program in this area. Elementary education has both undergraduate and masters-level programs, so books selected should be for both levels. Educational Leadership is only offered at the doctoral level, so books should be advanced-academic research level.

IV. Access to Information not On-Site

A. Interlibrary Loan

The primary access for books and journals not owned or accessible by the Libraries will be Interlibrary Loan. This service is free to Clemson University students, faculty, and staff.

B. PASCAL Delivers

This service provides access to books owned by other academic libraries in the state of South Carolina. It is free to Clemson University students, faculty, and staff.

C. Commercial Document Suppliers

Document delivery via commercial document suppliers (such as Ingenta) will be offered free of charge to Clemson University students, faculty or staff if the needed information is not available from interlibrary loan sources.

D. Full-text Article Databases

Many of the article indexes and databases available through the Library’s home page include full-text journal and magazine articles. Professional Development Collection
provides full-text access to over 500 education journals, Expanded Academic offers selected education journals, and General Business File supports HRD research.

E. Web Sites
There are many excellent resources for education research that can be accessed via the Web. Due to the ephemeral nature of many web sites, a list of sites will not be provided in this document.

V. Monograph Selection Tools
A. Review Sources
   - Choice
   - ERIC
   - Library Journal
     - Book reviews in core journals
     - Book reviews in Internet book sites

B. Approval Plans
Approval plans for books and notification slips are arranged with Yankee Book Press to ensure arrival/notification of titles that fit the needs of the library’s circulating collection. The approval plan will be reviewed yearly.

Approximately 50% of the books purchased with the education fund arrive through the processed approval account. This plan needs to be carefully monitored and adjusted to insure that books received support the curriculum.

C. Publisher’s Catalogs & Publisher’s Web Pages
   - Academic Therapy Pubs http://www.academictherapy.com/
   - American Counseling Assn http://www.counseling.org/
   - ASCA (counseling) http://www.schoolcounselor.org/
   - Brunner-Routledge (counseling) http://www.brunner-routledge.com/
   - Charles C. Thomas http://www.ccthomas.com/
   - Educational Technology Pubs http://www.bookstoread.com/etp
   - Educators Publishing Service http://www.epsbooks.com/
   - Heinemann http://www.heinemann.com/
   - Human Kinetics http://www.humankinetics.com/
   - International Reading Assn http://www.reading.org/
   - Walch Pub http://www.walch.com/
   - Wiley http://www.wiley.com/
   - Jossey Bass http://www.josseybass.com/
   - Erlbaum http://www.erlbaum.com/
   - NAEYC http://www.naeyc.org/
   - NCTE (English) http://www.ncte.org/
   - NCTM (Math) http://www.nctm.org/
   - NSTA (Science) http://www.nsta.org/
   - Anker Pub http://www.ankerpub.com/
   - Prentice Hall http://www.prenhall.com/
   - Pro-Ed http://www.proedinc.com/
   - Routledge http://www.routledge-ny.com/
   - Sage http://www.sagepub.com/
   - ASTD (training) http://www.astd.org/astd
   - SHRM http://www.shrm.org/
D. Faculty / Staff / Student Requests
Book, video/dvd, and journal requests received by School of Education faculty members will be given first priority. Graduate and undergraduate students are also encouraged to submit book order requests.

E. Deselection (Weeding) Guidelines
Materials will be considered for removal from the collection or to be sent to our remote storage facility if they:

- are in such bad condition that they cannot be repaired
- are duplicate copies of books that have not circulated in the last 10 years
- are serials (journals) that ceased publication prior to 1970 and have not circulated in over ten years may be evaluated for removal from the collection or for remote storage facilities
- have been superseded by more current editions, contain similar information, are not seminal works or rare editions, and have not circulated in last 10 years
- have a publication date that is older than 20 years and have not circulated in the past 10 years (exceptions will be made for seminal works)
- are in a format that is unusable for patrons
- are serials (journals) that are now available from reliable online vendors

VI. Evaluation Tools
A. Collection Circulation Reports
B. *Journal Citation Reports* of the Social Sciences Citation Index
C. *Books for College Libraries*
D. Faculty Teaching & Research Interests

VII. Collection Assessment & Planning
A. Qualitative Measures

1. Bibliographies
Comparison of our holdings with standard bibliographies, such as *Books for College Libraries*, ACRL lists for special topics, and *Choice* magazine’s “outstanding academic books of the year” list.
2. Clemson Benchmark Institutions
Auburn
Purdue
Georgia Tech
Texas A&M
Iowa State
University of California at Davis
Michigan State
Virginia Tech
North Carolina State

3. User Surveys
Surveys should be conducted to determine how Education students and faculty perceive the collection. What do they feel is weak and what is strong about the collection? Surveys could also be used to find out what resources/services users would like added and if there are any they could do without.

B. Quantitative Measures
1. Interlibrary Loan Statistics

Book requests: 02/03 03/04
Faculty/Staff: 36 79
Graduate Students: 80 55
Undergraduate Students: 24 17

Total books requested: 140 151

Article requests:
Faculty/Staff 34 78
Graduate Students: 144 66
Undergraduate Students: 6 3

Total articles requested: 184 147

Subject areas emphasized in ILL requests:
Teaching the visually impaired
Teaching mathematics at the college level
Prediction of academic performance

Journals requested more than 5 times/year through ILL:
- Journal of Visual Impairment and Blindness
- Journal of Emotional and Behavioral Disorders
- Journal of Deaf Studies and Deaf Education

2. Circulation Statistics
Most areas of the primary education collection consistently circulate. While scanning circulation data, it is difficult to identify an area of the teaching and practice of education collection (LB) that does NOT circulate. Listed below are a
few of the subject areas that have high levels of circulation (50 or above) over the past 3 years (2000 – 2003).

**Call Number Subject**
- LB1025.3 Teacher effectiveness
- LB1027.5 School counseling
- LB1028 Educational research
- LB1028.3 Educational technology
- LB1028.5 Computer-assisted instruction
- LB1029 Cooperative education
- LB1060 Psychology of learning
- LB1051 Educational psychology
- LB1065 Motivation
- LB1032 Group work in education
- LB1573 Teaching reading
- LB1576 Language arts / literacy
- LB1590.3 Thought and thinking; cognitive learning
- LB2341 University administration
- LB2343 Counseling in higher education
- LB2367 GRE preparation guides
- LB2369 Thesis/Dissertation handbooks
- LB2805 School management & organization
- LB2825 Financial aid
- LB3806.36 Charter schools; public vs. private schools
- LB3013.3 School violence
- LB3051 Educational tests & measurements
- LB3609 Academic integrity
- LC37-44.3 Home schooling
- LC109, LC111 Religion in public schools
- LC149-161 Illiteracy