

UNIVERSITY/COLLEGE LIBRARY
at Broward Community College, Central Campus
Collection Development Statement

Subject: General Works

Purpose and Emphasis: The General Works Collection includes the sciences, social sciences, humanities, fine arts, and technology. The purpose of the collection is to provide general reference and informational support for the teaching needs of the university/college community. It complements the discipline specific collections.

Collection Guidelines:

- a. Languages: English is the principal language of the collection. Works written in languages other than English will be purchased selectively and in English translation.
- b. Chronological Coverage: No limitations.
- c. Geographical Coverage: No limitations.
- d. Format: Including but not limited to; books, periodicals, newspapers, and selected materials in microforms are acquired.
- e. Types of Materials: Including but not limited to; general abstracts, indices, almanacs, yearbooks, periodicals, monographs, encyclopedias, directories, dictionaries, handbooks, and bibliographies; college catalogs; newspapers; and biographical references.
- f. Treatment of Subject: Publications that are not subject specific, but rather are general in nature are purchased for this collection.
- g. Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.
- h. Reference Collection: The General Works Reference Collection mirrors and supports the acquisition practices outlined in the General Collection Development statement. To this end, major indices, abstracts, bibliographies, are purchased to provide access to the general world of knowledge. Standard general dictionaries, encyclopedias, almanacs, handbooks, and directories are collected.
- i. Acquisition Plans Affecting General Works Collection

1. Standing Orders:

Biography Index
Book Review Index
Book Review Digest
Booklist
Choice
Dissertation Abstracts
Essay and General Literature Index
Fort Lauderdale Sun Sentinel
Government Publications Index
Humanities Index
Information Please Almanac
Miami Herald
New York Times Index
Universal Almanac
Whitaker's Almanac
World Almanac and Book of Facts 2

Blanket Orders: None

- j. Deselection /Replacement: As currency is of primary importance in the General Reference area, every effort is made to insure that the collection is up-to- date and relevant to the courses offered. Thus, erroneous or dated materials are candidates for deselection/replacement. The General Works area does not require frequent revision, thus deselection/replacement is kept to a minimum. Candidates for deselection/replacement are evaluated in accordance with the General Collection Development Policy.

Collection Assessment Tools:

American Library Association. Books for College Libraries

American Reference Books Annual
Balay, Robert. Guide to Reference Books
Kabdebo, Thomas. Dictionary of Dictionaries
Kister, Kenneth. Best Encyclopedias
Reader's Adviser
Sader, Marion. Topical Reference Books
Walford, A J. Guide to Reference Material

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