

COLLECTION LEVEL DESCRIPTIONS¹

COLLECTION LEVEL	DEFINITION
0	<p style="text-align: center;">OUT OF SCOPE</p> <p>The Library does not intentionally collect materials in any format for this subject.</p>
1	<p style="text-align: center;">MINIMAL INFORMATION LEVEL</p> <p>Few selections are made beyond the basic works. Periodicals directly dealing with the topic and in-depth electronic information resources are not collected.</p> <p>The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn. Classic or standard retrospective materials may be retained.</p>
2	<p style="text-align: center;">BASIC INFORMATION LEVEL</p> <p>Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:</p> <ul style="list-style-type: none"> – A limited collection of monographs and reference works. – A limited collection of representative general periodicals. – Defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc. <p>The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.</p>

¹ Collection levels and descriptions from IFLA, "Guidelines for a Collection Development Policy Using the Conspectus Model", <https://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-en.pdf>

<p style="text-align: center;">3</p>	<p style="text-align: center;">STUDY or INSTRUCTIONAL SUPPORT LEVEL</p> <p>Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction include:</p> <ul style="list-style-type: none"> – An extensive collection of general monographs and reference works and selected specialized monographs and reference works. – An extensive collection of general periodicals and a representative collection of specialized periodicals. – Limited collections of appropriate foreign language materials, e.g. foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German. – Extensive collections of the works of well-known authors and selections from the works of lesser-known authors. Defined access to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. <p>The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.</p>
<p style="text-align: center;">4</p>	<p style="text-align: center;">RESEARCH LEVEL</p> <p>A collection that contains the major published source materials required for doctoral study and independent research includes:</p> <ul style="list-style-type: none"> – A very extensive collection of general and specialized monographs and reference works. – A very extensive collection of general and specialized periodicals. – Extensive collections of appropriate foreign language materials. – Extensive collections of the works of well-known authors as well as lesser-known authors. – Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. <p>Older material that is retained and systematically preserved to serve the needs of historical research</p>

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COMPREHENSIVE LEVEL

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., a "special collection"), in all applicable languages includes:

- Exhaustive collections of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats.
- A comprehensive level collection may serve as a national or international resource.