I. Program

The Department of History awards Bachelor of Arts and Master of Arts degrees. It also offers both a thesis and non-thesis Master of Arts degree organized around the following fields:

- Field 1: American History to 1877
- Field 2: American History since 1877
- Field 3: Ancient History
- Field 4: Medieval History
- Field 5: Early Modern Europe to 1789
- Field 6: Modern Europe since 1789
- Field 7: Latin America

Major research areas are Florida History, Latin American History and U.S. History to/since 1877. For the future, the Department's goals include doctoral degrees in the fields of American, Latin American and European history. Additional information about the Department of History and its programs is available at: http://www.cas.usf.edu/history. The Library collection provides support for the instructional and research needs of students and faculty in depths commensurate with the Department of History's level of interest in specific areas of study.

II. Collection Guidelines

A. Language:

For undergraduate level publications, English is the primary language. For more advanced levels, both English language works and works in the language of the country will be acquired as requested by the Department of History faculty.

B. Chronology:

Acquisition is not restricted by publication date. New editions or reprints of previously published works are preferred rather than out-of-print earlier editions, unless a specific edition is requested. Materials dealing with all chronological periods are collected, though collection depth reflects the Department's teaching and research interests.
C. Geography:

No specific geographic restrictions exist. Collection depth for geographic areas is however appropriate to the Department's teaching and research interests relative to the given area.

D. Types of Materials:

Acquisition of relevant materials is not limited by format. Print, microform and electronic publications may be acquired as appropriate. Print is preferred for monographs. Except for items for which heavy use can be expected, softbound copies are preferred to hardcover.

For newspapers, journals and other serial publications, the preferred format is for full-text, searchable electronic versions rather than print. Cancellation of print subscriptions for which electronic equivalents are acquired is strongly encouraged. Preferred access to serials not held is through the Library's inter-library loan and document delivery services rather than through new subscriptions. Audio visual materials are acquired as requested.

III Acquisitions Strategy

Materials to support history teaching and research are selected by the collection development librarian assigned to the History Department in collaboration with the Department's designated faculty representative. Additional faculty members are consulted where appropriate. Priority is given to faculty requests.

The majority of history books acquired come through the Library's well-established approval plan, which includes most trade and academic presses producing materials relevant to the Department's interests. The approval plan profile is reviewed periodically by the collection development librarian and faculty representative. The collection development librarian provides the faculty representative with weekly reports on books received under the approval plan, as well as lists of relevant books not automatically shipped, which may be selected on a title-by-title basis.

Items outside the scope of the approval plan that are requested by faculty are acquired to the limit of allocated funding. Individual faculty members needing materials for which the History Department's allocated funds are not sufficient may apply for special funding through the Library's enhancement program, which provides allocations of funds to support specific academic and
research initiatives. These funds are expended on items selected by the individual faculty member within the parameters set by his or her enhancement proposal.

The Library also receives a considerable amount of donated materials on a continuing basis, including history materials. Donated materials are reviewed and suitable items are selected for addition to the collection. In general, any history book in good condition deemed to have scholarly value is added. History books culled from donations amount to several hundred titles per year, providing a useful supplement for developing the history holdings.

IV Collection Areas and Levels

Collection levels are evaluated using the following codes:

- **2a**: Basic information level, introductory (sufficient to support students in introductory-level course work)
- **2b**: Basic information level, advanced (sufficient to support community college level course work).
- **3a**: Basic study or instructional level (supports lower level undergraduate course work).
- **3b**: Intermediate study or instructional support level (supports advanced undergraduate course work).
- **3c**: Advanced study or instructional support level (supports master's level programs).
- **4**: Research level (supports doctoral study and independent research).
- **5**: Comprehensive level (collections in a specifically defined field that strive to be exhaustive as far as is reasonably possible, i.e., "special collections").

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<th>LC Class</th>
<th>Description</th>
<th>Current Level</th>
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<tr>
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<td>Auxiliary Sciences of History (General)</td>
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<td>3c</td>
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<tr>
<td>CB</td>
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<td>Archaeology (General)</td>
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<tr>
<td>CD</td>
<td>Diplomatics. Archives. Seals</td>
<td>3b</td>
<td>4</td>
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<tr>
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<td>Technical Chronology. Calendar</td>
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Notes:
1. Library of Congress classification system class codes.
2. Florida history and related topics are an area of special interest that has been supported in depth by the Library's Special Collections Department. Florida history is also supported by the Library's Florida Studies Center. Overall Florida holdings would be at level 4, with the goal of reaching level 5. The Special Collections Department also supports the History Department's teaching and research interests through acquisition of rare/special materials in American, European and Latin American history.