Collection Development Policy
Social Work

Subject Librarian: Ginny Cunningham, University Librarian

I. Statement of Purpose and Library Needs

Social Work is the professional activity of helping individuals, groups or communities enhance or restore their capacity for social functioning and creating societal conditions favorable to the goal. Social work practice consists of the professional application of social work values, principles, and techniques to one or more of the following ends: helping people obtain tangible services; providing counseling and psychotherapy with individuals, families and groups, helping communities or groups provide or improve social and health services; and participating in relevant legislative processes. The practice of social work requires knowledge of human development and behavior; of social, economic, and cultural institutions; and of the interaction of all these factors. (National Association of Social Workers, Standards for Social Service Manpower)

The Libraries' collections support the academic programs and research of the University of South Florida's School of Social Work. Degrees offered by the school include the Bachelor of Social Work (B.S.W) degree and the Master of Social Work (M.S.W.). The programs were developed in accordance with the recommendations of the National Association of Social Workers (NASW) and are fully accredited by the Commission on Colleges of the Southern Association of College and Schools and the Council on Social Work Education. The graduate program is committed to preparing social workers for clinical practice with individuals, families, and groups. The M.S.W. Program is offered in a full-time and part-time format at the USF Tampa campus. Part-time programs are also located at the USF Lakeland, USF Sarasota, and USF St. Petersburg campuses. In addition, there is an Advanced Standing Program available to students who have graduated from accredited B.S.W. programs.

Although the main focus of the collection for Social Work falls into the Library of Congress classification of HV1 - HV 5840, materials of interest to those in Social Work can be found in a number of disciplines. Sociology, psychology, gerontology, criminal justice, economics, nursing, family psychotherapy and education are among the areas related to social work. In addition to the journal and the monograph collection, there has been a significant emphasis in the past several years in developing the audiovisual collection, especially videotapes and DVDs, for social work. The profile for the Federal Depository for government documents is also designed to acquire significant materials from departments and agencies such as Health and Human Services, Housing and Urban Development, Homeland Security, Labor, and Justice, which are all of interest to social work.

In addition to print and audiovisual materials, particular emphasis in collection development for all disciplines has been focused on purchasing electronic database access and acquiring electronic journals. Databases such as Social Work Research and Abstracts, Social Services Abstracts and Social Sciences Abstracts support social work research for both students and faculty. Campus as well as off-campus access to the electronic resources is available. New electronic resources are given careful consideration. Electronic collections such as Elsevier (ScienceDirect), Ingenta, and Synergy Blackwell provide electronic coverage to significant social work journals. The ability to electronically archive backfiles of journals is an important consideration in the purchase of electronic journal collections.

Faculty in the School of Social Work have a variety of research interests including kinship studies and traumatology.

The library endeavors to develop and maintain a monograph, journal and audiovisual collection that will satisfy the resource needs of both the undergraduate and graduate curriculum in social work, and will respond to new directions in the field as well as meet many of the specialized research demands of the graduate students and
## II Collection Areas

### Classes and Levels

<table>
<thead>
<tr>
<th>LC Class</th>
<th>Description</th>
<th>Current Collection</th>
<th>Collection Goal</th>
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</thead>
<tbody>
<tr>
<td>HV 1 - HV 99</td>
<td>Public Welfare</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HV 551 - HV 639</td>
<td>Emergency Management</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>HV 640</td>
<td>Refugees</td>
<td>3c</td>
<td>3c</td>
</tr>
<tr>
<td>HV 687 - HV 694</td>
<td>Medical Social Work</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HV 875 - HV 895</td>
<td>Adoption</td>
<td>3c</td>
<td>3c</td>
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<tr>
<td>HV 4013 - HV 4506</td>
<td>Urban Poor, Homeless</td>
<td>3c</td>
<td>4</td>
</tr>
<tr>
<td>HV 5000 - HV 5720.7</td>
<td>Alcoholism</td>
<td>4</td>
<td>4</td>
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<tr>
<td>HV 5722 - HV 5840</td>
<td>Tobacco and Drug Abuse</td>
<td>4</td>
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3a = Basic study or instructional support level. Supports lower division undergraduate courses.

3b = Intermediate study or instructional support level. Supports advance undergraduate course work, but not Master's degree programs.

3c = Advanced study or instructional support level. Supports Master's degree level program

4 = Research level. Supports doctoral level programs and other original research

## III Scope of Coverage

### Collection Guidelines

**A. Chronological Guidelines**

There are no restrictions. Materials are collected for all time periods, although the primary focus is on recent developments, emerging populations, current trends or issues in the field and new or expanding areas of research interest.

**B. Geographical Guidelines**

There are no geographic limitations covering the collection of materials for Social Work.

**C. Language Guidelines**

The primary language for the collection is English. Materials in other languages are added very selectively and only if an English translation is not available.

**D. Publication Guidelines**

Emphasis is placed on the acquisition of current imprints. Older imprints are acquired selectively in accordance
with specific research or teaching needs.

IV Acquisitions Strategy

Social Work materials are selected by the collection development librarian assigned to Social Work, with priority given to requests made by faculty members. The Library has an excellent approval plan for most significant publishers in the area of social work and can place orders for most materials not covered by the plan. The approval plan profile for Social Work is reviewed frequently with the vendor. Subscriptions are available to many of the journals recommended by the National Association of Social Work.

Retrospective purchases are done at faculty request or to replace items lost through theft and damage. Since funding is very limited for new subscriptions, access to articles in journals that are not owned by the library is routinely handled through fee-based document delivery services and inter-library loan. The library encourages faculty to periodically review their journal subscriptions and to cancel titles that are no longer of interest or value. The library occasionally receives donations of social work monographs and journals from faculty and from the community. When it is appropriate to do so, donated materials are added to the collection.

V Collections Notes

Periodical publications as well as monographs, monographic series, congresses, symposia, academy and society publications and reference works will be acquired. Dissertations and bibliographies will be ordered on special request. Special emphasis will be placed on acquiring serial publications, namely periodicals. Backfiles of periodicals will be collected where appropriate. Upper level undergraduate texts are acquired selectively. Audiovisual materials will be acquired as requested by the faculty.

Due to the multi-disciplinary aspect of Social Work, the Collection Development Librarian works closely with Collection Development Librarians in a variety of other disciplines.

Draft: Ginny Cunningham, Collection Development Librarian Social Work  Date: December 2003