

## **I. Collection Development Policy Overview**

The AUA Libraries mission is to collect, preserve, and provide access to informational resources the support the instruction, research, public service programs, and mission of the University.

### **Goals and objectives**

The primary goal of the AUA Library efforts is to provide the information and instructional resources needed by students, faculty and staff. The library attempts to acquire, within its financial and other limitations, materials required.

1. To provide books, periodicals, newspapers, electronic formats, etc. in support of instruction and research.
2. To provide carefully selected resources in subject areas not presently covered by instructional and research programs.
3. To maintain a reference collection adequate to facilitate local instructional and research, and serve as a gateway to additional resources worldwide.
4. To provide a limited collection to serve the recreational reading interest of the University community.

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### **Selection Responsibility**

The ultimate responsibility for the selection of library materials and the policy decisions rests with the head University Librarian. This responsibility is shared with other librarians and faculty. Faculty participation in collection development is highly encouraged as it is an invaluable aid to appropriate selection.

Acquisition emphasis is placed on obtaining current materials. Outdated works and superseded additions are retained only to the extent that they contribute to a research collection. Emphasis is also placed on the acquisition of bibliographic materials such as indexes and abstracts, which provide access to published materials.

### **Collection Guidelines**

1. *Subject-* Relevance to the curriculum and appropriateness for the user.
2. *Language-* Publications in the English language are given highest priority. Other languages publications (Armenian, Russian) are normally limited to those directly supportive of institutional programs.
3. *Geographical Areas-* Selection is limited on the basis of geographical consideration.  
Emphasis is on U.S., Central and Eastern Europe, and the Middle East.
4. *Relevancy-* Primary emphasis is on recently published materials.
5. *Edition-* Variant editions of a title are acquired only if they contain substantial changes that are needed for instructional purposes.
6. *Format-* although the collection focuses on books and periodicals, CDs and other formats utilized are also desirable.

### **Type of Materials Collected**

#### **Books**

- \*Standard works of general reference (publications which have as their subject matter the total universe of knowledge).
- \*Standard reference works in individual subject fields.
- \*Textbooks are collected for any given course.

#### **Serials**

- \*Academic serials form the core of the collection, but trade journals and business newsletters are selectively acquired.

\*Legal and corporate tax publications are available at the Legal Resource Center.

\*Electronic resources on compact disks are selectively purchased.

### Final projects

\*The library retains one copy of all AUA final projects.

### Career Materials

\*The Library maintains reference books relating to college programs and career fields.

### Special collection

\*The Papazian library maintains a donation of an outstanding art collection.

\*Government Documents and publication of:

-United Nations

-World Bank

-International Monetary Fund

-Unites States Information Service's

-International Research and Exchange Board

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### Gifts

The development of the AUA libraries collection and services depend not only on judicious purchases but also on gifts. Material gifts judged useful in supporting instruction and research are encouraged. Donors should contact the Head of Collection Development if they have material they wish to donate or with questions about the appropriateness of their gift. The libraries will acknowledge the number of items and estimate the value of the donated materials. Gift materials that are not added are donated to other libraries or offered for sale. Monetary gifts are also encouraged. Such gifts permit us to purchase extraordinary items or support programs which are beyond the means of our regular budget but which are essential in managing the library.

All gifts are subject to the following stipulation:

- Gifts must correspond to AUA academic requirements and must benefit the Library.
- Gifts of nonfiction unrelated to AUA programs are not usually accepted.
- Incomplete files of periodicals are not normally accepted.
- The library is free to dispose of any unneeded material in the manner most beneficial to the library.
- Once accepted, gifts become the property of the library and may not be reclaimed by the author or donator.

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### Deselection

Deselecting or “weeding” of library materials is essential for the maintenance of an active, academically useful collection. This process is carried out on a continuous basis. Deselection provides quality control for the collection. The criteria for deselection includes:

- a) Outdated material - books which contain outdated information
- b) Superseded editions
- c) Duplicate copies - no longer needed for the academic program
- d) Worn or damaged items
- e) Materials out of scope for the collection
- f) Broken sets - incomplete and short runs of serials

- g) Works superseded by more comprehensive publications, such as almanacs, guidebooks, etc.

The replacement program is regular and ongoing and aims to renew out of date and worn materials. As new editions are ordered, superseded ones are removed from the collection and put up for the decision of discarding or retaining. As worn or damaged items are identified after circulation, they are also evaluated for replacement or repair.

Library materials are expensive to purchase process and house. The AUA Libraries acknowledge the necessity of preserving all holdings -- traditional and nontraditional.

In general, all periodicals and journals are bound on a regular basis. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume. Paperbound books may be rebound when heavy use is anticipated.

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**Intellectual Freedom and Confidentiality**

The AUA libraries recognize that free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, Libraries subscribe to and comply with the American Library Association Library Bill of Rights.

The Librarians protect each patron's right to confidentiality and privacy with respect to information sought, received, and materials borrowed.

**II. Disciplines**

**BUSINESS and MANAGEMENT**

**Description of the Collection**

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The collection supports present and anticipated University teaching and research through the master's degree level, as well as faculty research in the following areas: *Accounting, Finance, Marketing Administration and Management.*

*Language:* English is the primary language of the collection. Works published in other languages are selectively considered for purchase in the original or in English translation.

*Chronological guidelines:* Emphasis is on recent developments. However, certain areas, such as money, foreign exchange, labor management relations, require materials dealing with historic conditions and developments.

*Geographical guidelines:* Emphasis is on the United States, Western Europe.

*Types of materials:* Included are dictionaries, handbooks, encyclopedias, atlases, directories, transactions and reports of conferences, government documents

*Date of publications:* Current publications are emphasized, but retrospective materials are purchased selectively.

**Classed Analysis**

<b>DD Classification</b>	<b>Subject</b>	<b>Location</b>
657 – 658.152	Accounting	AUAPL (FF)*
658.6 – 659.13	Advertising	AUAPL (LL)**
332.1	Bank Management	AUA PL (FF)

332.1	Banking	AUA PL (FF)
338.5, 658.8342	Consumer Behavior	AUA PL (FF)
657.42 – 658.1511	Cost Accounting	AUA PL (FF)
658 – 658.8342	Decision Making	AUA PL (LL)
330 - 339	Economics	AUA PL (FF)
338.04 - 658.4	Entrepreneurship	AUA PL (FF)
658.8	Export Marketing	AUA PL (LL)
332, 657.48 – 658.15	Finance	AUA PL (FF)
658 – 658.4	Industrial Management	AUA PL (FF)
657.95	International Business Enterprises	AUA PL (FF)
330, 337	International Economics	AUA PL (FF)
337 – 339, 382	International Trade	AUA PL (FF)
332.6	Investments	AUA PL (FF)
339	Macroeconomics	AUA PL (FF)
658 – 658.8	Management	AUA PL (GF)
658 – 658.4038	Management Information System	AUA PL (FF)
657 – 657.42, 658 – 658.15	Managerial Accounting	AUA PL (FF)
658.8, 362.1	Production Management	AUA PL (LL)
310, 519.5	Statistics--Business	AUA PL (FF)
658.4 – 658.4012	Strategic Planning	AUA PL (LL)

## **INDUSTRIAL ENGINEERING**

### **Description of the Collection**

The collection supports teaching and research in Industrial Engineering through the master's degree level. The program relies on the application of rigorous mathematical and logical approaches to theoretical and practical problem solving in traditional engineering activities. Support concentration is in operations research. The collection supports interdepartmental specialization in Information /Software Technology. The Engineering collection includes monographs, encyclopedias, dictionaries, handbooks, proceeding, journals, and indexes.

*Language:* English is the primary language of the collection, but works in Russian are also purchased.

*Chronological guidelines:* Primarily the 20<sup>th</sup> Century.

*Geographical guidelines:* Primarily the United States, with emphasis on Industrial and Earthquake Engineering.

*Treatment of subject:* Textbooks are purchased. Legal aspects are primarily related to materials on industrial engineering, and building codes for architectural engineering. Books on techniques such as engineering graphics are purchased selectively.

*Date of publication:* Primarily the past 10 years, though earlier publications are sought.

### **Classed Analysis**

<b>DD Classification</b>	<b>Subject</b>	<b>Location</b>
670.285	Computer Integrated Manufacturing Systems	AUA PL (LL)*
382.104, 658 – 658.4	Industrial Management	AUA PL (FF)**
005.74	Data Base Management	AUA PL (FF)
004	Electronic Data Processing	AUA PL (FF)
620, 658.15	Engineering, Engineering economy	AUA PL (FF)
510 – 620	Engineering Mathematics	AUA PL (FF)
519.72 – 658.403	Linear Programming	AUA PL (FF)
515, 519.4	Numerical Analysis	AUA PL (FF)
658.4	Operations Research	AUA PL (LL)
658.3	Organizational Behavior	AUA PL (FF)
519.2 – 519.5	Probability and Statistics	AUA PL (FF)
620.004	Reliability	AUA PL (FF)
005.1	Software Engineering	AUA PL (FF)
624.151	Soil Mechanics	AUA PL (FF)
519.2 – 519.5	Statistics	AUA PL (FF)
624.171	Structural Analysis	AUA PL (FF)
624.1771, 624.1821	Structural Steel Design	AUA PL (FF)
003 – 004.21, 658.4	System Analysis	AUA PL (FF)

FF – First Floor

LL –Lower Level

## PUBLIC HEALTH

### Description of the Collection

*Purpose:* To supply the medical literature needed to support teaching and research through the master's degree level in the fields of Epidemiology, Public Health, Health Education, Health Planning, Medical Statistics, and Environmental Health.

*Language:* English is the primary language of collection.

*Chronological Guidelines:* Emphasis on current practice.

*Types of Materials:* Includes encyclopedias, dictionaries, monographs, journals, government publications and online databases.

*Date of Publication:* Emphasis is on recent publications.

### Classed Analysis

<b>DD Classification</b>	<b>Subject</b>	<b>Location</b>
519.5	Biometry	AUA PL (FF)
362.1, 616.98	Environmental Health	AUA PL (FF)
363.7, 628	Environmental Sciences	AUA PL (FF)
614.4	Epidemiology	AUA PL (FF)
362.1, 614 - 616	Family Medicine	AUA PL (FF)
613	Health Behavior	AUA PL (FF)
613 – 613.09	Health Education	AUA PL (FF)
362.1, 610	Health Planning	AUA PL (FF)
363.7	Human Ecology	AUA PL (FF)
658.8, 362.1	Marketing, Medical Care	AUA PL (LL)
519.5, 610.72, 338 – 338.5	Medical Statistics	AUA PL (FF)
610.73	Nursing	AUA PL (FF)
362.1, 614.44	Public Health	AUA PL (FF)

## **Description of the Collection**

*Purpose:* To support teaching and research through master's degree level in the following fields: Public Administration, Civil Rights, Democracy, Political Culture, Political Ethics,

Political Sociology and Economic Policy.

*Language:* English is the primary language of the collection. Works published in other languages are purchased selectively.

*Chronological Guidelines:* Primary emphasis is on the 20<sup>th</sup> century, especially contemporary conditions.

*Geographical Guidelines:* There is emphasis on society in the United States with secondary emphasis on Europe, and the Middle East.

*Treatment of Subject:* Textbooks and works written on a popular level, including autobiographies are purchased selectively. History of sociology and works on methodology are collected broadly, as are works on legal aspects.

*Types of Materials:* Dictionaries, monographs, textbooks, statistical materials, journals, and annual reports from agencies.

*Date of Publication:* Emphasis is on current materials, but older works of historical significance are acquired.

## **Classed Analysis**

<b>DD Classification</b>	<b>Subject</b>	<b>Location</b>
306.2 – 342.75	Civil Rights	AUA PL (FF)*
306.2 – 350	Comparative government	AUA PL (FF)
306.2 – 320.1	Democracy	AUA PL (FF)
338.9 – 339.9	Economic Policy,	AUA PL (FF)
350	Public Administration	AUA PL (FF)
320.5	Political Culture	AUA PL (FF)
172	Political Ethics	AUA PL (FF)
900	Political Oratory -History	AUA PL (LL)**
306.2	Political Sociology	AUA PL (FF)

FF – First Floor

LL – Lower Level

**Law**

## **Description of the Collection**

*Purpose:* To support teaching and research through master's degree level in the following fields of law: Comparative Law, Criminal Law, Environmental Law, Human Rights, International Trade, and International Law.

*Language:* English is the primary language of the collection. Russian and Armenian are secondary.

*Chronological Guidelines:* Emphasis is on law in 20<sup>th</sup> century.

*Geographical Guidelines:* Primarily the United States. While no area is specifically excluded, the subject matter would limit the areas of interest to those countries with a well-developed rule of law.

*Types of Materials:* Included monographs, journals, reference materials, government publications, dictionaries, and handbooks.

## **Classed Analysis**

<b>LC Classification</b>	<b>Subject</b>	<b>Location</b>
K38 – K1005	Comparative Law	AUA LRC, PL
HV6001 - HV8073	Criminal Law	AUA LRC, PL
HF1001 – PG2640	Dictionaries	AUA LRC, PL
K3583 – K3585	Environmental Law	AUA LRC
KJP5407.3 – KKW920	European Countries	AUA LRC
KJC160 – KJE6791	European Union	AUA LRC, PL
KD392 – KD747	Great Britain	AUA LRC, PL
K3230 – K3242	Human Rights	AUA LRC, PL
K3823 – K7615	International Trade	AUA LRC, PL
JX68 – JX5415	International Law	AUA LRC, PL
KA615 – KA616	Islamic Law	AUA LRC
BM520.5 – BP173	Middle East	AUA LRC, PL
HC240 – HN530	Political Economy	AUA LRC, PL
JC574 – JN30	Politics	AUA LRC, PL
K1004 – K2146	Private International Law	AUA LRC
BJ125	Professional Responsibility	AUA LRC
KDZ944 – KDZ5000	Regional Organizations	AUA LRC
KLB50 – KLF108	Russia	AUA LRC, PL



**Description of the collection**

*Purpose:* The primary purpose of the collection is to support research and instruction through master's degree level in the Teaching of English as a Foreign Language.

*Language:* The primary language of the collection is English.

*Types of Materials:* Grammars, dictionaries, literary texts, online journals and encyclopedias.

*Date of Publication:* Emphasis is on the acquisition of current publications.

**Classed Analysis**

<b>DD Classification</b>	<b>Subject</b>	<b>Location</b>
808.849	English as a foreign language	<b>AUA PL (LL)</b>
400-428.64	English language	<b>AUA PL (FF), IED*</b>
811-828	English Literate	<b>AUA PL (LL)</b>
808.06	Business English	<b>AUA PL (LL)</b>
425	Composition	<b>AUA IED</b>
428.2	English Grammar	<b>AUA PL (FF)</b>
808-808.042	Rhetoric	<b>AUA PL (LL)</b>
427	Slang	<b>AUA PL (FF), IED</b>
425,428	Study and Teaching	<b>AUA PL (FF)</b>
423	Terms and phrases	<b>AUA IED</b>