

SOCIAL WORK COLLECTION GUIDELINES

I. Purpose and Program Description

A. Library's Collection Development Objectives

The primary purpose of the collection is to support teaching and research studies at the B.A. level in Social Work. The library also seeks to support graduate level work in interdisciplinary studies involving the social sciences.

B. Curricular Program Description

Courses are offered in social work, sociology, psychology, criminology, anthropology, and archeology.

C. New and Expanding Areas of Interest

1. Social Work
2. Social & Public Welfare
3. Trauma Informed Practice
4. Gerontology
5. Military Social Work
6. Mental Health

D. Areas of Specialization

1. Pre-Social Work
2. Family Relations
3. Cultural Humility
4. Gender Identification
5. Social Justice
6. Child Welfare

E. Overlap with Other Academic Disciplines and Library Collections

English, Philosophy, Fine Arts, Economics, History, Sociology, Religious Studies, and World Languages and Cultures.

II. General Selection Guidelines

A. Languages: English is the primary language collected. Works in other languages may be acquired selectively and usually in English translation.

B. Chronological Coverage: Emphasis is upon current materials, but no period is excluded from consideration for the collection.

C. Geographical Coverage: Primary emphasis is upon social work from the western world, though no geographic areas are excluded.

D. Types of Materials: Includes encyclopedias, handbooks, directories, dictionaries, exhibit guides and catalogs, periodicals, bibliographies, biographies, illustrated works, monographs, and journals.

E. Imprint Date: Current-imprint publications receive priority. Selective retrospective publications are purchased in available formats as funding permits.

F. Physical Format: Hardback, paperback, serials, audiovisuals and computer software are collected. Electronic format materials are collected selectively.

G. Treatment of Subject: Scholarly materials are the primary emphasis for the collection.

H. Place of Publication: Primarily the United States. Imprints from other countries will be considered, however, primary emphasis will be placed on English language publications.

I. Acquisition Plans Affecting Sociology / Social Work:

1.) Standing Orders: Due to budget reductions in the mid-1990s, all standing orders in all fields were cancelled.

2.) Approval Plans: None.

J. Major Assessment / Selection Tools: *Books for College Libraries; MLA; Sheehy, Eugene P. Guide to Reference Books; Katz, Bill Magazines for College Libraries; Choice Magazine; Booklist; GOBI New Title Announcement Slips.*

Assessments are conducted doing a comparison of the library holdings with those of the following peer institutions: Alabama A&M University (MWT), Alabama State University (AMU), Jacksonville State University (AJB), Troy University (ADA), the University of Montevallo (AMN), the University of North Alabama (ANO), and the University of South Alabama (ACM).

K. Weeding / Replacement: A major weeding was conducted in 2011 and again in 2015 to remove damaged, superseded, out of date items, and those items not reflecting the institutional curriculum. Following this, weeding has been kept to a minimum except to replace superseded, updated or damaged items. For damaged items, efforts will be made to replace those materials. Discussions between the library liaison for the area and the department will take place to determine if an electronic copy of the title will be an acceptable replacement.

L. Classifications That Define the Scope of the Collection:

HM 481-554	Sociology. Theory. Method. Relations to other Subjects
HM 621-656	Culture
HM 661-696	Social Control
HM 701	Social Systems
HM 706	Social Structure
HM 711-806	Groups and Organizations
HM 811-821	Deviant Behavior. Social Deviance
HM 826	Social Institutions
HM 831-901	Social Change
HM 1001-1281	Social Psychology
HM 1041-1101	Social Perception. Social Cognition (incl. perceptions of self, prejudices)
HM 1106-1171	Interpersonal Relations. Social Behavior
HM 1176-1281	Social Influence. Social Behavior.

HN 1-995	Social History & Customs. Social Problems. Social Reform.
HN 30-39	Church & Social Problems
HN 41-46	Community Centers. Social Centers.
HN 50-995	By Region or Country
HQ 1-2044	The Family. Marriage. Women.
HQ 12-449	Sexual Life
HQ 19-30.7	Sexual Behavior and Attitudes. Sexuality.
HQ 31-64	Sex Instruction and Sexual Ethics
HQ 71-72	Sexual Deviations
HQ 74-74.2	Bisexuality
HQ 75-76.8	Homosexuality
HQ 77-77.2	Transvestism
HQ 77.7-77.95	Transsexualism
HQ 79	Sadism. Masochism. Fetishism, etc.
HQ 101-440.7	Prostitution
HQ 447	Masturbation
HQ 449	Emasculation, Eunuchs, etc.
HQ 450-472	Erotica
HQ 503-1064	The Family. Marriage. The Home.
HQ 750-755.5	Eugenics
HQ 755.7-759.92	Parents. Parenthood
HQ 760-760.7	Family Size
HQ 767.8-792.2	Children. Child Development (incl. rearing, life, play, socialization, rights)
HQ 793-799.2	Youth. Adolescents. Teenagers
HQ 799.5-799.9	Young men and women
HQ 799.95-799.97	Adulthood
HQ 800-800.4	Single People
HQ 801-801.83	Man-Woman Relationships. Courtships. Dating
HQ 803	Temporary Marriage. Trial Marriage. Companionate Marriage
HQ 804	Breach of Promise
HQ 805	Desertion
HQ 806	Adultery
HQ 811-960.7	Divorce
HQ 961-967	Free Love
HQ 981-996	Polygamy
HQ 997	Polyandry
HQ 998-999	Illegitimacy. Unmarried Mothers
HQ 1001-1006	The State and Marriage
HQ 1051-1057	The Church and Marriage
HQ 1058-1058.5	Widows and Widowers. Widowhood.
HQ 1060-1064	Aged. Gerontology (Social Aspects) Retirement
HQ 1073-1073.5	Thanatology. Death. Dying
HQ 1075-1075.5	Sex Role

HQ 1088-1090.7	Men
HQ 1101-2030.7	Women. Feminism..
HQ 1871-2030.7	Women's Clubs
HQ 2035-2039	Life Skills. Coping Skills. Everyday Living Skills.
HQ 2042-2044	Life Style
HS 1-3371	Societies. Secret & Benevolent, etc.
HS 101-330.7	Secret Societies
HS 351-929	Freemasons
HS 951-1179	Odd Fellows
HS 1201-1350	Knights of Pythias
HS 1355	Other Societies
HS 1501-2460.7	Other Societies. By Classes
HS 1501-1510	Benevolent & "Friendly" & Mutual Assessment Fraternities
HS 1525-1560	Religious Societies
HS 1601-2265	Race Societies
HS 2275	Occupation Societies
HS 2301-2460.7	Political and "Patriotic" Societies
HS 2501-3371	Clubs (incl. special classes, i.e., boy scouts, girls societies, boys societies)
HT 51-1595	Communities. Classes. Races
HT 51-65	Human Settlements. Communities.
HT 101-395	Urban Groups. The city. Urban Sociology
HT 201-221	City Population (incl. children in cities, immigration)
HT 231	Effect of City Life
HT 251-265	Mental and Moral Life
HT 401-485	Rural Groups. Rural Sociology
HT 601-1445	Classes
HT 621-635	Origin of Social Classes
HT 641-657	Classes Arising from Birth (Royalty, Nobility, Commons)
HT 675-690	Classes Arising from Occupation
HT 713-725	Caste System
HT 731	Freedmen
HT 751-815	Serfdom
HT 851-1445	Slavery
HT 1501-1595	Races (Incl. as social group and race relations in general)
HV 1-9960	Social Pathology. Social & Public Welfare. Criminology
HV 40-69	Social Service. Social Work. Charity (incl. welfare, case work public & private relief, etc.)
HV 85-525	By Region or Country
HV 530	The Church and Charity
HV 541	Women and Charity
HV 544	Charity Fairs, Bazaars, etc.
HV 544.5	International Social Work
HV 547	Self-Help Groups

HV 551.2-639	Emergency Management
HV 560-583	Red Cross. Red Crescent
HV 599-639	Special Types of Disasters
HV 640-645	Refugee Problems
HV 650-670	Life Saving
HV 675-677	Accidents. Prevention of
HV 680-696	Free Professional Services (Incl. medical charities)
HV 697-4959	Protection, Assistance, Relief
HV 697-3024	Special Classes
HV 697-700.7	Families. Mothers. Widow's Pensions
HV 701-1420.5	Children
HV 835-847	Foundlings
HV 873-887	Destitute, Neglected, Abandoned Children. Street Children
HV 888-907	Children with Disabilities
HV 931-941	Fresh-Air Funds
HV 959-1420.5	Orphanages Orphans
HV 1421-1441	Young Adults. Youths. Teenagers.
HV 1442-1448	Women
HV 1449	Gay Men. Lesbians
HV 1450-1494	Aged
HV 1551-3024	People with Disabilities (Incl. blind, deaf, physical & mental)
HV 3025-3174	Special Classes. By Occupation
HV 3025-3163	Mariners
HV 3165-3173	Shop Women. Clerks, etc.
HV 3174	Other. By Occupation
HV 3176-3199	Special Classes. By race or ethnic group)
HV 4005-4013	Immigrants
HV 4023-4470.7	Poor in Cities. Slums
HV 4480-4630	Mendicancy. Vagabondism. Tramps
HV 4961-4995	Degeneration
HV 5001-5720.5	Alcoholism. Intemperance. Temperance Reform
HV 5725-5770	Tobacco Habit
HV 5800-5840	Drug Habits. Drug Abuse
HV 6001-7220.5	Criminology
HV 6035-6197	Criminal Anthropology (Incl. criminal types, criminal psychology, prison psychology, causes of crime)
HV 7428	Social Work with Delinquents & Criminals
HV 8079.2-8079.35	Police Social Work
HV 8301-9920.7	Penology. Prisons. Corrections
HV 9051-9230.7	Juvenile Offender. Juvenile Delinquency. Reform Schools
HV 9261-9430.7	Reformation & Reclamation of Adult Prisoners
HV 9441-9920.7	By Region or Country
HV 9950-9960	By Region or Country

Library Liaison: Gantt

Subject: Social Work

COLLECTION DEVELOPMENT POLICY STATEMENT: CLASSED ANALYSIS

LC Class	Descriptor	Existing Strength	Desired Strength
HM 481-554	Sociology. Theory. Method. Relations to other Subjects	2b	3a
HM 621-656	Culture	3a	3b
HM 661-696	Social Control	2b	3a
HM 701	Social Systems	3a	3b
HM 706	Social Structure	2a	2b
HM 711-806	Groups and Organizations	2a	2b
HM 811-821	Deviant Behavior. Social Deviance	3a	3b
HM 826	Social Institutions	3a	2b
HM 831-901	Social Change	3b	3b
HM 1001-1281	Social Psychology	3b	3b
HM 1041-1101	Social Perception. Social Cognition (incl. perceptions of self, prejudices)	3b	3b
HM 1106-1171	Interpersonal Relations. Social Behavior	3a	3b
HM 1176-1281	Social Influence. Social Behavior.	3b	3b
HN 1-995	Social History & Customs. Social Problems. Social Reform.	3a	3b
HN 30-39	Church & Social Problems	3a	3a
HN 41-46	Community Centers. Social Centers.	3a	3b

HN 50-995	By Region or Country	2b	2b
HQ 1-2044	The Family. Marriage. Women	3a	3b
HQ 12-449	Sexual Life	3a	3b
HQ 19-30.7	Sexual Behavior and Attitudes. Sexuality.	3b	3b
HQ 31-64	Sex Instruction and Sexual Ethics	3a	3b
HQ 71-72	Sexual Deviations	3a	3b
HQ 74-74.2	Bisexuality	3a	3a
HQ 75-76.8	Homosexuality	3a	3b
HQ 77-77.2	Transvestism	2b	3a
HQ 77.7-77.95	Transsexualism	2a	3a
HQ 79	Sadism. Masochism. Fetishism, etc.	2a	2b
HQ 101-440.7	Prostitution	3a	3b
HQ 450-472	Erotica	3a	3b
HQ 503-1064	The Family. Marriage. The Home.	3a	3b
HQ 750-755.5	Eugenics	3a	3a
HQ 755.7-759.92	Parents. Parenthood	3a	3a
HQ 767.8-792.2	Children. Child Development (incl. rearing, life, play, socialization, rights)	3a	3b
HQ 793-799.2	Youth. Adolescents. Teenagers	3a	3b

HQ 799.5- 799.9	Young men and women	3a	3b
HQ 799.95-799.97	Adulthood	2a	3a
HQ 800-800.4	Single People	2b	3a
HQ 801-801.83	Man-Woman Relationships. Courtships. Dating	3a	3b
HQ 803	Temporary Marriage. Trial Marriage. Companionate Marriage	1b	2b
HQ 806	Adultery	3a	3b
HQ 811-960.7	Divorce	3a	3a
HQ 961-967	Free Love	2b	3a
HQ 981-996	Polygamy	2a	2b
HQ 997	Polyandry	0	1b
HQ 998-999	Illegitimacy. Unmarried Mothers	3a	3b
HQ 1058-1058.5	Widows and Widowers. Widowhood.	3a	3b
HQ 1060-1064	Aged. Gerontology (Social Aspects) Retirement	2b	3a
HQ 1073-1073.5	Thanatology. Death. Dying	3b	3b
HQ 1075-1075.5	Sex Role	3b	3b
HQ 1088-1090.7	Men	3a	3b
HQ 1101-2030.7	Women. Feminism.	3a	3b
HQ 1871-2030.7	Women's Clubs	2a	2a
HQ 2035-2039	Life Skills. Coping Skills. Everyday Living Skills.	2b	3a

HQ 2042-2044	Life Style	2a	3a
HS 1-3371	Societies. Secret & Benevolent, etc.	1a	2a
HS 101-330.7	Secret Societies	1a	2a
HS 351-929	Freemasons	3b	3b
HS 951-1179	Odd Fellows	1b	1b
HS 1201-1350	Knights of Pythias	0	1a
HS 1355	Other Societies	0	0
HS 1501-2460.7	Other Societies. By Classes	0	0
HS 1501-1510	Benevolent & "Friendly" & Mutual Assessment Fraternities	0	1b
HS 1525-1560	Religious Societies	2b	3a
HS 1601-2265	Race Societies	2a	2b
HS 2501-3371	Clubs (incl. special classes, i.e., boy scouts, girls societies, boys societies)	1b	2a
HT 51-1595	Communities. Classes. Races	3a	3b
HT 51-65	Human Settlements. Communities.	3b	3b
HT 101-395	Urban Groups. The city. Urban Sociology	3a	3b
HT 201-221	City Population (incl. children in cities, immigration)	2b	2b
HT 231	Effect of City Life	2b	3a

HT 251-265	Mental and Moral Life	2b	3a
HT 401-485	Rural Groups. Rural Sociology	2b	3b
HT 601-1445	Classes	2b	3a
HT 621-635	Origin of Social Classes	2b	3a
HT 641-657	Classes Arising from Birth (Royalty, Nobility, Commons)	3a	3a
HT 675-690	Classes Arising from Occupation	2a	3b
HT 713-725	Caste System	2a	2b
HT 731	Freedmen	3a	3b
HT 751-815	Serfdom	1b	2a
HT 851-1445	Slavery	3b	3b
HT 1501-1595	Races (Incl. as social group and race relations in general)	3b	3b
HV 1-9960	Social Pathology. Social & Public Welfare. Criminology	3a	3b
HV 40-69	Social Service. Social Work. Charity (incl. welfare, case work public & private relief, etc.)	3b	3b
HV 85-525	By Region or Country	3a	3b
HV 530	The Church and Charity	1b	2b
HV 541	Women and Charity	2a	2b
HV 544	Charity Fairs, Bazaars, etc.	0	0

HV 544.5	International Social Work	2a	3b
HV 547	Self-Help Groups	2a	3a
HV 551.2-639	Emergency Management	3b	3b
HV 560-583	Red Cross. Red Crescent	3a	3b
HV 599-639	Special Types of Disasters	3b	3b
HV 640-645	Refugee Problems	3a	3b
HV 650-670	Life Saving	2a	2b
HV 675-677	Accidents. Prevention of	3b	3b
HV 680-696	Free Professional Services (Incl. medical charities)	2b	3b
HV 697-4959	Protection, Assistance, Relief	3b	3b
HV 697-3024	Special Classes	2a	2b
HV 697-700.7	Families. Mothers. Widow's Pensions	3b	3b
HV 701-1420.5	Children	3a	3b
HV 835-847	Foundlings	2a	2b
HV 873-887	Destitute, Neglected, Abandoned Children. Street Children	2a	3a
HV 888-907	Children with Disabilities	3a	3b
HV 959-1420.5	Orphanages Orphans	3a	3a
HV 1421-1441	Young Adults. Youths. Teenagers.	3a	3a
HV 1442-1448	Women	3a	3b
HV 1449	Gay Men. Lesbians	3a	3b

HV 1450-1494	Aged	2a	2b
HV 1551-3024	People with Disabilities (Incl. blind, deaf, physical & mental)	3b	3b
HV 3025-3174	Special Classes. By Occupation	1b	2a
HV 3025-3163	Mariners	0	0
HV 3165-3173	Shop Women. Clerks, etc.	1b	2a
HV 3174	Other. By Occupation	1b	2a
HV 3176-3199	Special Classes. By race or ethnic group)	2a	2b
HV 4005-4013	Immigrants	3a	3b
HV 4023-4470.7	Poor in Cities. Slums	2a	3a
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HV 4961-4995	Degeneration	2b	3a
HV 5001-5720.5	Alcoholism. Intemperance. Temperance Reform	2a	2b
HV 5725-5770	Tobacco Habit	3b	3b
HV 5800-5840	Drug Habits. Drug Abuse	3a	3b
HV 6001-7220.5	Criminology	3b	3b
HV 6035-6197	Criminal Anthropology (Incl. criminal types, criminal psychology, prison psychology, causes of crime)	3a	3b
HV 6201-6249	Criminal Classes	3a	3a
HV 7428	Social Work with Delinquents & Criminals	3a	3b
HV 8079.2-8079.35	Police Social Work	2b	3a
HV 8301-9920.7	Penology. Prisons. Corrections	3a	3b
HV 9051-9230.7	Juvenile Offender. Juvenile Delinquency. Reform Schools	3a	3b
HV 9261-9430.7	Reformation & Reclamation of Adult Prisoners	3a	3a

HV 9441-9920.7	By Region or Country	2b	3a
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