

# University of Waterloo Library

The accompanying Collection Development Policy statement is submitted by Helena Calogeridis, Liaison Librarian for the Department of Spanish and Latin American Studies, and is approved by the undersigned.

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Associate University Librarian,  
Information Resources & Services

[signed]

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Liaison Librarian

[signed]

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Department Chair

[signed]

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Faculty Library Representative

Date: 2006

## University of Waterloo Library

### **Collection Development Policy statement for the Department of Spanish and Latin American Studies.**

Date Completed: July 25, 2006

#### **Persons Responsible for Collection**

The decision to select library materials is the responsibility of the Liaison Librarian, Helena Calogeridis, in consultation with the Faculty Library Representative, Mariela Gutierrez.

#### **Department Description and Purpose**

Material is collected to support teaching and research related to the B.A. program. Teaching and research focus on Spanish language, Spanish and Latin American culture, and Spanish and Latin American literatures (incl. genre studies). Special emphasis is placed on Business Spanish, Spanish literature from the Middle Ages to the present, contemporary Latin American literature, and Latin American women. The program also supports an undergraduate language study for Portuguese.

#### **Scope of Coverage**

##### ***Languages in which materials are collected***

For primary texts, Spanish is preferred. Spanish and English language materials are preferred for secondary texts. English language translations of primary works are collected selectively.

##### ***Geographical areas (content)***

Priority is given to materials covering Spanish speaking countries.

##### ***Chronological periods (content)***

Coverage extends from the beginnings to the present.

##### ***Places of publication***

There are no specific limits.

##### ***Dates of publication***

Emphasis is on current publications. Whenever required, retrospective acquisitions are made.

#### **Types and Formats of Materials Collected**

In general, the Library does not acquire materials in format for which access cannot be provided in the Library.

The following types and formats of materials are generally included:

**Types**

Books  
 Government documents  
 Periodicals  
 Reprints and facsimiles  
 Reference works

**Formats**

Print  
 Electronic format  
 Microforms

The following type of materials is collected selectively: Textbooks

The following types of materials are excluded: Manuscripts and unpublished materials, Newspapers, Pamphlets

The following formats of materials are excluded: Films, Slides

**Subjects Collected**

(For further explanation about collecting levels see Appendix 1)

**Subject****Collection Level**

Latin American culture	Instructional Support Level
Spanish culture	Instructional Support Level
Spanish language (PC4001-4977)	Instructional Support Level
Business Spanish	Basic Information/Reference Level
Latin American literature (PQ7081-8560)	Instructional Support Level
Spanish literature (PQ6001-8929)	
Pre-17 <sup>th</sup> century	Instructional Support Level
17 <sup>th</sup> century	Instructional Support Level
18 <sup>th</sup> century	Instructional Support Level
19 <sup>th</sup> century	Instructional Support Level
20 <sup>th</sup> century	Instructional Support Level
21 <sup>st</sup> century	Instructional Support Level
Portuguese language	Basic Information/Reference Level

All collections are systematically reviewed for currency of information and to ensure that essential and important resources are retained. Superseded editions and titles containing outdated information are withdrawn as necessary. Classic retrospective materials are retained and preserved to serve the needs of historical research.

**Other Resources Available**

The Library explores opportunities for collaborative purchases with the Ontario Council of University Libraries and the Canadian Research Knowledge Network.

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Materials acquired for other disciplines, such as English, Fine Arts, History, Philosophy, and Sociology, also support the undergraduate program in Spanish and Latin American Studies.

The Language Laboratory in Modern Languages building provides current material for students enrolled in language courses.

### **Special co-operation with Wilfrid Laurier University and the University of Guelph**

Through the unified catalogue TRELIS, which contains all library materials in the Tri-University Group, students and faculty have access to the library resources of the University of Guelph and Wilfrid Laurier University, as well as the University of Waterloo.

### **Web Resources**

A web page for Spanish research, developed by the Liaison Librarian, can be accessed as **Subject Guide for Spanish** at <http://www.lib.uwaterloo.ca/discipline/spanish/index.html> .

## **Appendix 1**

### **Explanation of Levels of Collecting, adapted from RLG Guidelines**

#### **Levels of Collecting**

##### **Out of Scope**

Materials to support research and curricula in this subject area are not covered in this Collection Policy Statement. Coverage of interdisciplinary subject areas and topics linked across departments can be identified with references to other Collection Policy Statements.

##### **Basic Information/Reference Level**

The collection serves to introduce and define the subject. Only the most important reference works, general surveys, the most significant works of major authors, and a limited selection of representative general periodicals are collected.

##### **Instructional Support Level (Undergraduate)**

The collection supports all courses of undergraduate study. Materials collected include a wide range of reference works, fundamental bibliographic tools, and an extensive collection of monographs and periodicals. Access to owned or remotely-accessed electronic resources, including texts, journals, data sets, etc. is provided.

##### **Research Level**

The collection includes major published source materials required for master's degree programmes, doctoral study and independent research in the subject. All formats, including appropriate foreign-language titles, are acquired. Historically important monographs, archival materials, and back-runs of serials are acquired as necessary.