COLLECTION DEVELOPMENT POLICY

Policy Id:
Lib.007 – Collection Development Policy

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Last Modified:

Links:
http://www.lib.jjay.cuny.edu/about/collections#policy
http://www.lib.jjay.cuny.edu/about/collections
http://www.lib.jjay.cuny.edu/resources-for/faculty/purchase-recommendations
**COLLECTION DEVELOPMENT POLICY:**

The Lloyd Sealy Library seeks to advance the mission of John Jay College of Criminal Justice by focusing its acquisitions on the fields of criminal justice and related areas of public safety and public service. To that end, we acquire print and electronic material at the appropriate research level relating to criminal justice, forensic psychology, public administration, protection management and forensic science. We do this with the goal of supporting research and teaching in those areas.

We collect materials in support of social sciences as fully as our budget will allow. Resources in other subjects are purchased as we are able to afford them, and most of that is in the form of reference material.

In addition, we aim to support the curriculum as a whole in terms of specific course assignment materials, except for textbooks.

As part of the University consortium, we make decisions in the context of the 19 campuses that make up CUNY, and this enriches and enhances our users’ access to both print and electronic media in a wide range of subjects.

**COLLECTION DEVELOPMENT FOR EBOOKS:**

The Library collects ebooks as individual titles and as collections offered either exclusively to John Jay College or as part of CUNY consortia.

The Library only acquires ebooks through vendors licensed to deal with academic libraries. The ebook titles are cataloged with local holdings and displayed in CUNY+ online catalog. The Library acquires ebooks on permanent and/or subscription basis depending on the current budget situation and collection development needs. The selection of the ebooks is made based on the College academic offerings (majors and courses). The ebooks are removed from the catalog when they become obsolete, outdated, or withdrawn from publication by the publisher/s.

**COLLECTION DEVELOPMENT FOR ELECTRONIC RESOURCES:**

**Paid Resources:**
We will buy electronic books if they are about "hot topics" or if they are no longer available in print, and only from a limited group of vendors. We will strive to catalog individual titles in purchased collections when records are available in MARC format and when cataloging will significantly impact the use of the resources. When we cannot catalog individual titles we will catalog the collection with generous subject access.

We will keep CD-ROMs that come with the books and circulate them together. Other CD-ROMs will be cataloged and placed in CD-ROM cabinets and will circulate. Special problems will be treated on a case-by-case basis.

**Free Resources:**

We will attempt to "acquire" (i.e., catalog) the most important and authoritative web sites and online documents in our mission fields. Because of limited resources, when one site has numerous documents we will only catalog the site as a whole, unless particular documents are of special significance.

When documents on the Internet are extremely important we will print them and catalog the print copies for archival purposes.

**Policy on Collecting Electronic Journals:**

If we get a journal in paper we should get the title electronically if it's available.

If the journal is in a mission field, we won't drop the paper subscription; if in a non-mission field we will consider dropping the journal in paper to save money and space.

**COLLECTIONS (PRINT AND ELECTRONIC):**

**Book Collection:**

The Lloyd Sealy Library book collection supports faculty research, graduate study and undergraduate study in the John Jay mission fields of criminal justice, fire science, forensic psychology, forensic science, forensic computing, public administration and security. You will find both scholarly and more popular level publications in these subject fields. Textbooks, however are not generally purchased. See the [Collection Development Policy](#).
Additional materials for faculty research in the humanities are available through our extensive electronic resources and faculty privileges to borrow books from the other CUNY libraries. Resources are also available through Interlibrary Loan Services.

**Searching the Catalog - CUNY+:**

For author, title, keyword or subject access to the books in our collection, you may search CUNY+. This is the online library catalog for all nineteen libraries of the City University of New York. You may borrow books from eighteen of these libraries.

**List of New Books:**

To see a list of new books added to the Lloyd Sealy Library collection within the past six months, you can use the command search option in CUNY +.

Select "Command Search" from the yellow taskbar at the top of the screen. Type:

```
WNB=nbl
```

To limit the list of new books to a specific subject, you can refine the command search. Here are a few examples. The full list of codes for command searching is available on the command search screen.

```
WNB=nbl and WRD=reentry
WNB=nbl and WRD=terror
WNB=nbl and WYR=2005
WNB=nbl and WSU=punishment
```

**Journals:**

The Lloyd Sealy Library subscribes to paper copies of key journals in the fields of criminal justice, forensic psychology, forensic sciences, history, law, law enforcement, psychology, public administration, security, etc. Information about the specific volumes and years owned is available via a search of the journal title in CUNY+. For electronic copies of journals use the List of Full Text Electronic Journals, Magazines, and Newspapers.

**Purchase Recommendations:**
You may make recommendations for library purchases by the use of this suggestion form.

Purchases will be made in accordance with our Collection Development Policy; but please submit your ideas or talk with the Collection Development Librarian, Prof. Maria Kiriakova.

**Electronic Resources:**

The library provides access to more than 150 electronic databases through our library web site. These databases provide access to journal articles, reports and statistics. All subject fields - art, criminal justice, forensic topics, history, literature, sciences, etc. are greatly enhanced through our numerous databases.

The most frequently used databases are accessible on the home page via the Shortcuts to Popular Databases. For a full alphabetic list or subject listing of our databases see the Electronic Information Databases on the home page. You have access to these same resources from off campus by using your John Jay email name and password.

**Electronic Journals:**

Over 25,000 journals are available electronically with full text through the List of Full Text Electronic Journals on the library home page. When you know the exact citation, (journal name, date, volume # and pages, etc.) start with this web page.

**Current Awareness Service:**

Many of our databases of journal articles offer you the option for automatic alerts based on your subject profile. When new articles within your subject profile are added to the database, you will receive an email concerning the articles. The alert has to be established with each of the databases through specific steps. You may follow the directions on the home page of the database or ask a Reference Librarian for assistance.

**Electronic Book Collections:**
Electronic copies for hundreds of books and reports are available through the online catalog CUNY+. Look for the URL link in the lower section of the book description. Or you may choose to search the individual collections of electronic books: InfoSECURITY™ netBASE, NetLibrary™ electronic books, FORENSICnetBASE, Oxford Reference Online and PsycBOOKS.

Check these web sites for directories of books that are available with electronic copy of the full text. Books in the public domain are listed on several of these web sites.

**Special Collections:**

The John Jay College Library Special Collections hold unique material related to the mission of the Sealy Library and John Jay College. Materials are in published and unpublished form, consisting of monographs, serials and archival materials. See descriptions of the collections.