
Collection Analysis Report for the Von KleinSmid Center Library

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EXECUTIVE SUMMARY

There are two overarching objectives of this report. First, the report is intended to develop a practical framework for managing the collection in the Von KleinSmid Center (VKC) Library over approximately the next five years. There has been no recent, comprehensive examination of research trends among the four primary disciplines served by the library—international relations, political science, public administration, and urban and regional planning—and the corresponding patterns in publishing that reflect those trends. Second, this report highlights critical issues related to the maintenance and preservation of new and existing scholarly research housed in the VKC Library or made accessible through digital means. In particular, this aspect of the report focuses on identifying areas in the collection where substantial growth might occur and areas where the collection may be reduced by sending materials to storage, transferring to other U.S.C. libraries, or removing items. The analysis includes, but is not limited to, examining the transition of scholarly research to digital formats and the impact of emerging communication technologies on how resources are evaluated, acquired, maintained, and in some cases, discarded.

The report begins with some historical background information and analysis, followed by profiles of the primary and secondary academic programs served by the VKC Library as gleaned from the USC web. The following is a listing of the key recommendations made in this report.

General Collection Management Strategies for VKC

Key recommendations:

- Balance monographic acquisition and deselection so that, in general, inputs and outputs are equal.
- Establish a routine each summer to evaluate and maintain the collection
- Evaluate directory and other types of materials housed in the reference section of the library
- Seek opportunities to collaborate on the development of the collection with other libraries

Projected Areas of Growth

International Relations:

- *Diplomacy*
- *European Union*
- *International law*
- *International organizations*
- *Iraq war*
- *Regional issues*
- *Religion and international affairs*
- *Terrorism*

Political Science:

- *George W. Bush administration*
- *Immigration*
- *Politics and the media*
- *Upcoming political campaigns*
- *Voting behavior*

Public Administration:

- *E-government*
- *Environmental and energy policy*
- *Non-profit management*
- *Organizational network*
- *Public safety and risk assessment*

Urban and Regional Planning:

- *Eco-development and urban ecology*
- *Social justice*
- *Transportation*
- *Urban sprawl*

Targeted Areas for Reducing the Collection

Key recommendations:

- *Criminal justice, penology, and police science*
- *Hospital management*
- *Space law*
- *Law of the sea*
- *Pre-Ronald Reagan political and international affairs [selective]*

Transitions to Digital Formats

Types of materials:

- *E-Journals*
- *E-Books and E-Book Collections*
- *Statistical Databases and Data Sets*
- *Special Collections*
- *Compact Disks/Diskettes/Other Multimedia*

Overview

The origins of the Von KleinSmid Center Library can be traced back to the 1932 founding of the World Affairs Collection at U.S.C. Housed in Doheny Memorial Library, the collection consisted of materials acquired by the fifth President of the University, Dr. Rufus B. Von KleinSmid. He recognized the need for a collection of such works and began acquiring documents from the League of Nations. Over time, the University Libraries continued to develop great strengths in the area of published works from the United Nations, SEATO (Southeast Asia Treaty Organization), NATO (North Atlantic Treaty Organization), the European Union, and other international organizations in support of the School of International Relations, a program founded in 1924, also under the leadership of Dr. Von KleinSmid. According to University Librarian, Dr. Lewis F. Steig in 1966, "U.S.C.'s World Affairs Library is one of the outstanding collections of its kind in the country." He emphasized that, "Only the Littauer Center at Harvard and Maxwell School of Citizenship at Syracuse University are comparable." In 1966, the Von KleinSmid Center for International and Public Affairs was built and dedicated to the former president of the University. Its purpose was to recognize the legacy of Dr. Von KleinSmid by providing space on campus where the teaching and research he was so intensely interested in could be realized. The Center was planned as the focal point on campus for the study of critical world problems and to prepare students for careers in public service.

Despite the development of new academic programs, growth in new and innovative research endeavors among the faculty, and a transformation of the type of student enrolled at U.S.C. since VKC was built, the fundamental approach to developing collections and providing services has remained essentially the same. However, the focus on contemporary world affairs creates collection maintenance challenges that are unique within the U.S.C. Libraries organization. Most notably, the collection in VKC represents contemporary history at the graduate research level and, thus, requires a consistent and on-going commitment to evaluating potential areas of growth and retrenchment as social, economic, and political systems change and evolve. In short, today's current affairs is tomorrow's history and, therefore, deselection must be done at least annually.

Concomitantly, collection maintenance implies implementation of strategies that help predict areas of expansion. Because world events are unpredictable, analysis of the library's collection resists traditional approaches to quantifying growth patterns, such as assigning statistical formulas to the collection or focusing on trends in the publishing industry. While helpful, collecting current affairs materials requires a more nimble and subjective approach to anticipating potential areas of growth. A further complication is that this strategy does not apply equally to all parts of the collection in VKC. Call number ranges for international relations and public policy, for example, are particularly dynamic and require constant monitoring of world events and corresponding research trends, but public management, political science, and segments of urban and regional planning, for example, require access to foundational historical materials that support graduate-level research and teaching in addition to a commitment to grow the collection in new areas.

The purpose of this report is to outline and describe in some detail estimated areas of growth within the collection and to delineate areas in the collection where targeted deselection ("weeding") can begin. It is intended to guide decisions about the collection over the next five years. Distinctions between monographs and journals and/or print and electronic formats are not made because the principles and strategies described herein apply regardless of format. In cases where format influences collection maintenance strategies, distinctions have been made. I will begin with a profile of the primary constituent programs served by the VKC Library, followed by a set of proposals for an on-going collection maintenance program. Areas of anticipated growth over approximately the next five years and targeted areas for reduction in materials are then described. The report concludes with an analysis of trends in the transition to digital formats within the primary disciplines served by VKC and their relationship to the overall collection maintenance program.

Profile of Key Constituents

[information derived from 2006 unit web sites]

Department of Political Science

Chair: Dr. Ann Crigler

Total Faculty: Tenure/Tenure-Track–19, Non-Tenure-Track–?, Affiliated Faculty–22.

Total Courses Offered: 100 level–6, 200 level–6, 300 level–38, 400 level–34, 500 level–15, 600 level–25.

The department covers such traditional areas of study as American Politics, Comparative Politics, Law and Courts, Political Theory, and International Relations, but the faculty also have expertise in new areas such as Human Rights, Race/Ethnic Politics, Urban Politics, Political Communication, Civic Engagement, Political Behavior/Psychology, and Environmental Politics. Political Science attracts students who have a wide range of intellectual interests—including philosophy, law, economics, history, culture, psychology, regional studies—but who also have an abiding desire to better understand the vital questions associated with politics and government, including the conditions that promote (or inhibit) democracy, freedom, justice, human rights, effective policymaking, and public service. Students in the program learn that the study of politics can be rigorous and systematic rather than merely ideological. They master classic works and engage contemporary questions in an academic setting that is lively and intellectually diverse. For undergraduates, a degree in Political Science ensures all of the benefits of a great liberal arts education (including the development of essential analytic and expressive skills), and also provides an excellent background for graduate study and careers in politics, law, administration, and business. The Political Science Department maintains relations with various institutes, schools, programs, and centers at USC that share a focus on the study of politics. Many of the department's faculty members are actively involved in interdisciplinary research with these programs and institutions. Academic affiliations include: School of International Relations, USC Law School, Center for the Study of Law and Politics, School of Policy, Planning, and Development, The Marshall School of Business, Civil Engagement Initiative, Urban Initiative, Center of International Studies, Center for Law, History, and Culture, Center for Law and Philosophy, Environmental Studies Program, Gender Studies Program, and East Asian Area Studies.

School of International Relations

Director: Dr. Laurie Brand

Total Faculty: Tenure/Tenure-Track–23, Non-Tenure-Track–9.

Total Courses Offered: 100 level–2, 200 level–4, 300 level–40, 400 level–24, 500 level–43, 600 level–0.

Rufus von KleinSmid, U.S.C.'s fifth president, was dedicated to the study of international relations as early as the 1920s and made the field of study a priority for the university. In 1922, von KleinSmid hosted the Pan-American Conference on Education that brought together chancellors and university presidents from 22 countries to discuss the importance of education and to foster international cooperation. An offshoot of these meetings was the founding of the Los Angeles University of International Relations, later to be renamed the U.S.C. School of International Relations (SIR). Its mission was "to furnish opportunities for the training of statesmen for consular and diplomatic service, of businessmen for commerce and business administration, and of teachers in departments related to world affairs in colleges and universities." In the depths of the Cold War, the SIR housed the Research Institute on Communist Strategy and Propaganda. Today, to better understand global interdependence and address new trends after the Cold War, the School offers concentrations in culture, gender, and global society; international political economy; and have recently developed a new European Union Center. An additional new focus of the School is The Center for Active Learning in International Studies (CALIS) that assists educators from kindergarten teachers to university level professors in integration of international curriculum into the classroom. The School pioneered a distinctive curriculum in international studies, played an instrumental role in the founding of the International Studies Association (ISA), and offered one of the first Ph.D. degrees in international relations in the country.

School of Policy, Planning, and Development

Dean: Dr. Jack Knott

Total Faculty: Tenure/Tenure-Track–39, Non-Tenure-Track–88.

Total Courses Offered: 100 level–6, 200 level–17, 300 level–39, 400 level–45, 500 level–74, 600 level–109, 700 level–15.

The mission of the U.S.C. School of Policy, Planning, and Development is to become the premier school for educating leaders and creating knowledge for innovative governance and place-based solutions for the betterment of communities worldwide. Toward that end, SPPD educates and trains leaders who can create multi-disciplinary approaches to the challenging and complex issues of governing, managing, and building contemporary urban communities. SPPD offers five professional master's degree programs, two doctoral level programs, and an undergraduate major. The five master's level programs—in Public Policy, Public Administration, Planning, Real Estate Development, and Health Administration—join theory with practice and emphasize experiential and professional learning. The doctoral programs allow a select group of students to work closely with faculty on important areas of research and scholarly inquiry. Graduate-level students at SPPD have considerable latitude to design their own programs in order to pursue their specialized areas of interest and further their professional development. Undergraduates pursue the Bachelor of Science in Public Policy, Management, and Planning, which builds on a well-rounded liberal arts core with classes and practical training in policy, management, and planning in preparation for either graduate school or the job market. Most of the school's research is conducted through its centers, institutes and research groups. These include the Institute for Civic Enterprise, the lead research organization of the school; the Center on Philanthropy and Public Policy; the Center for Health Financing, Policy and Management; the Civic Engagement Initiative; the Lusk Center for Real Estate, within which are housed the Keston Infrastructure Institute and the Casden Forecast; METRANS, a two-university transportation research center; and within the Urban Growth and Development Group, the Center for Economic Development and the Population Dynamics Research Group. During this past year, the country's first Homeland Security Center of Excellence was awarded to SPPD and the U.S.C. Viterbi School of Engineering, and The Tomás Rivera Policy Institute—the nation's premier Latino think tank—moved its headquarters to SPPD. Graduates of SPPD hold important positions in government at all levels, in the business world, and in the nonprofit sector. Many remain closely associated with the school and play important roles in its leadership, research agenda, curriculum development, networking for students and graduates, and resource development.

Transitioning from a Secondary to a Primary Constituent

Annenburg School for Communication

Dean: Dr. Ernest James Wilson III

Total Communications Faculty: Tenure/Tenure-Track–42, Non-Tenure-Track–13, Joint Appointment–31.

Total Communications Courses Offered: 155

Total Public Diplomacy Courses: 8

Total Journalism Faculty: Tenure/Tenure-Track–33, Non-Tenure-Track–88.

Total Journalism/Public Relations Courses Offered: 135

Increasingly, students and faculty within the Annenburg School for Communication are using the Von KleinSmid Library. There are several reasons for this growth: the new joint public diplomacy with the School of International Relations; several joint faculty appointments between and Annenburg and primary constituent programs; the location of select microfilm resources in VKC; and, the natural alliance of communication and journalism with the traditional disciplines served by VKC. There are two distinct academic units within Annenberg: the School of Communication and the School of Journalism. The School of Communication offers bachelor's, master's and doctoral degrees and provides students with an education grounded in theory with applications across the communication and media spectrum. Rooted in both the social sciences and the

liberal arts, the philosophy of academic inquiry focuses on the social, cultural, rhetorical and organizational processes that make up the human experience. Faculty conduct research in the fields of telecommunication regulation, communication in urban communities, health communication, video games and the content and effects of mass media, and students in all degree programs are active participants. Signature programs include a doctoral program that ranks among the best in the nation, turning out communication researchers who go on to work at leading universities worldwide, professional master's degree programs in Communication Management and Global Communication, a Master of Public Diplomacy degree, and an undergraduate degree that combines communication theory with internship opportunities, a flexible curriculum, and study abroad opportunities. The Journalism & Public Relations program offers bachelor's and master's degrees in journalism and strategic public relations. Students obtain a professional education that emphasizes writing, reporting, investigative skills and ethics. Students are taught by a world-class faculty of reporters, editors and producers, many of whom are winners of Pulitzer Prizes, Emmys and virtually every other major award in journalism and public relations. Distinguishing features of this program include an innovative core curriculum, a course of study that concurrently teaches writing, editing and production for print, broadcast and online media, impact, an award-winning news magazine program produced by students and distributed to twenty-two cable outlets in Southern California, Annenberg Television News, and Annenberg News Radio.

Profile of Secondary Constituents

Due to the interdisciplinary nature of the resources and services maintained within the VKC Library, a number of other programs on campus also utilize the library on a regular basis. This conclusion is based on the type of research questions received as well as anecdotal evidence from instruction and outreach to faculty and students. Below is a brief synopsis of the programs also served regularly by the VKC Library.

Department of Geography

Acting Chair: Dr. Carolyn Cartier

A Bachelor's degree in geography requires students to choose one of three tracks: urban environments, natural environments, or geographic information science. Minors in coastal ocean and watershed science, geographic information science, Pacific Rim development, and the Southern California region are also offered. An environmental studies degree with a geography emphasis is another option. The city of Los Angeles serves as an unlimited living laboratory complete with its own set of variables and challenges. Students can work with top researchers using powerful geographical information systems technology, or learn about new topics such as sustainability, urban theory, and environmental justice. A growing field is geographic research in demographics, and urban and natural environments.

Environmental Studies Program

Director: Dr. James F. Haw

Faculty are experts in the fields of earth science, policy and management, environmental engineering, ethics, eco-feminism and more. The department offers M.A. and M.S. degrees in environmental studies and environmental risk management. Directed toward the study of national and international environmental issues and policy problems, the environmental studies program offers three concentrations: global environmental issues and development; law, policy and management; and environmental planning and analysis. The curriculum is flexible enough to allow students to incorporate specialized environmental research interests while also providing exposure to practical environmental policy issues along with environmental theory, methods and natural-resource economics. The M.S. degree in environmental risk analysis focuses on providing advanced professional training for students with a B.S. degree in natural sciences or engineering. Students pursue a core program encompassing science, engineering, and computer modeling and simulations.

Gould School of Law

Dean: Dr. Edward J. McCaffery

Consistently recognized as one of the nation's top law schools, the USC Law School has established a century-long tradition of excellence sustained by rigorous academic programs and research initiatives. Its unique multi-disciplinary character is shaped by the scholarly activities of faculty members, many of whom hold doctoral and master's degrees in fields ranging from psychology to economics. Programs include a comprehensive JD program and a Master's of Comparative Law.

School of Social Work

Dean: Dr. Marilyn Flynn

The mission of the School of Social Work is to provide value-driven and empirically-based practice and policy leadership in order to prevent and mitigate severe social problems which challenge the viability of culturally diverse and complex urban settings; build on the strengths of individuals, families, and communities; and lead the scholarly search for innovative, efficacious, and just solutions. The program intends to prepare social workers for leadership in professional, local, national and international domains. Toward this end, the School searches for innovative, collaborative, just and humane solutions to address the needs of specific vulnerable populations. Areas of curricular concentration include: Community Organization/Planning/Administration, Industrial/Occupational Social Work, Families and Children, Health Care, and Mental Health. Sub-concentrations include: Practice with Older Adults, Practice in School Settings, Practice with Severely and Persistently Mentally Ill, and Public Child Welfare.

General Collection Management Strategies for VKC Library

Considered holistically, the primary, transitioning, and secondary users of the VKC Library represent a dynamic, interconnected conglomeration of academic programs in the applied social sciences. The programs support the teaching of undergraduate, graduate, and doctoral students. Research is conducted by tenure and non-tenure track faculty as well as visiting scholars. Browsing the web sites of these programs also reveals that they sponsor or are strongly affiliated with a significant number of research centers and institutes. In short, the inter-connectivity of the curriculum and research among the primary and secondary constituents of the VKC Library is strong and these bonds are likely to grow even stronger as the University continues to place greater emphasis on inter-disciplinarity. Epistemological features shared among each of the library's primary constituents creates opportunities for developing a focused collection in the applied social sciences framed within the larger contexts of public policy, organizational theory, development, and current affairs. However, the diversity of curriculum and research endeavors exhibited by each constituent also means the collection may be viewed as undefined or lacking clarity. With this in mind, several strategies related to collection management should be implemented to better meet the needs of our primary and other constituents. The goal is to think strategically about possible ways to regularize the process of maintaining the collection in a manner more responsive to the teaching and research needs of the faculty and the learning needs of the students. This report is also intended to cultivate doubt in existing knowledge and practices in order to break out of entrenched routines. The following strategies are in no particular order.

Balance monographic acquisition and deselection

Each year, the VKC Library acquires approximately 4,500-5,000 new volumes in the bookstacks. Although reconfiguration of space over the past five years forced the removal of significant numbers of materials in the library stacks and recent, more deliberate deselection efforts have successfully helped to focus the collection further from a high of 219,000 volumes to a number closer to 190,000, the collection can be further focused by removing at least 20,000 more volumes without compromising the scholarly integrity of the

collection [see *Targeted Areas of Reduction* below]. However, as we get closer to the ideal configuration of the collection in VKC, deselection based on purely quantitative data becomes less useful as more care needs to be paid to the weeding of individual volumes. In other words, once the materials easily identified as no longer relevant to the needs of our constituents have been removed, remaining volumes require a more deliberate, subjective approach to assessing their in-house value. Selective raw data about annual growth rates may be anticipated as long as the publishing industry continues to provide print monographs at the current rate. Therefore, a strategy for maintaining a robust collection in VKC is to seek a balance between those volumes entering the library and those being selected for removal or transfer. This strategy should not imply adopting a one-to-one ratio of acquisition and removal because world events often dictate accelerated growth in a specific call number ranges while, by extension, restoring value to previously published works that are currently in storage. For example, the HV6432 call number range is assigned to books about world terrorism. There has been a substantial increase in materials published under this call number. However, one-to-one weeding would be ill-advised because older scholarship on terrorism now has renewed value as foundational literature about a past leading up to and anticipating a dramatic new present. Nevertheless, the principle of flexible inputs and outputs of materials should be adopted.

Establish a Summer Collection Management Routine

Although it is often stated that deselecting library materials “should be on-going,” the reality of academic life is that time spent fulfilling other service commitments during the Fall and Spring terms impose significant constraints on the time needed to manage the collection, particularly in an era of deliberate reduction in the hiring of professional library faculty at U.S.C. This is not to suggest that collection maintenance should be suspended entirely during the Fall and Spring semesters, especially while the library collection continues to reflect an imbalance related to our primary constituent needs and there is a greater number of student-workers available to help process materials. However, there is increased discretionary time available during the Summer that could be used to focus more efficiently on managing the collection. Based on growth trends in monographic materials presented above, a period of approximately three to four weeks devoted primarily to deselecting should provide the time necessary to identify and process materials for transfer out of VKC. More time will need to be spent in the next several years to reach our goal of balancing the collection as a current affairs resource center, but I believe scheduling annual weeding every Summer will help us focus on this responsibility as opposed to seeing it as “something else to do” during periods when other commitments, such as teaching or reference service, are of greater priority or take more of our time.

Re-Evaluate Reference Collection

The Internet has affected how academic libraries collect and maintain materials in many ways. One area in particular is the availability of information traditionally acquired from directories, handbooks, encyclopedias and similar publications. Many directories list people or organizations that are easily found on the Internet, and with much greater accuracy and currency than print volumes. The reference collection in VKC has already been weeded and, as a result, reflects a more focused collection of handbooks, dictionaries, encyclopedias, directories, yearbooks and other materials. However, I propose that we reevaluate the directory-type titles we currently acquire with the intention of considering cancelling selected titles where it can be proven that the information can be accurately obtained from the Internet. This would have the added benefit of releasing serial funds that could then be applied to acquiring new journal subscriptions. One consideration that could obviate this approach in selected cases is the need to retain historical information because older data is rarely archived on organization web sites. A second issue of concern is that there may exist a temptation to apply the same principle of removing information easily found on the Internet to annual statistical compendiums. However, extra care should be paid to weeding these items as it is often shown that variances exist between what is offered online and what is made available from a printed volume.

Seek Opportunities to Collaborate with Others

Collaboration starts at home. I propose that there exist a more deliberate approach to coordinating collection development efforts with the Law School Library and the Norris Medical Library. The Law School acquires selected monographs and serials in international law that both supplement and enhance similar materials acquired for the VKC Library. I do not anticipate that significant overlap exists in regards to the materials each library acquires (for example, the Law Library relies almost exclusively on faculty and student-driven orders while VKC relies heavily on an Approval Plan to acquire materials based on a detailed profile of needs). However, this factor does not mitigate the need to pursue opportunities to collaborate on the acquisition of new materials. There is less overlap between the collections in VKC and Norris. Nevertheless, VKC Library cancelled duplicate subscriptions to online journals in the area of health care administration that are available from the Norris Library. This savings was then applied to acquiring new journals a year-and-a-half-ago for international relations, political science, and urban planning. Dean Jack Knott has indicated a continued commitment to research and teaching in the area of health care policy analysis within the School of Policy, Planning, and Development and that he would like to pursue closer ties with the Keck School of Medicine. A parallel commitment to link collection development efforts in this area of study should also be encouraged between the VKC and Norris Libraries in anticipation of this potential inter-school collaboration. One step could be to request that a library faculty member from Law and Norris would be given the responsibility to act as a formal liaison with a similarly designated faculty member in VKC.

Projected Areas of Growth

To help facilitate strategies of collection maintenance in the VKC Library, an analysis of areas of projected growth in the collection is needed. The analysis applies to all material types and formats, including growth in digital resources. The purpose of identifying areas of projected growth in the collection is to help guide decisions about where to focus management of the collection and to develop a framework for understanding where future acquisition funds should be distributed and where growth in the print collection might outpace available space on the shelves. The analysis is based on outreach with faculty and students representing each of our library's primary constituents, anecdotal evidence from archived email reference questions answered on the QuestionPoint "Ask-A-Librarian" system, experiential evidence from in-person reference transactions and instruction sessions, and accumulated knowledge about current research trends resulting from my review of the table of contents of the journals that arrive in the library each day. This analysis is not intended to diminish the library's role in maintaining a strong graduate-level research collection in the general applied social sciences, nor should this analysis imply that, despite possible budget shortfalls, a zero-sum game exists where commitment to areas of growth automatically means neglecting other areas of the collection.

International Relations

General Framework: The library collects in the major areas of emphasis that include theory and methodology of international relations, international political economy, international security studies, foreign policy analysis, international politics and diplomacy, and regional studies. Additional emphasis is given to globalization, non-governmental organizations [in support of the international documents collection], and emerging economies. There are no geographical limitations, but particular interest is placed on European countries in support of the European Union regional depository collection. With the exception of international relations theory and ideology, only late twentieth century and current material is covered in the collection development policy. With the general exception of course textbooks, scholarly materials of all types are collected. The collecting efforts emphasize material either published in or translated to English. Materials in other languages are purchased selectively.

Analysis: The field of international relations is the discipline that, in large part, underpins the principle of maintaining a current affairs library in VKC. It represents the most dynamic and unpredictable academic program among our primary and secondary constituents in terms of being able to assess where growth in the collections may occur in the next five to ten years. Nevertheless, several critical trends are likely to continue to drive the research agendas of scholars, and by extension, the volume of publishable research they produce that the library must acquire and maintain.

- *Diplomacy*—the new Center for Public Diplomacy [<http://uscpublicdiplomacy.com/index.php>] is “a joint academic research, teaching, and training center created and run jointly by the USC Annenberg School for Communication and the USC College of Letters, Arts and Sciences School of International Relations.” Its development marks a concerted effort within one of our primary constituent programs to focus scholarly attention on the subject of diplomacy, broadly defined. For the VKC Library, this will require a parallel effort to build stronger collections in support of this Center. The Center defines public diplomacy beyond traditional explanations found in past contexts and, therefore, requires a similarly broad commitment of resources. Despite this, growth in the collections can be anticipated in the call number range of JZ1300-JZ1600.
- *European Union*—as the only regional depository in Southern California for all EU publications, the VKC Library has an unambiguous obligation, both within the University and to any external researchers, to collect secondary sources in support of this material. The EU will have twenty-seven member states when further enlargement takes place in 2007, with the addition of Romania and Bulgaria. By 2015, Turkey, Croatia, Macedonia, Albania, Serbia and Montenegro, and Bosnia and Herzegovina could also join the EU. It should be anticipated, therefore, that as the European Union continues to expand, so will research and scholarly interest in this area as a whole. Anticipated growth could be seen anywhere in the collection since there are multiple research contexts applied to studying the EU.
- *International law*—curricular and research needs of specific faculty and of doctoral students in political science and international relations have always dictated attention to collecting materials in the area of international law and human rights law, in particular. However, as the issues such as terrorism and the activities of international organizations, continue to emerge, scholarly research devoted to international law will also grow at a faster pace than in the past. Growth could potentially take place anywhere in the collection depending upon where the issues of international law intersect other topics in the social sciences. However, call number ranges mostly likely affected would be in the K section (law), but specially in the K3240 area and in the JC570-JC575 area.
- *International organizations*—there is continued research devoted to understanding organizational relationships in international contexts. As non-governmental organizations continue to take active roles in negotiating conflicts, directing humanitarian efforts, developing economic opportunities, and pursuing social justice agendas in cooperation with, and in some cases, in opposition to national governments, a parallel volume of literature is generated that explores the impact of these activities on the world stage. There is no single call number range where growth will take place as a result of this increased scholarship, but it will have a general impact in the JC and JX sections.
- *Iraq war*—there is already a significant volume of materials produced about the current conflict in Iraq, which the library has aggressively collected. Much of this falls within the area of terrorism noted below. However, there is also a corresponding growth of materials with a DS79 call number area. These items focus on the history of Iraq and, more critically for VKC, analysis of historical trends leading up to the conflict. As the war continues, there will be more and more scholarship produced that examines its impact on overall world events.
- *Regional issues*—war, trade, disasters and similar phenomena can all contribute to the emergence of a country or region as a focal point for new (or renewed) scholarship. For example, relatively little current affairs research focused on Afghanistan prior to 2001. However, that country and its neighbors are now among a selected number of countries or regions that rest at the core of critical research in international affairs. Substantial growth of resources can be anticipated for the regions of East Asia, South Asia, and

the Middle East under the assumption that trends in world affairs will continue for the foreseeable future. Call number areas would include Ds where contemporary history is classed for each region and the countries within those regions, and the JX area where international studies materials are classified for each region and the countries therein [see also *Iraq War* above].

- *Religion and international affairs*—in the Fall of 2006, the School of International Relations, in partnership with several research centers and programs on campus, announced an initiative to encourage “interdisciplinary research and the development of programs and courses to prepare students for careers in which issues of religious identity and religious norms and values are likely to intervene.” In support of this initiative, greater emphasis must be placed on acquiring scholarly research materials related to international religious affairs. Anticipated areas where growth might be seen is in the BL through the BX call number range (all forms of religion).
- *Terrorism*—this is the new Cold War in terms of an overarching phenomenon that frames much of contemporary world affairs and, subsequently, the attention of researchers and students. Fortunately, the call number ranges assigned to materials about this topic are generally focused in two areas— HV6430-HV6432 and KF9430 (terrorism and international law). Although one of VKC Library’s traditional areas of strength is terrorism and conflict studies, these areas have grown considerable in the past five years. There is every indication that this trend will continue for the foreseeable future.

Political Science

General Framework: At present, the central focus of the department and chief interests of the faculty are encompassed in the following areas of teaching and research: urban politics and public policy; American political behavior and institutions; American public opinion and research methods; minorities and women in politics; contemporary political philosophy; public and constitutional law; the presidency; international organization and administration; foreign security policy; and, human rights. There are geographical limitations placed on how material is collected. The primary emphasis is on contemporary post-Vietnam War affairs. In certain areas, such as comparative politics and political theory, materials dealing with earlier periods of time are acquired. With the general exception of textbooks and dissertations, scholarly materials of all types are collected, including monographs, serials, microforms, government documents, and digital resources. The collecting efforts in domestic political affairs emphasize material either published in or translated to English; materials in other languages are purchased very selectively.

Analysis: Assessing future research and teaching trends that may affect growth in collections related to political science can be difficult because the field is foundational and can be linked to almost all of the other social sciences (i.e., “the political aspects of...”). As a result, growth can literally occur anywhere in the collection beyond the core call numbers of J-JK. Trends are also difficult to discern because, as a foundational discipline, the collection requires acquisition of core texts that fall outside of the general guiding framework of VKC as a current affairs library. However, when considered in terms of being responsive to domestic and world events, several growth trends can be anticipated that relate to the call number range noted above.

- *George W. Bush administration*—related to the topic of political campaigns mentioned below is a corresponding growth in works devoted to examining the Bush Administration. Already an area of measurable growth in the collection, these materials are classified with E902 and E903 call numbers.
- *Immigration*—current policy initiatives have brought the issue of immigration to the forefront. However, California is uniquely positioned in relation to ongoing research on the effects of immigration on society. As a result, continued scholarship should be produced that reflects this trend. Immigration is a topic of particular interest to several disciplines on campus, including social work, education, sociology, and history. The collection in VKC Library, therefore, should be selective, and focused on immigration as a public policy and political issue. Growth may be anticipated in the area of JV6477.

- *Politics and the media*—there must be a clearly coordinated collection development policy between the Cinema Library and the VKC Library and with library faculty responsible for building collections in communications and journalism as it relates to the acquisition of graduate-level research materials examining the relationship between politics and the media. Officials in all levels of government, both domestically and overseas, are beginning to aggressively utilize new forms of communications technology as a means of “getting their message out.” Traditional definitions of media are too limiting; new research is emerging that examines how emerging technologies are impacting voter behavior, campaigning, and political communication. There is already increased scholarship on this topic, and it is likely to increase further as technology becomes more ubiquitous throughout world societies. Given this, growth can be anticipated in JK2280's.
- *Completed and upcoming political campaigns*—this is a trend that peaks and ebbs based on the overall election cycle in the United States. However, peaks in publishing about elections and campaigning tend to be higher after a president has served an eight-year term in office or a significant change, such as occurred after the 2006 mid-term elections. Both the 2006 mid-term elections and the 2008 presidential election will act as catalysts for increased growth in research devoted to understanding campaign and election processes. In general, I would anticipate growth in the call number range of JK1961-JK2248 (electoral system) and the JK2255-JK2391 range (political parties).
- *Voting behavior*—closely related to the topic of political campaigns is general research analysis of voting behavior. This topic seems to be of particular interest among scholars in light of the fact that this is a period in American history with a fairly even split between Democratic and Republican voters. Although I do not anticipate a huge increase in growth in areas related to voting behavior, some increase may occur beyond past patterns due to the recent mid-term election results. The call number range most affected would be from JK1961 to JK2248.

Public Administration

General Framework: The collection emphasis is on personnel management, organizational theory, public policy, public and non-profit management, and ethics in government. Additional coverage is included for environmental and natural resources management, administrative law, and comparative public administration. There are no geographical limitations, but particular emphasis is placed on European countries in support of the European Union documents collection. With the exception of administrative theory and ideology and classic texts in public administration, only mid- to late twentieth century and current materials are covered. Holdings consist largely of scholarly serials, monographs, and collections of essays or conference proceedings. Individual titles of institutionally sponsored research papers may be acquired on a case-by-case basis. Materials in public policy and public administration at a professional and practitioner level are selectively purchased. Collecting efforts in domestic public administration emphasize material either published in or translated to English. Materials in major European languages are purchased highly selectively, except in support of the international documents collection.

Analysis: A critical area of curricular focus and research for the School in the next five years is to continue to pursue the exploration of the political, administrative, and economic dimensions of public/private sector relationships in society. In a broad sense, this refers to public policy-making, but with attention given to how public institutions are shaped, in part, by the private sector and vice-versa. It also relates to analyzing the development of both formal and informal networks, coalitions and alliances among organizations in society. Several potential growth areas were identified as a result of my discussions with the Dean.

- *E-government*—often referred to as “digital democracy,” this topic is closely related to the issue of politics and the media mentioned above, but it is more focused on the ways in which government at all levels utilizes technology to improve service to the people. Research in this area may include government portals, security and confidentiality, the application of citizen-centric information systems and analysis

of the legal and ethical issues affecting e-government, the economics of e-government, applications of e-government, and accountability in e-government. This is a relatively new area of scholarly research which will grow considerably as web-enabling technology continues to be utilized in the public sector. Materials specifically focused on e-government begin with the call number JF1525. However, because this issue intersects a variety of research areas, new scholarship on this topic could emerge anywhere in the collection. Some collaboration with the Cinema/Television Library will also be required.

- *Environmental and energy policy*—these two issues are closely linked, although the VKC Library pays particular attention to collecting environmental policy materials in support of the research and curriculum of the environmental studies program at USC. Environmental and energy policy rests at the core of current research focused on exploring the political, administrative, and economic dimensions of public/private sector relationships in the United States and abroad. In short, public/private relationships are often forged and negotiated over issues of energy policy and the environment. This will likely remain true for the foreseeable future. Growth in the area of environmental studies can be anticipated in GE155-GE190 range, which includes materials in environmental policy, environmental movements, and environmental management. Growth in the area of energy policy can be anticipated under the call number range HD9502-HD9502.5. Collection management in both areas will require close coordination with the Science Library.
- *Non-profit management*—this field of study is an extension of research about the development of networks, coalitions and alliances among various organizations in society. Many of these organizations are non-profit entities that shape public policy in increasingly sophisticated ways. As a result, there is a relatively small but measurable growth in research focused on how these organizations are managed and regulated. Parallel levels of growth will likely be seen in the HD30-HD60 call number range.
- *Organizational networks*—this topic is difficult to examine in relation to potential areas of increased attention among scholars because subsequent growth in publications may occur anywhere in the J call number range that examine the relationship between political institutions and public administration, both domestically and overseas. For example, if framed in the context of public management reform, anticipated growth could be anticipated under the JF1351 call number. It is crucial to recognize, for collection development purposes, the importance of this area of research for one of our primary constituents. However, because this subject has not yet matured, it is difficult to delineate specific areas of anticipated collection growth beyond general organizational theory and public management. Continuous scanning of the research will reveal any discernable trends that may impact future collection development.
- *Public safety and risk assessment*—these issues relate to terrorism, homeland security, and disaster preparedness at the federal, state, and local level. As a result, emergency management and the study of risk are becoming topics of increasing interest among scholars. This trend will continue, and likely increase, in the foreseeable future. Anticipated growth likely will occur, in particular, under the call numbers GB1514 and HV6432. Additional growth will likely take place in areas where the concept of risk and emergency management apply to specific issues, such as bioterrorism, criminal law, or law.

Urban and Regional Planning

General Framework: The planning curriculum has at its core the study of urban and regional theory, planning history and theory, and planning methods. The American experience is emphasized but material is collected to support academic program initiatives in Asia and Europe. Concentrations include land use, real estate development, economic development, information systems in planning, transportation planning, environmental planning, social justice issues, and international planning. Overlap with other subjects include architecture, business, environmental studies, geography, history, political science, public administration, and sociology. Traffic engineering items are split between Seaver Science Library and VKC Library depending on whether the emphasis is engineering [Science] or policy planning [VKC]. The Architecture Library also

maintains a collection of regional architecture journals that are sometimes used by faculty and students from SPPD. Publications from the United States, Canada, and selected western European countries are acquired based on research and curricular emphasis within the School. Special attention is paid to materials about the Southern California region. Primary focus is on twentieth century and current materials with items about earlier time periods acquired selectively. With the general exception of dissertations and course textbooks, scholarly materials of all types are collected, including monographs, serials, microfoms, government documents, and digital resources. English is the primary language of the urban planning collection with major western European languages acquired selectively. Relevant titles in English from Asian countries may be acquired independently by the East Asian collection. Occasional solicitation of municipal planning commissions in the Southern California region may be conducted to maintain the planning documents collection.

Analysis: This is a dynamic field of study that anticipates future trends as well as examines contemporary issues and historical contexts. Among all of the primary constituents served by VKC, this discipline produces the least amount of materials by volume, both in-print and digitally. However, the field generates unique and specialized practitioner research in the form of urban planning documents and other public sector materials. Acquiring more of these items could, in theory, apply to the projected areas of growth outlined below. However, until the USC Libraries has personnel committed to cataloging these materials, thereby making them accessible, analysis of projected areas of growth will apply primarily to non-specialized materials.

- *Eco-development and urban ecology*—although related to the issue of sprawl, eco-development and urban ecology relates in broader terms to research on the idea of sustainability development and the responsible management of resources. Already a topic of significant research analysis, this area of study will likely increase as scholars continue to seek ways to address, for example, the problems of public health and pollution, environmental restoration, and waste disposal. Much of this research is appearing in the HT241 call number area and increased growth will likely occur here.
- *Social justice*—in general, this can be understood as the study of social well-being in different locational contexts. Research also looks toward the understanding of challenges related to economic development, environmental quality, distributive politics, and population changes in urban environments. Specific social and cultural trends such as immigration, in particular in California, will likely lead to increased research in these areas. Unfortunately, growth could occur anywhere in the collection depending upon how the issue of social justice is applied to urban contexts. Nevertheless, the field requires close monitoring and will increase the general collection in the HT section of the library.
- *Transportation*—this is already a strong part of the teaching and research of the School of Policy, Planning, and Development and encompasses analysis of all forms of transportation. However, the School will place even greater emphasis on transportation policy in the future. Anticipated growth will likely occur in the general call number range of HE1 - HE5000, with exception of traffic engineering in HE331-HE380. The latter materials are collected and maintained by the Seaver Science Library.
- *Urban sprawl*—this phenomenon relates, in general, to the idea of unchecked land development at the fringes of metropolitan areas and its impact on quality of life and the environment. As populations move and increase, this issue will continue to be a topic of interest to researchers, as will related topics such as urban renewal and local “smart growth” initiatives. Anticipated areas of growth will be under the call number HT384 (cities and towns–growth).

Targeted Areas for Reducing the Collection

Deselection of materials [“weeding”] in the collection as it is referred to in this report encompasses three general approaches—discarding materials, sending items to storage, or transferring titles to other libraries. In the VKC Library, much like other libraries on campus, the reasons for permanently removing (discarding) materials are generally due to, (a) the materials becoming obsolete and no longer relevant to the research and education mission of the University; (b) they are damaged beyond repair, or (c) there are multiple copies and only one copy is needed in the overall collection. Items from VKC Library are sent to storage because they continue to hold value to our patrons but are out-of-scope in relation to the mission of primarily being a current affairs library. Items are also sent to storage that are core to any Carnegie RU/VH institution (Research Universities—very high research activity), but that do not relate directly to current research efforts or the curriculum of our primary constituents. Items in VKC Library are often transferred to other library units because they were mistakenly designated for our collection, or during the deselection process, it is determined that the item has continued value but that it is more appropriate to place the item with materials housed in another library.

The decision to discontinue access to an electronic resource may include one or more of the following considerations: dramatic increase in cost of the resource; a change in the interface that makes it difficult to use; data showing there is little or no use; the emergence of a superior product; or, evidence showing that the content is not kept current and/or reliable. Below are specific areas of the collection where reduction in materials could take place.

Criminal justice, penology, and police science—all of these interrelated topics have a reduced emphasis within the School of Policy, Planning, and Development, although a core curriculum and research emphasis remains robust. Efforts are already under way to reduce this area of the collection in consultation with the library faculty subject specialist for social work. Deselection generally encompasses either sending little used or obsolete titles to storage or transferring materials to Doheny. Much of this material still has high relevance to students and faculty in the School of Social Work and, therefore, attention must be paid to how materials are removed from the collection. The primary area of reduction is in the HV call number area. There are very few subscriptions to electronic resources in this area of study which U.S.C. Libraries. However, those that do exist will be maintained in support of the social work curriculum.

Hospital management—for a time, materials focused on the management and administration of health care service providers was collected as part of the overall focus on health care administration within the School of Policy, Planning, and Development. Even though there is a continued research and teaching emphasis on this subject, focus on collecting materials that examine the management and administration of hospitals and other health care facilities are no longer emphasized as strongly. In addition, the Norris Library has been and continues to be collecting materials in this area. Reduction will correspond to the RA 971 call numbers primarily, but reductions could be seen anywhere in the RA section [“public aspects of medicine”]. Most of the relevant electronic resources that cover hospital management and related topics are funded by the Norris Medical Library and, therefore, are not governed by efforts to manage the collection in the VKC Library. Selected materials that focus on health care policy and the political aspects on health care provision will continue to be acquired, in particular, as it relates to domestic policy and policies in Europe that support our European Union depository. Because of an on-going need to support health care management research in the School of Social Work and the School of Gerontology, no subscriptions to electronic resources will be cancelled.

Space law—although this area of international law continues to receive attention in academe, evidence suggests that this area can be weeded significantly. Much of the recent scholarship on international space law was written during the Reagan era when his administration attempted to develop a space-based missile defense system [“Star Wars”]. However, current research, at least as it is reflected in the current curriculum does not justify keeping historical texts in the VKC Library. Reduction will focus on the KZD call number. There are no subscriptions to electronic resources covering this field of study in the U.S.C. Libraries.

Law of the sea— the law of the sea and maritime law materials analyze, for example, fishing treaties among nations, oceanic boundary disputes, and rules governing passage of foreign ships through territorial waters. There was an attempt to collect broadly in this area at one time. However, no current evidence exists to suggest that maintenance of this material in VKC should continue, except in regard to selective acquisition when law of the sea intersects with issues of terrorism. Reduction of law of the sea materials will generally be seen within the KZA call number area. There are no subscriptions to electronic resources covering this field of study in the U.S.C. Libraries.

Pre-Ronald Reagan political and international affairs [selective]—under the broadly defined guiding principle of maintaining VKC Library as a current affairs resource and learning center, the largest segment of the collection to consider weeding are materials published prior to the Reagan Administration. In fact, the vast majority of items in this category will be sent to storage or transferred to Doheny as material with greater value to students and faculty in historical studies. This is in no way to suggest that all titles published before 1980 lack value in terms of continuing to make the item accessible in the VKC Library or as an electronic resource that should be promoted to one or more of our constituents. However, materials that focused on specific events or issues prior to the Reagan era, such as the Watergate scandal, are now of more value to historians than most of the students and researchers who regularly use the VKC Library. These items remain important in establishing important historical contexts but, as such, should be considered for transfer to the Doheny Library so that they can reside adjacent to other materials focused on past events and issues. There is no specific call number area or areas impacted by this weeding strategy, although efforts could begin in the D, E, and F call number areas. Essentially, the process of deselection and transfer of selected pre-1980 materials encompasses the entire collection. This area is too broad to consider cancelling access to any databases.

Transitions to Digital Formats

The collections in VKC Library must be managed responsibly and in a manner that supports the teaching, research, and learning needs of our primary constituents. A critical variable influencing assessment of the collection is the transition of materials to digital formats, most notably scholarly journals, statistical databases, government documents, and selected books. Each member of the library faculty serves as a catalyst for the creation, management, and delivery of digital content in support of the academic units served by VKC. This responsibility is particularly critical at this point in time because of the new importance USC has placed on distance and distributed education. The recent declaration by the Provost “that all academic departments or interdisciplinary programs should eventually offer sufficient distance learning curricula” demonstrates clearly the University’s commitment to providing off-site educational opportunities. As a result, it is safe to assume that each of our primary constituents will commit to expanding or developing new programmatic options in distance learning in the next five years. What follows is an examination of trends in scholarly communication within the applied social sciences and their implications for on-going development and maintenance of the collection in the VKC Library.

Distance Education Library Services and Collections

The acquisition of digital resources is essential if the library is to meet the learning and research needs of students enrolled in distance education programs sponsored by our primary constituents. The information needs of students enrolled in distance learning programs is the same as students enrolled in classes on campus. However, there are several critical issues associated with serving distance learners. A primary concern related to collections is the need for 24/7 access to electronic resources and efficient, timely delivery of the library's print materials. Non-residential students must have unfettered access to all the online resources that on-ground students have access to. With this in mind, contracts with organizations that provide digital resources purchased specifically to meet the needs of students in the applied social sciences must be negotiated on a case-by-case basis. Some vendors base their pricing on total FTE students or number of simultaneous users. Subscription prices tend to be based on site or IP addresses, which means that adding other sites will increase the price. In addition, there are legal considerations when dealing with distance learning programs. Most educational contracts specifically forbid commercial and alumni use. In an effort to meet the needs of distance learners, the library must strive for consistent full-access in vendor contracts.

Registered distance learning students and faculty who need print-based library materials from the VKC Library, such as books and articles from older journals, can request delivery of these items through the Interlibrary Loan department just as they would for materials not owned by the USC Libraries. Another accommodation that is commonly made for distance learners is negotiating access to library resources and services in communities in or near where the student resides. Given the specific research needs of students enrolled in the programs of our primary constituents, library faculty will also need to help students identify and have access to collections in other communities that are similar to those found in the VKC Library.

Strategies for Expanding Digital Collections

General Framework: Digital collections refer to three broad categories of resources: purchased or licensed material, such as electronic journals or databases, material that has been reformatted (digitized), and online directories containing links and pointers to Internet resources of significant scholarly value. Purchased or licensed materials are generally acquired from commercial vendors, government agencies, non-profit organizations, professional societies, or institutions engaged in furthering the creation of new knowledge. This material is not owned by the library in the same sense that a printed book or journal may be owned in perpetuity but, instead, the library has acquired specific rights to the material on behalf of the user. Reformatted materials generally refers to digitized collections produced by the U.S.C. Libraries or another unit on campus and providing access to that material because it is of value to our primary constituents. In the future, it is hoped that this form of material will also include collections digitized in-house by the VKC Library faculty and staff. Expanding access to digital collections also refers to the creation of specialized web directories and resource pages that link to scholarly resources on the Internet, arranged and maintained in such a way as to facilitate the research endeavors of the library's primary users.

Although documented support and demand from students and faculty significantly increases the priority for acquiring and maintaining electronic resources, general priority is given to acquiring access to digital resources when they offer significant added value over print equivalents. This added value may be a resource offering more timely availability of content, more extensive content, greater functionality (e.g., the ability to invoke linkages to local and/or related resources), greater access because the resource can be delivered universally, rapidly, remotely, and at any time, improved resource sharing due to the ubiquity, and increased archiving, preservation, and replacement capability.

It should not be assumed that cost savings are always realized when choosing an electronic resource over its print equivalent. For example, costs are incurred when paying invoices and cataloging resources regardless of the item's format. Nevertheless, although removing discarded items from the online catalog cost essentially the same, there are added costs incurred when discarding a print item because it must be physically secured and processed for removal. Staff time devoted to processing items identified for transfer to another library also only applies to print materials. Print serials, such as journals, incur additional costs because of the time needed to process individual issues, to shelve the issues, to bind them, and to claim missing issues. Digital resources also do not incur replacement costs associated with water, mold, insect or other forms of physical damage, although access to these collections can be interrupted in ways that do not apply to the print collection [a power outage, for example].

A significant cost associated with digital materials that do not apply to print materials is the need to constantly monitor items for broken or redirected links. This is because commercial vendors do not consistently inform libraries when a link is changed. Verifying and correcting links extends throughout the life of the item or as long as the library commits to accessing its contents electronically. Therefore, costs related to monitoring and correcting broken links will likely increase as more material is acquired in digital formats. In addition, due to the existence of long-established and proven methods for preserving and archiving print and other traditional-type material, these costs can be readily measured. Preservation of digital collections pose unique and significant challenges that cannot be ascertained with great accuracy because long-term preservation of the digital resources requires investment in both infrastructure and digital content management. In addition, the lifetime of many digital devices has yet to be determined. As with any type of material, it is important that these potential cost factors are considered prior to acquiring the item or collection. As noted in the collection development policies of the University of Texas system, important questions to consider when purchasing a digital resource are: (1) does the library have the necessary overhead resources (equipment, staff, space, etc.) necessary to support the resource? (2) do library users have the necessary resources to utilize the content? (3) does the license or contract for the resource meet the library, university, and state requirements? (4) is the vendor reliable, is the format stable, and can the library utilize the resource (linking, archiving, etc.) in the ways our users need? and, (5) does the digital product adhere to the best practices of current collection management practice (including, but not limited to, appropriate retrieval software, a well-designed interface, appropriate format and linking options, a properly reliable delivery mechanism, authentication and security designs that meet library needs, a library-friendly approach to fair use and copyright, quality statistical reporting, appropriate technical support, assurances of rights to permanent access, and appropriate licensing terms).

Finally, it is important to note, in the context of acquiring and maintaining digital resources, that the VKC Library supports Article 19 of the *United Nations Declaration on Human Rights* which establishes, in part, that to "...receive and impart information and ideas through any media and regardless of frontiers" is a fundamental human right. As such, in conjunction with USC Libraries's overall commitment to obtaining access to scholarly digital collections, the library will aggressively facilitate availability to open access journals and other scholarship on the Internet. Open access refers to the elimination two kinds of access barriers commonly found with digital materials produced by commercial publishers: price barriers and permission barriers associated with restrictive use of copyright, licensing terms, or software that stands between online information and requesting users, including encryption, user-identifying metadata, and plug-ins for the user's browser. The open access movement is particularly robust in the fields of international relations, political science, and their related subdisciplines and will grow significantly in the future. The VKC Library should not only make open access research available, but encourage our primary constituents to submit their research to open access journals and archival sites.

Analysis: A growing volume of scholarly research in each of the disciplines served by VKC is now available in digital formats. This fact must be incorporated into any strategy for building and maintaining the overall collection in VKC Library. Although specific cost savings may be realized as more materials are acquired exclusively online, there are also hidden or unknown costs that must be addressed before considering acquisition of digital resources. In general, the focus is to develop, maintain, and/or archive digital resources that have a scholarly, graduate-level focus. Access to non-scholarly resources of particular interest to our primary constituents will also be purchased or made available through online directories and other web link pages. To make the most of available funds, VKC does not purchase application software unless it is needed to retrieve information stored in an electronic resource that is purchased by the library. The library does not purchase entertainment software unrelated to curricular needs. Regardless of the type of digital resource acquired, accommodation of multiple users and access from remote sites should be a provision of all purchase agreements and licensing in order to serve the needs of distance learners and researchers. In most cases, the preferred format of access to digital resources is online, web-based (as opposed to a cd-rom, for example).

- *E-Journals*—as with print journals, e-journals require a long-term commitment from the library in terms of financial and human resources to acquire and maintain. The VKC Library subscribes to an e-journal only if it is full text. In order to bring resources to the desktops of our users, all new journal subscriptions will be acquired online only or online and in print if the subscription is bundled together and separate online subscriptions are more costly. If contents of print copies and electronic versions have any differences, then print copies are always retained and bound. Where there is a compelling reason, such as the print is the only choice or there is user demand for paper copies, the library orders print materials. VKC Library will continue to provide print subscriptions for high use items and for current titles that are not yet electronic.
- *E-Books and E-Book Collections*—emphasis will be placed on acquiring digital access to scholarly, graduate-level texts bundled together by reliable publishers, such as Sage, Kluwer, and Elsevier, that publish a significant number of books in the applied social sciences. The library will acquire individual e-books when there is specific demand from patrons. Whenever possible, e-books and e-book collections should be purchased with the right to maintain access in perpetuity, the option to select single e-book titles from vendor packages, be available for general circulation and interlibrary loan, possess high standards in terms of format, user-friendly access, and adherence to Open Book Forum Standards, and access from most library sites on campus. E-books that are leased are most appropriate for titles that have high use and a short shelf life.
- *Statistical Databases and Data Sets*—a significant and growing number of statistical resources in the social sciences are becoming available electronically. Acquisition of these resources include both the one-time purchase of data sets and subscriptions to statistical databases provided by commercial vendors, government agencies, or non-governmental organizations. General guidelines for data acquisition include relevance of the data to research and teaching among the primary constituents of the VKC Library; current and potential user demand; format of the data; restrictions on the use of the data; adequate documentation; quality of the data; quality of the search software, when applicable; and, data producer reliability. Emphasis is placed on acquisition of statistical resources with user-friendly interfaces and data that can be easily manipulated using conventional data analysis software packages, such as Excel, SAS or SPSS.
- *Special Collections*—obtaining access to specialized collections generally refers to reformatted or digitized collections produced by the U.S.C. Libraries or another unit on campus and providing access to that material because it is of value to our primary constituents. VKC Library will only purchase special collections online if the collection is unique or it provides access to material that is otherwise difficult to use, such as maps or microfilmed materials. Expanding this area of the collection also refers to online access to special collections produced at other institutions that are relevant to the research needs of our users. Digitized special collections will in the future refer to the production and preservation of unique collections housed in the VKC Library, most notably the urban planning document collection.

- *Compact Disks/Diskettes/Other Multimedia*—in general, these formats are not collected, although many unsolicited compact disks are still received as part of the library's depository agreements with the European Union, the United Nations and the U.S. government. Multimedia that accompany print materials are retained only if the content is supplemental to the text.

Conclusion

This report establishes a framework for administrating how best to assess the VKC Library collections in approximately the next five years, particularly in regards to anticipating areas of growth and areas where collections may be reduced. It should be considered a snapshot of current collection maintenance goals, with the intention being that comprehensive analysis of the collection should be conducted at regular intervals in order to keep up with changes in current domestic and world affairs and the trends in research that parallel these issues and events domestically and overseas. The principles guiding the acquisition and deselection of materials apply to both print and electronic materials. However, the continued growth of digitized research resources, coupled with the University's commitment to establishing distance and distributed programmatic options, also mean that greater emphasis will be placed on considering digital resources for purchase, when this choice is available and additional costs are not incurred. Although much of this report focuses on assessing potential areas of growth in the collection, it should be noted that the preservation of existing materials, regardless of where they are housed, must be pursued concurrently with the on-going maintenance of the collection. Ideally, preservation decisions need to be made at the time of acquisition into the collection. Nevertheless, as materials are transitioned out of the library, special attention should be made to indentifying items that may be candidates for transfer to the Department of Special Collections, the University Archives, or identified for possible digitization and placement on the web.