ADULT & CAREER EDUCATION
COLLECTION DEVELOPMENT POLICY STATEMENT

I. PURPOSE AND PROGRAM DESCRIPTION

A.   Library Collection Development Objective

The library acquires materials in the areas of adult education, business education, human resource development, information technology, technical education, workforce education and training, and administrative services and technical leadership to support the coursework of the student body and the research needs of the faculty in these subject areas.

B.   Description of User Groups Supported

User groups supported include undergraduates, master's students, and faculty. All programs are essentially online (just a few service courses offered on-campus).

C.   New and Expanding Areas of Interest

New and expanding programs are now offered at the undergraduate level in Human Resource Development and Technical Leadership. Distance learning continues to expand in scope. Areas of diminishing interest are in vocational education and business education.

D.   Areas of Established Specialization

Adult education, career and technical education, human resource development, technical leadership, workforce training, information technology are all areas of programmatic strength in our department.

II. TREATMENT OF SUBJECT DEPTH

A.   Treatment of Depth

SUBJECT SUBDIVISIONS	COLLECTING LEVEL
Adult education	4
Business—Data processing	2
Business communication	2
Business mathematics	2
Business writing	2

Business education	2
Career education	4
Continuing education	3
Desktop publishing	2
Diversity in the workplace	3
Functional literacy	2
Job hunting	3
Leadership	4
Occupational training	3
Office practice	2
Professional ethics	3
Records—Management	2
Technical education	3
Technology--Study and teaching	3
Vocational education	1
Work—Psychological aspects	4

B. Specific Delimitations

Formats collected: Journals, and Dissertations: extensively. Microformat collections, Monographs (eBooks preferred), Proceedings, and Reference tools: selectively. Maps and Media: excluded.

Imprint dates collected: Current: extensively, 20th century, 19th century: selectively. Earlier: excluded.

Chronological focus: Current: extensively. 20th century, 19th century, selectively. Earlier: excluded.

Languages collected: English.

Place of Publication: United States: extensively. Elsewhere: selectively.

Significant Publishers:
Association for Career and Technical Education Research
Association for Career and Technical Education
American Association for Adult and Continuing Education