Guidelines for Criminal Justice

Collection Analysis and Investment

Last updated August, 2013

Table of Contents

1. Purpose
2. General Collection Guidelines
   A. Language
   B. Chronology
   C. Geography
   D. Publication Date
   E. Treatment of Subject
   F. Types of Materials and Formats
3. Area Resources
4. Related Subject Policy Statements
5. Subjects and Collecting Levels
6. Methodology

1. Purpose.

To support research and teaching in the undergraduate justice and risk administration programs and in the graduate professional master's program in administration of justice and forensic science. Study in the master's program also can lead to students earning a post-baccalaureate certificate in criminal justice administration. Specific areas of program concentration in administration of justice are: law enforcement, juvenile justice, corrections, legal studies, and forensic science. Areas of concentration in risk administration include: occupational safety and health, security administration, and transportation safety.

2. General Collection Guidelines.

A. Language.

English is the primary language of the monograph collection. Foreign journal titles are acquired only if the majority of the articles are in English.
B. Chronology.
Because the curriculum is directed toward developing knowledge, skills, and abilities required by middle managers or highly specialized professionals, collection emphasis is on, primarily, current materials; however, certain areas such as comparative justice systems and legal studies will require materials dealing with earlier periods.

C. Geography.
Major focus is on the United States and Great Britain. Some comparative criminal justice systems material is collected.

D. Publication Date.
Emphasis is on materials published since 1960. Retrospective purchasing is selective and may involve microform, reprints, and photocopies rather than the original format.

E. Treatment of Subject.
Selection is tied directly to the administration of justice curriculum on comparative justice systems, legal studies, corrections, juvenile justice, law enforcement, and forensic science. Primary sources, such as statutes, administrative codes, regulations, and case law, are collected selectively at a federal level and more broadly on a regional and local level. Secondary sources (finding aids) such as digests, citators, reviews, and legislative histories are collected selectively at a national level and more broadly on a regional and local level.

Some introductory and general legal readers, casebooks, and almanacs for the layman are purchased. Upper level texts are selectively purchased. Biographies and collections of legal opinions may be purchased. Practitioner oriented materials, such as guides, policy statements, procedural and technical manuals are selectively purchased. Undergraduate texts, juvenile and popular texts are not acquired.

Selection also directly supports the risk administration curriculum. Practitioner oriented materials, such as guides, procedural and technical manuals, national codes, and policy statements are selectively purchased. Upper level texts may be selectively purchased. Introductory undergraduate texts are not collected.

F. Types of Materials and Formats.
Monographs and serial publications are the most commonly acquired type of publication. This includes dictionaries, indexes, abstracts, encyclopedias, and specialized bibliographies. Transactions, proceedings, dissertations, and theses are selectively purchased. Major microform or print collections are acquired selectively if they significantly serve to strengthen present collections and if funding permits. Microform research collections, films, videos, slide collections, kits, audio-cassettes, databases, data sets, and software providing instructional support may be selectively acquired. The publications of the United States and Virginia are of primary interest and are collected extensively by the Government Documents Department.

3. Area Resources.
Students and faculty should be aware of other libraries in Richmond that also support this program. They are the University of Richmond Law Library, the state Division of Criminal Justice Library, and the Virginia State Supreme Court Library.
4. Related Subject Policy Statements.
SRA faculty and students share interests with other disciplines, among them, public administration, health administration, social work, urban studies and planning, and industrial hygiene.

5. Subjects and Collecting Levels.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Call Number Range</th>
<th>Present</th>
<th>Desired</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Safety and Hygiene</td>
<td>HD7260-7275; HD7653-7656; T49-56.8</td>
<td>C1</td>
<td>C1</td>
</tr>
<tr>
<td>Disaster Planning</td>
<td>HV553-639</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>Safety Planning</td>
<td>HV650-667</td>
<td>E</td>
<td>D</td>
</tr>
<tr>
<td>Accident Prevention</td>
<td>HV675-680</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Criminology</td>
<td>HV6001-7220.5</td>
<td>C1</td>
<td>C1</td>
</tr>
<tr>
<td>Crime and Delinquency Prevention</td>
<td>HV7431</td>
<td>C2</td>
<td>C1</td>
</tr>
<tr>
<td>Law Enforcement, Police Administration</td>
<td>HV7231-8290</td>
<td>C1</td>
<td>C1</td>
</tr>
<tr>
<td>Crime Analysis (Forensics)</td>
<td>HV8073-8079</td>
<td>C2</td>
<td>C1</td>
</tr>
<tr>
<td>Traffic Planning and Enforcement</td>
<td>HV8079.5-8095.55; TL152-173</td>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>Corrections, Offender Treatment</td>
<td>HV8301-9920.5</td>
<td>C2</td>
<td>C1</td>
</tr>
<tr>
<td>Jurisprudence</td>
<td>K1-487</td>
<td>C2</td>
<td>C1</td>
</tr>
<tr>
<td>Comparative Criminal Justice Systems</td>
<td>K5000-5570</td>
<td>C2</td>
<td>C1</td>
</tr>
</tbody>
</table>
6. Methodology.

ULS' collection was assessed quantitatively by list checking the following general and specialized bibliographies:


Social Science Citation Index Journal Citation Reports. 1987. Philadelphia: ISI, 1988.