

ADULT AND CAREER EDUCATION COLLECTION DEVELOPMENT POLICY STATEMENT

I. PURPOSE AND PROGRAM DESCRIPTION

A. Library Collection Development Objective

The library acquires materials in the areas of vocational education, business education and technical studies, administrative services and trade and industrial education to support the course work of the student body and the research need of the faculty members in these subject areas.

B. Description of User Groups Supported

The Department of vocational Education offers the following degrees: A.A.S. Information Processing, A.A.S. in Technical Studies, B.A.S. in Technical Studies, a B.S. in Administrative Studies, a B.S.Ed. in Business Education, a B.S.Ed. in Technical Trade, and Industrial Education, a B.S.Ed. in Business Education and Vocational Education, a Ed.S. in Business Education, and Ed.D in Adult and Vocational Education. The library supports the curricular needs of these programs for students and faculty.

The business education program is structured to provide a sound foundation in teaching methodology and knowledge of business education content which will lead to success in teaching business education subjects at the secondary and post-secondary levels. The ultimate goal of the major program of study is to meet the professional licensing requirements in business education.

The technical, trade and industrial education program is designed for students with strong backgrounds in technical areas as in the crafts and trades with a background which will allow extensive credit to be awarded, based on occupational expertise. Course work is geared primarily toward training and development in an industrial or military setting, post secondary technical teaching or meeting the requirements for secondary and Trade and Industry teaching certification.

The purpose of the degree in Administrative Services is to equip students with the technical, communications, and human relations skills needed for success in office careers. The curriculum of this program prepares students not only for entry level office administrative positions, but also

provides a broad base of business-related courses which may serve as the foundation for career advancement into office management positions.

The A.A.S. cooperative programs with Valdosta Technical Institute is offered to provide an articulated program of study to individuals who have diplomas, certificates, or degrees from technical institutes and culminates in an associate degree.

The Vocational Education curriculum as a whole is designed to foster an intellectual climate that encourages critical and independent thinking among the undergraduate and graduate students. At the masters, specialist, and doctoral levels it is important that all of the programs enable students to improve upon teaching methodology and to provide training in vocational leadership and administration.

C. New and Expanding Areas of Interest

The Ed.D. in Adult and Vocational Education is new. Distance Learning is also a new and expanding area.

D. Areas of Established Specialization

Areas of established specialization are business education and adult and vocational education.

II. TREATMENT OF SUBJECT DEPTH

A. Treatment of Subject Depth

The library collects materials in the following subject areas primarily at the Basic Study or Instructional Support Level (3A), but also at the Research Level (4).

SUBJECT SUBDIVISIONS	COLLECTING LEVEL
Business Education	4
Vocational Education	4
Administrative Services	3A
Technical Studies	3A
Technical, Trade, and Industrial Education	3A

B. Specific Delimitations

Formats collected: Annuals, serials, audiovisuals, dissertations, microformat, monographs, periodicals, reference tools, and textbooks will be collected extensively. Electronic resources are collected selectively, and maps are excluded.

Imprint dates collected: Current extensively; 20th century selectively.

Chronological focus: Emphasis on current research.

Languages collected: English extensively; All other languages selectively.

Places of publication: North America extensively; Some purchased materials may focus on business etiquette in foreign countries.