

# COLLECTION LEVELS

<b>COLLECTION LEVEL</b>	<b>DEFINITION</b>
	<p style="text-align: center;"><b>MINIMAL INFORMATION LEVEL</b></p> <p>In a collection at the minimal information level, few selections are made beyond the basic works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected. The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn. Classic or standard retrospective materials may be retained. There are two minimal information levels.</p>
<p style="text-align: center;"><b>#1A</b></p> <p style="text-align: center;"><b>MINIMAL INFORMATION LEVEL, UNEVEN COVERAGE</b></p>	<p>Few selections are made; there is unsystematic representation of the subject.</p>
<p style="text-align: center;"><b>#1B</b></p> <p style="text-align: center;"><b>MINIMAL INFORMATION LEVEL, EVEN COVERAGE</b></p>	<p>Few selections are made; basic authors, some core works, and a spectrum of ideological views are represented. Can support fundamental inquiries.</p>

<b>COLLECTION LEVEL</b>	<b>DEFINITION</b>
	<p style="text-align: center;"><b>BASIC INFORMATION LEVEL</b></p> <p>To more broadly introduce and define a subject and to indicate the varieties of information available elsewhere; the following are included: limited collection of monographs and reference works, a limited number of owned or remotely accessed electronic bibliographic tools, texts, data sets, etc. The collection should be frequently and systematically reviewed for currency of information and superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained. A basic information level collection can support the needs of the general reader through the first two years of college instruction. There are two Basic Information Levels:</p>
<p style="text-align: center;"><b>#2A</b></p> <p style="text-align: center;"><b>BASIC INFORMATION LEVEL, INTRODUCTORY</b></p>	<p>The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.</p>
<p style="text-align: center;"><b>#2B</b></p> <p style="text-align: center;"><b>BASIC INFORMATION LEVEL, ADVANCED</b></p>	<p>At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals and indexes that serve to introduce and define a subject. Access to appropriate bibliographic databases (online or CD), a selection of editions of important works and a greater quantity and variety of materials is typical. This level is sufficient to support the basic informational needs of the community college student.</p>

<b>COLLECTION LEVEL</b>	<b>DEFINITION</b>
	<p style="text-align: center;"><b>STUDY OR INSTRUCTIONAL SUPPORT LEVEL</b></p> <p>To impart and maintain knowledge about a subject in a systematic way, but at a level of less than research intensity; The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine readable data files, and the reference tools and fundamental bibliographies pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained. There are three study or instructional support levels:</p>
<p style="text-align: center;"><b>#3A</b></p> <p style="text-align: center;"><b>BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL</b></p>	<p>Provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area; The collection includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and subject based indexes, the fundamental reference and bibliographical tools pertaining to the subject. The basic level supports the lower division undergraduate courses.</p>
<p style="text-align: center;"><b>#3B</b></p> <p style="text-align: center;"><b>INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL</b></p>	<p>Includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical tools pertaining to the subject; The materials are adequate to support advanced undergraduate course work. This level is not adequate to support master's degree programs.</p>

<b>COLLECTION LEVEL</b>	<b>DEFINITION</b>
<p style="text-align: center;"><b>#3C</b></p> <p style="text-align: center;"><b>ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL</b></p>	<p>Provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials, a substantial collection of works by secondary figures; works that provide more in-depth discussions of research techniques, and evaluation. This level collection can support master's degree level programs as well as other specialized inquiries such as those of subject professionals.</p>
<p style="text-align: center;"><b>#4</b></p> <p style="text-align: center;"><b>RESEARCH LEVEL</b></p>	<p style="text-align: center;"><b>RESEARCH LEVEL</b></p> <p>To provide a collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research. There is only one research level.</p>
<p style="text-align: center;"><b>#5</b></p> <p style="text-align: center;"><b>COMPREHENSIVE COLLECTION</b></p>	<p style="text-align: center;"><b>COMPREHENSIVE LEVEL</b></p> <p>A collection in which a library endeavors, so far as is reasonably possible, to include all significant works or recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts. There is only one comprehensive level.</p>