



Cardinal Carter Library Social Work Collection Policy

Date: October 2014

Subject librarian: Emma Swiatek

Objective:

The Social Work collection is intended to support the instructional programs of the School of Social Work. The collection must offer substantial support for teaching and research to the master's level as well as support for faculty research. The School's dual commitment to preparing students for professional social work practice and graduate studies in social work implies that the holdings should focus most strongly on current social work practice, theory and Canadian social welfare concerns.

Language(s):

English is the primary language of the collection; occasional French (Canadian).

Date of publication:

Current (in-print) publications are preferred.

Chronological coverage:

The collection is primarily recent material, but with some historical focus.

Source of publication:

Canadian, American, British, Australian and English speaking communities worldwide are preferred. Special attention is paid to the limited amount of Canadian publishing on social work. Materials published in European Union countries are purchased selectively, upon request, and as funds permit.

Format:

Print and electronic books, periodicals, databases and selected textbooks are included. To meet the requirements of the AODA Information and Communication Standards for digital and multimedia resources by January 1, 2020, films purchased for the Cardinal Carter Library collection are either captioned or captionable and/or include audio descriptions. Material purchased prior to January 2014 may not meet accessibility standards but, upon request, the library will endeavor to acquire an accessible copy.

Material which is not acquired includes manuscripts, unpublished theses or dissertations, popular works, conference proceedings, and material for pre-undergraduates.

Gifts:

The library accepts gifts of materials in good condition which are within the scope of its collection and which the library does not already own or does not own in sufficient quantity to support teaching and research needs. See also the Cardinal Carter Library [Gifts Collection Policy](#).

Managing the collection:

To ensure that collections remain optimally useful to our patrons, it is necessary to analyze collection usage and available space regularly. Duplicate items, no longer required to support the curriculum and damaged items that cannot be replaced, may be removed from the collection at the discretion of the subject librarian. See also the Cardinal Carter Library [Deselection of Materials Policy](#).

Definitions of Collecting Levels

- A: Research Level:** Provides for the collection of materials which support upper and graduate level courses and research.
- B: Teaching Level:** Provides for the collection of materials which support undergraduate instruction including honours programs and special topics courses.
- C: Basic Information Level:** Provides for the selective collection of materials which support secondary scholarly interests and general background information.

SUBJECT ANALYSIS & COLLECTING LEVELS

Preamble:

Because of the interdisciplinary nature of the program, the collections developed for other disciplines, particularly Sociology, Childhood and Social Institutions, Psychology, Social Justice and Peace Studies, Thanatology, Disability Studies and Religious Studies, will intersect with and supplement the Social Work collection. The collecting levels herein are solely reflective of the Social Work program.

Social Work Profession:

Education and training	B
Ethics and values	A
History	A
Inter-professional relationships	A
Leadership / supervision / personnel issues	A
Quality assurance / standards / evaluation	A

Theory and Practice:

Administration management	A
Case management	A
Casework / psychotherapy	A
Consultation / supervision	A
Family and couples therapy	A
Group work / group therapy	A
Program evaluation	A
Research methodology / statistics	A
Spirituality in social work	B
Theory / conceptual frameworks	A

Areas of Service:

Aging and the aged	A
Bereavement / grief care	B
Children and families / child and family welfare	A
Crime / delinquency / justice	A
Developmental disabilities	B
Diversity / disability services	A
Education / schools	A
Health and health care	A
Homelessness / housing	A
Interpersonal violence	A

Collection Policy: Social Work

Mental health / mental illness	A
Occupational / industrial services	B
Substance abuse / addictions / alcoholism	A
International social work	A
Social Development:	
Activism / action research / citizenship	A
Community development	A
Community policing	C
Collectivism / voluntarism	C
Economic development / industrialization	B
Rural development / community building	B
Socio-political change	A
Urban development / housing / planning	B
Social Policy:	
Accessibility	A
Corrections	A
Disaster relief and preparedness	C
Employment / workfare / training	A
First Nations / rights / social conditions	A
Human rights	A
Immigration / migration / globalization	A
Social assistance / income maintenance	A