

# Subject Level Collection Statement: Sociology and Social Policy

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## ***1. Purpose of the Statement***

The purpose of this statement is to provide a framework to guide the collection development and management activities of Sociology and Social Policy. The statement supports the teaching, learning and research activities of Sociology and Social Policy within the School of Social and Cultural Studies.

This statement is developed in accordance with the principles outlined in the [Collection Development and Management Policy](#) (CDMP).

## ***2. Description of the Academic Subject***

Sociology was first taught at Victoria in 1957. Since that time it has been associated with a number of other disciplinary and teaching areas, reflecting changes within sociology itself, as well as in the needs of students. Sociology courses at Victoria explore changes in social relationships and structures within contemporary society.

Social Policy is a field of study dependent on, and integral to, a range of traditional academic disciplines such as political science, sociology, economics, population studies, philosophy and criminology. The study of social policy examines the social, public and economic arguments for the creation of state sponsored welfare policies and the impact of these on citizens.

The programme currently offers the following degrees:

- Bachelor of Arts in Sociology
- Bachelor of Arts (Honour) in Sociology
- Master of Arts in Sociology
- Doctor of Philosophy in Sociology
- Bachelor of Arts in Social Policy
- Doctor of Philosophy in Social Policy

The Sociology and Social Policy programme offer instruction at all levels, from 100 level to PhD. For a complete list of courses, see:

- [Social Policy](#)
- [Sociology](#)

There are nine permanent teaching staff and one contact. See the Sociology [website](#) and Social Policy [website](#) for more information about staff and their research interests and publications.

Current research projects of staff and the postgraduate students are available from the following links:

- [Staff research](#)
- [Student research](#)

### **3. Focus of the Subject**

#### **Sociology**

Sociology is a discipline that enables one to gain insight into societies. The range of sociological interests include topics such as gender, class, ethnicity, the family, deviance, social change, health, politics, religion, sport, work and leisure, technology, cyber space, etc. However, the central focus lies in exploring, understanding and explaining changes in behaviour and social relationship within contemporary societies.

The Sociology courses focus on:

- Introduction to the foundations of sociological thought, their application and major sociological theories
- Exploring key sociological concepts and debates
- Sociological analysis of New Zealand
- Examine gender relations/ inequalities /medical sociology
- Analysing popular culture and social practices
- Social organisation/ social movements
- Sociology of humour
- Public sociology and social policy
- Sociology of morality and ethics
- sociological approaches to the analysis of documents, interview data and other forms of talk, and interactions between people and their environment

#### **Social Policy**

Social Policy is a discipline that focuses on people's wellbeing or needs. Elements from sociology, politics, social history, economics, philosophy, psychology and cultural studies are used to explore a range of social issues. Elements from sociology, politics, social history, economics, philosophy, psychology and cultural studies are used to explore a range of social issues and questions

The Social Policy courses focus on:

- Values and ideologies of New Zealand social and public policy
- Poverty and social exclusion
- Welfare systems adopted by different countries
- Societal construction of family and family roles
- Changing populations and patterns of family life
- Healthcare reform

- Education policies
- Housing and homelessness
- Examine gender relations/ inequalities /medical sociology

#### **4. Overview of the Current Collection**

The core collection of Sociology and Social Policy started in the 1960s and experienced vigorous growth during the 1970s and 1980s. In some areas the 1990s saw a slowing down (e.g. demography, socialism, race and class), but others continue to grow (e.g. criminology, the family and women, globalisation, social policy, medical sociology, discourse analysis).

Items relevant to Sociology and Social Policy are held almost exclusively in the Kelburn Library, with some high demand course material on Three Day Loan and Closed Reserve. Due to the interdisciplinary nature of the subject relevant material is not limited to the LC call number ranges HM (sociology) and HN (social policy). Resources may also be classified HQ (gender and women's studies), HT (city planning and urban sociology) (HV (criminology), L (education), and R (health science).

#### **Reference Collection**

The print reference collection (dictionaries, encyclopaedia, and handbooks) in Sociology and Social Policy is substantially strong and up to date. It is well supported by online reference sources, particular Sage e-reference, which has over 20 titles in social sciences. Other important online reference sources are Oxford Reference Online and Gale Virtual Library. E-books are the preferred format for reference sources as the nature of the information suits electronic delivery and they are more easily accessible to users.

New Zealand census and statistical information is also often used by the Social Policy students, e.g. New Zealand Year Official Year Books.

#### **Electronic Resources**

The key databases for sociology and social policy are:

- Sociological Abstracts
- Applied Social Sciences Index and Abstracts (ASSIA)
- International Bibliography of the Social Science (IBSS)
- Social Service Abstracts
- Social Sciences Citation Index (via Web of Knowledge)

Multidisciplinary databases such as Academic OneFile and ProQuest are often used particularly by undergraduates. In addition, full-text based databases JSTOR and Project Muse are used by both students and staff.

Statistics New Zealand Data Package is another key database that both students and staff often use to obtain New Zealand datasets and statistics information for their research.

New Zealand specific databases such as Index New Zealand, NewztextPlus and Te Puna (National Bibliographic Database) are also used by both students and staff.

## Books

Sociology and Social Policy are book based disciplines even though the use of journals is increasing. Some areas of sociology collection (e.g. demography, socialism, race and class) slowed down in the 1990s. However, other areas continue to grow (e.g. criminology, the family and women, globalisation, social policy, medical sociology and discourse analysis.) The book collection reflects past and current academic interests and courses and is adequate for existing needs.

## E-books

E-books are an increasing component of the Library collection. SpringerLink was a significant addition to the collection. It has adequate number of title in sociology and social sciences.

## Journals

The journal collection in Sociology and Social Policy is substantial, and supports the teaching and research needs of the programme in most cases. Most key journals are available in both print and electronic format. Some journals from other disciplines (e.g. anthropology, history, criminology and health sciences) are also used to support teaching and research.

## 5. Collection Development Guidelines

Library resources in all formats are selected primarily by Sociology and Social Policy staff and the Subject Librarian.

LC Callmark Range	Subject Area	Current Collection Level	Future Collecting Level
HM435-HM477 (previously HM19-HM22)	History of Sociology	Study	Study
HM481-HM554 (previously HM24-HM37)	Sociological theory and sociological methodology; Sociology (statistical method)	Study	Research
HM621-HM656 (previously HM101-HM121)	Culture	Study	Research
HM661-HM696	Social control; Social Ethics; Social justice	Study	Study
HM711-HM806 (previously HM131-HM134)	Groups and organisations; Organisational sociology	Basic	Basic
HM821	Social stratification, equality, & inequality	Study	Study
HM826-HM901	Social institutions; Social change; Social action & movements	Study	Research

HN1-HN981	Social history and conditions, social problems and social reform; Social Policy (North America, Europe, Japan, Australia, New Zealand)	Study	Research
HQ1060-HQ1064	Ageing, retirement	Study	Study
HT101-HT395	The city, urban sociology; City planning,	Basic	Basic
HT601-HT1595.2	Classes and Races	Study	Study
HV40-HV696	Social service and charities	Study	Basic
HV1450-HV1494	Care for the elderly	Study	Study
HX1-HX970.72	Socialism, Communism, Anarchism	Study	Study
QH332	Bioethics	Study	Research
R724-726.2	Medical Ethics	Study	Research
RA1-418.5	Medicine and the state. Health care; Medical sociology	Study	Research

### 5.1 Languages Collected

The collection consists primarily of publications in English. Current acquisitions are in English.

### 5.2 Geographical Areas Collected

The collection is international in scope. Special significance should be placed on acquiring material specialising on and originating in New Zealand and Australia.

### 5.3 Chronological Periods Collected

Although no chronological period is excluded, emphasis is on the study of modern sociology and social policy.

## **5.4 Publication Dates**

The focus is on recent and current materials with occasional key older material acquired.

## **5.5 Format Guidelines**

Electronic journals with perpetual access rights are preferred format.

Purchase of E-books must be negotiated with academics on a case by case basis. Currently many academics prefer print books. The E-book format is best suited to 'quick reference material' such as reference books, handbooks and manuals. E-books may also be a good choice for textbooks and edited books. Authored books are best as hardcopy.

## **5.6 Budget Guidelines**

The Sociology and Social Policy programme budget should be equally allocated to books and journals. However, under unexpected circumstances (e.g. drop of New Zealand dollars against major currency), continuation of journal subscription should take the priority followed by teaching materials designated for Three Day Loan or Closed Reserve.

## **5.7 Classification Guidelines**

The Library of Congress classification system is used. The numbers HM1-HM299 for sociology were used by the Library of Congress until January 1999. After that date, they were replaced by a revised subclass HM that begins at HM401. The numbers HM1-HM299 are currently used only to class new continuations of serials that are already classed in those numbers.

## **5.8 Preservation Guidelines**

Sociology and Social Policy journals are not bound. Any books that are beyond repair or lost should be assessed for re-purchase.

## **5.9 Digitisation Guidelines**

To be developed in 2012.

## **6. Relegation Statement**

From 2012 the following criteria will apply:

### **Periodicals**

The following relegation criteria apply:

- Periodicals (post-1980) which support current teaching or research needs (i.e. within the last 10 years) will be retained at the Kelburn Library.
- Pre-1980 issues will be retained in offsite storage.
- Periodicals which do not support current teaching or research (i.e. within the last 10 years) will be relegated to offsite storage.
- Individual titles which are a part of books in series are treated as monographs.

## **Books**

The following will be retained at the Kelburn Library:

- items relevant to current (published within the last 10 years) teaching, study and research and which have been issued within the last 10 years will be retained at the
- single copies of different editions of classic or influential works
- New Zealand and Pacific specific materials

The following will be relegated to offsite storage:

- items which are not relevant to current (published within the last 10 years) teaching, study and research
- items which have not been issued within the last 10 years

## **7. Deselection Statement**

From 2012 the following criteria will apply:

### **Periodicals**

The following deselection criteria apply:

- periodicals (whether in main collection or off-site) where access to electronic versions is available
- periodicals which have been discontinued (over 10 years ago) and which have small runs (i.e. less than 10 years)

### **Books**

- duplicate copies when usage has fallen or when there is duplication within the collection in other formats, e.g. electronic
- superseded editions (NB. retain earlier editions if they provide a useful snapshot of an earlier state of knowledge)
- worn, badly marked or damaged books (only important titles will be replaced when possible)
- items used for informational purposes that contain out-of-date, misleading or inaccurate information (unless the inaccuracies shed light on the state of knowledge of a subject at a particular time)
- items that do not reflect the University's teaching and research
- items that were purchased to support academic programs or courses that have not been taught for the previous ten years and which are unlikely to have any future use

Special care will be made to retain items regardless of usage which fall into the following categories:

- items authored by academic staff (past or present)
- items by New Zealand authors
- single copies of different editions of classic or influential works
- items that authoritatively capture the state of knowledge of a subject at a particular time
- items which are unique to the collection (i.e. there is little or no information available on the subject elsewhere)

## **Audiovisual Material**

- items that are replicated in more modern or more usable formats (e.g. videos replaced with DVDs)
- materials in formats requiring obsolete equipment

In all cases academics will review items selected for deselection.

## ***Other Guidelines/Considerations***

If access to a core e-journal is discontinued (e.g. removed from a package or aggregated database) the library will endeavour to reinstate access.

Some courses require multiple copies of textbooks or recommended reading for teaching purposes. Multiple copies of superseded editions should be retained in the library collection while their content is still relevant. Location will be negotiated with academics.

Sociology and Social Policy have been taught at Victoria for over half a century. Since this time the Library collections have grown to support the changing teaching and research needs of the staff and students. The challenge for the future will be to keep the collection relevant and contemporary while acknowledging the historical importance of the monograph collection. Electronic publishing of academic journals has had a huge impact, and has given researchers fast and convenient access to the international world of scholarship.

Keeping the balance between books and journals, print and electronic, just-in-case and just-in-time delivery, teaching and research, and historical and contemporary will be the focus of collection development in the future.

## ***Links to other relevant Subject Level Collection Statements***

- [Criminology](#)
- [Cultural Anthropology](#)
- [Economics](#)
- Gender and Women's Studies
- [Linguistics and Applied Language Studies](#)
- [Nursing, Midwifery and Health](#)
- [Philosophy](#)
- [Politics and International Relations](#)
- [Psychology](#)