I. Introduction
   a. Purpose of the guidelines
      These guidelines guide the development and management of collections for the Journalism and Graphic Communication Resources Center (JGCRC), a branch of the Florida A&M University Libraries.

   b. Audience
      The guidelines are written for the JGCRC librarian, the Journalism liaison, and the Graphic communication liaison, the primary subject selectors for JGCRC collections. The guidelines are also to be used by the collection development committee, faculty and students of the School of Journalism and Graphic Communication, and other users of the JGCRC.

   c. Clientele
      Journalism and Graphic Communication Resources Center collections are geared to the degrees and programs offered by the School of Journalism and Graphic Communication and are intended to meet the information needs of the faculty and students of the School. The collections are also accessible to all other currently enrolled students and currently employed staff and faculty of the University. See the main collection development policy for information about use by other constituents.

   d. The collection

      The School of Journalism and Graphic Communication Resources Center holds a core collection of books, periodicals, audiovisual resources, and microform, that support the research and information needs of students and faculty in the areas of print (newspaper, magazine) and broadcast (radio, television) journalism, public relations, photography, graphic design, printing production technology, and printing management and supervision. These resources support undergraduate degree offerings for both the division of Journalism and the division of Graphic Communication, as well as the Master's Degree program in journalism.

      Although the collections which are housed in the branch libraries are specific to the discipline and related fields of the college or school in which they serve, they are not comprehensive of the resources collected in these fields. The extent of the collections
housed in the branch libraries is contingent upon space constraints and access. For example, due to space restrictions JGCRC back volumes and retrospective collections will be housed in the main library.

II. **Scope of Coverage**
   a. **Languages collected and excluded**
      The majority of the publications in the JGCRC collection are in English.
   
b. **Geographical areas**
      Emphasis is on journalism and graphic communication as practiced in the United States. However, the collection does contain resources related to international media.
   
c. **Chronological periods covered and excluded**
      The focus of the JGCRC collection is 20th century to present. No chronological period is specifically excluded. Retrospective resources will be included as needed.
   
d. **Collecting Responsibility**
      The main responsibility for developing JGCRC collections lies with the JGCRC Librarian. The librarian works in conjunction with the Collection Development Committee, the liaison for Journalism and the liaison for graphic communication along with the dean and faculty to build and strengthen JGCRC collections.

III. **Weeding**
   Materials are periodically weeded and relocated to the main library general collection, main library storage, or withdrawn.