

COLLECTION AREA

Careers/Guidance

I. GENERAL PURPOSE

Career and guidance materials are intended to meet the needs of undergraduates and graduates embarking on the search for a professional job in their field of study or discipline. This collection has no association with a particular college, discipline, or program, but attempts to provide materials that will aid the student in their job search. Two types of materials are collected for this purpose: those of a general nature and those that have specific applicability to a field of study or discipline.

Materials of a general nature would include encyclopedias providing background information on careers; handbooks and almanacs on résumé preparation, cover letters, and interviewing techniques; job search manuals outlining possible strategies for finding employment; salary guides; directories that list potential employers. Items having specific applicability would include, for instance, books on finding jobs in engineering, computer science, business, art and design fields, agriculture, landscape architecture, culinary fields, education, biotechnology, etc., as well as books about opportunities within specific fields to guide students in possible career options.

The future of the career and guidance materials collection will be severely comprised due to the inability to purchase serial-type materials that are necessary to keep the collection current. Out-of-date material is of no use to the student looking for a career or job. In order for the materials in this collection to remain timely and useful, the bibliographer must be able to purchase books that are published annually. Without this ability the utility of the collection will be nil.

II. HISTORY

N/A

III. IOWA STATE UNIVERSITY PROGRAM

The Careers/Guidance collection is intended to support and supplement the functions of the Career Planning and Placement Services. This service supports career planning in the Colleges of Agriculture, Business/Liberal Arts & Sciences, Design, Engineering, Human Sciences, and Veterinary Medicine.

IV. SUBJECT BOUNDARIES

Selection of materials in the areas of vocational guidance and careers should generally be confined to items that are up-to-date and current. In many cases these items are cataloged as serials. Because of the need for currency, the collection needs to be weeded on an ongoing basis. However, general materials pertaining to career selection, interviewing, and job searching may be kept for the unique historical perspective they offer and to aid those researching the changing nature of career and vocational requirements.

V. GENERAL COLLECTION GUIDELINES

- A. Linguistic – The vast majority of materials collected are in English.
- B. Geographical Areas – Many career materials offer indexes that delineate specific geographical areas for particular career options. The collection also offers a series of “JobBank” publications that highlight large cities and the career/job offerings in those areas.
- C. Types of Materials – Both monographs and serials are collected.
- D. Format of Materials – Most items are print-based; 3-ring notebook formats are excluded from the collection. Increasingly, however, links to career sites on the Internet are becoming an integral part of the items offered through the University Home Page.

VI. SPECIFIC COLLECTION GUIDELINES

The collection is intended to cover as many careers and fields that fit into the curricular majors of the undergraduate and graduate community, within the existing budget allocated to this bibliographic area. Since there exists a vast number of possible careers in which a person might have an interest, some discretion on the part of the bibliographer is necessary. Thus, items that cover fields and disciplines in a broad and general manner are preferred over titles that might be aimed toward a narrow career opportunity.

VII. DETAILED SUBJECT AREAS

N/A

VIII. OTHER RESOURCES AVAILABLE

Career Planning and Placement Services offers Internet and World Wide Web links to many online career sites. In addition, some online indexes available through the University Library’s home page, such as Business and Company ASAP, offer links to company web sites with links to human resource offices.

IX. CROSS-REFERENCES TO COLLECTION POLICIES

N/A

X. CREATION DATE

July 2000 – Rita A. Marinko

XI. REVISION HISTORY

August 2007 (Reviewed)
January 2008 (Revised)

XII. LC CLASS(ES)

General materials are classed between HF 5381 – 5384.5. Items concerned with particular careers may be classed within the LC heading pertaining to the field or discipline of the specific career.

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XIII. BIBLIOGRAPHER

2000 - 2003: Rita A. Marinko, Associate Professor

2003 - 2007: Jan Fryer, Assistant Professor

2007 - : Rita A. Marinko, Associate Professor