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Library Profile: Social Work Library, Boston College

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Library Profile

Social Work Library — Boston College

by Donna L. Ferullo

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The College:

Boston College was founded in 1863 by the Society of Jesus and is one of twenty-eight Jesuit colleges and universities in the United States. The main campus is located in Chestnut Hill, Massachusetts which is a suburb of Boston. The College is spread out over approximately 185 acres with 88 buildings. Boston College has an enrollment of 10,395 undergraduates and 4,303 graduate and professional students with a teaching faculty of 604. The undergraduate program is comprised of five schools: Arts and Sciences, Management, Education, Nursing, and the Evening College. The six graduate and professional schools are: Graduate Arts and Sciences, Management, Education, Nursing, Social Work, and Law. According to the Boston College Admissions Catalog, the College "is devoted to the moral and intellectual education of its students and to the general advancement of human understanding" and is dedicated to providing "a curriculum that presents the content and the spirit of the liberal arts, in conjunction with academic specialization and professional education."

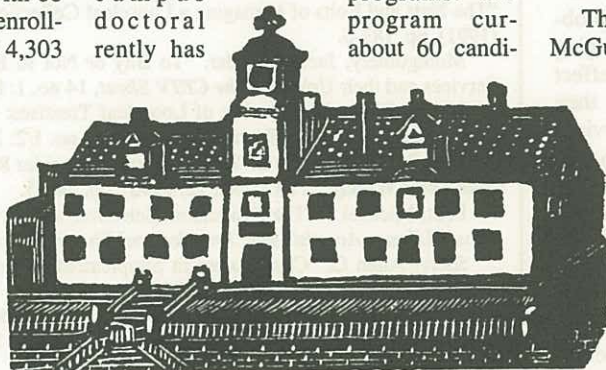
The Graduate School of Social Work:

Boston College established the Graduate School of Social Work (GSSW) in 1936. In 1979, the GSSW instituted the doctor of social work degree program. The GSSW also offers joint degree programs with the Graduate School of Management, the Law School, and the Institute for Religious Education and Pastoral Ministry. The 1995 *US News & World Report* survey of graduate schools rated the Boston College Graduate School of Social Work as one of the top twenty graduate social work programs in the country.

The full-time masters program is two years and the part-time program can be completed in either three or four years. The GSSW offers part-time students the opportunity to take courses for the first two years at one of four off-campus programs which are located in three towns throughout Massachusetts and one site in

Maine. During the final year of the part-time program, students must take classes full-time at the Chestnut Hill campus.

The enrollment in the GSSW masters program has increased substantially every year for the past five years. There are approximately 450 students in the Chestnut Hill program and 100 students in the off-campus programs. The doctoral program currently has about 60 candi-



dates at various stages in the program. Students in the masters program must select a concentration in either clinical social work (csw) or community organization, planning, policy and administration (coppa). The masters students usually attend classes Wednesdays, Thursdays, and Fridays. The beginning of each week is generally spent in a field placement setting.

The Boston College Libraries:

There are eight libraries that comprise the Boston College Libraries: the Thomas P. O'Neill Jr. Library; the Bapst Art Library; the John J. Burns Rare Books and Special Collections Library; the Educational Resource Center; the Weston Geophysics Library; the Newton Resource Center; the Law School Library; and the Social Work Library. The Libraries hold over 1.5 million volumes, subscribe to approximately 15,000 serials, and have nearly 2.5 million microform units. Cooperative agreements with other academic and research libraries in the Boston area expand library access to another 20 million volumes.

The Boston College Libraries are all automated and use the Notis system for the opac, circulation, acquisitions, and serials functions. The Libraries also subscribe

to a host of electronic information from various sources. The entire campus, including the dormitories is networked and the Boston College Home Page on the WWW can be accessed at <http://www.bc.edu/cwis/infocagle.html>.

The Social Work Library:

The Social Work Library is located in McGuinn Hall, the same building that houses the Graduate School of Social Work. The Social Work Library has core libraries at the Graduate School of Social Work's four off-campus programs located in Springfield, Worcester, and Plymouth, Massachusetts and Portland, Maine. Although the Library is part of the Boston College Libraries, not the Graduate School of Social Work, its mission is to provide resources and services primarily to the students and faculty of the GSSW. The physical facility encompasses about 6,000 square feet and has seating for approximately 65 patrons including handicapped accessibility.

The Social Work Library's collection contains over 35,000 volumes and 340 serials subscriptions covering the history and philosophy of social work, social work methodology, all aspects of clinical social work, research, and social policy/planning and administration. The collection also includes government documents, social work theses, doctoral dissertations, and videotapes. Although the Library's primary focus is on social work issues in the United States, the collection additionally provides selective material on social work in other countries.

The Library is open eighty-five hours per week during the academic year and has a staff of two full-time professional librarians, three full-time support staff, and ten student assistants. The Social Work Library not only routinely serves the needs of patrons on a daily basis but is also a full-service research library offering electronic resource training, reference consultations, and interlibrary loans. While the Social Work Library initiates and controls all aspects of purchases and acquisitions, some

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processing of library materials is performed in the technical services areas of the main library.

Collection Development and Acquisitions:

The Head Librarian, in conjunction with the Reference Librarian and GSSW faculty, selects the material for the Social Work Library collection. The selection process includes, but is not limited to, reviewing publisher catalogs, perusing professional social work and library journals, and participating in the Yankee (YPB) approval plan. Due to the multidisciplinary nature of social work, the Yankee profile is regularly evaluated and refined. There are also frequent consultations with bibliographers from the main library to ensure that duplication of collections is kept to a minimum.

The Social Work Library has a totally autonomous budget. The new library budgets are distributed on June 1st and all monies must be spent by May 31st which is the end of the College's fiscal year. The Head Librarian has sole discretion in the use of the materials budget. The serials and the book budget are combined into one line and there is a central library bud-

get for electronic resources. All financial transactions are done through the Social Work Library. The Library utilizes the Notis fund accounting system, categorizing the expenditures by material type such as monographs, serials, videos, etc.

Most serial orders are placed through **Ebsco Subscription Services** utilizing their online service called **Ebsconet**. Book orders are generally placed one of three ways: through **Yankee**, through a book jobber such as **Midwest Library Service**, or directly through the publisher. Acquisition processing is done in conjunction with the main library's Acquisitions Department.

After a book has been selected from Yankee, a three-part approval slip is utilized to process the order in the following manner. The approval slip is separated and the first part is returned to Yankee authorizing shipment of the item; the second part is sent to the Acquisitions Department notifying them of an approval purchase; and the last part is retained by the Social Work Library for monitoring progress of the order. For orders other than approvals, information pertaining to the order such as title, ISBN, publisher, etc. is typed on an index card and then sent to the Acquisitions Department. The Acquisitions Department is responsible for sending the orders to jobbers, exporting the OCLC record to the Notis system indicating the Notis

record number on the **Yankee** slip or the index card, and then returning the slip or card to the Social Work Library.

All shipments and invoices are sent directly to the Social Work Library. When the shipment is received, the contents and invoice are verified against the acquisition card index file and are processed on the Notis order/pay/receipt records. These acquisitions procedures provide quality control and ensure better service to the Library's constituency by allowing rapid access to the new materials.

The Future:

The Social Work Library is currently scheduled for a total renovation during the summer of 1996. Renovations will coincide with the Library's 60th anniversary. While there have been extraordinary changes in the Library's operations over the years, the underlying service mission has remained unchanged. With the continued strong support of the College, the Social Work Library looks forward to expanding services and enriching the collection in anticipation of **ARL** membership. By always striving to reach a higher level of academic excellence, the Library continues its purposeful dedication to supporting the educational and professional needs of social work.



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