

Resources for College Libraries: Career Resources Subject Scope Notes



Resources for
College Libraries

RCL Career Resources (CR) is the essential list of core resources for vocation, technical, and career education programs at two and four-year undergraduate institutions, available at rclweb.net. Co-published by Choice/ACRL and ProQuest-Clarivate, it includes over 4,000 titles across 11 career clusters. See CR scope notes below.

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ALLIED HEALTH

Allied Health makes recommendations for those allied health programs most commonly offered within the two-year college curricula: Dental Auxiliary Careers; Diagnostic Technologies; Dietetics and Nutrition; Emergency Medical Services; Health Information Technology; Medical Auxiliary Careers; Medical Laboratory Technology; Nursing; Occupational Safety and Health; Occupational Therapy Assisting; Physical Therapist Assisting; and Respiratory Therapy Assisting.

The resources listed here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly-taught aspects of each subfield. Some works selected here were originally intended primarily for more advanced health care studies, but should be of use to students and instructors in two-year programs as well.

Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material. Resources are reviewed annually for relevance and timeliness; outdated resources or those that have been superseded will be removed. As health care knowledge and practices change quickly, the most recent edition of any work should be purchased. *Last updated October 2023.*

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BUILDING AND CONSTRUCTION TRADES

Building and Construction Trades makes recommendations for those building and construction programs most commonly offered within the two-year college curricula: Carpentry; Construction Technology; Electrical Technology; Heating, Ventilation, and Air Conditioning; Masonry; Plumbing Technology; and Welding Technology.



The resources listed here represent a careful selection from among the most recent textbooks, handbooks/guidebooks, codes and standards books, other monographs, and web resources, and have been chosen to cover the most important and commonly-taught aspects of each subfield. Every attempt has been made to feature the newest and most relevant edition of a work; resources are reviewed annually to identify new editions and updated versions of these titles.

Some older works are retained for their importance as background or historical material. Others are classic works that are still an important source of information and are likely to be retained unless superseded by works informed by important recent developments. Considerations for deselection include (but are not limited to): the age of the work; the availability of new editions; whether the information has been judged outdated or obsolete; the relevance of the information to the current industry; duplication of material with other titles; and the appropriateness for two-year colleges. *Last updated December 2023.*

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BUSINESS

Business makes recommendations for those business programs commonly offered within the two-year college curricula: Accounting; Business Administration and Management; Culinary and Pastry Arts; Food Service and Hospitality Management; Office Technologies; Real Estate; Small Business and Entrepreneurship; and Travel, Tourism, and Event Planning. The resources listed here are carefully selected from the most recent textbooks, monographs, and web resources and have been chosen to cover the most important and commonly-taught aspects of each subfield.

Deselection considerations include:

- Outdated and obsolete information, including outdated information and sources that have been superseded by new titles or editions
- Out of scope (either due to audience level or subject matter, including topics that are no longer of interest)
- Resources that are not on standard lists or that were never reviewed in standard review sources
- Duplicative series, especially series that are no longer popular or that no longer support the curriculum

Every attempt has been made to feature a work's newest and most relevant edition; the few older works retained are of importance primarily as background or historical material. *Last updated July 2023.*

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COMMUNICATION

Communication makes recommendations for those professions most commonly taught within the two-year college curricula: Journalism; Public Relations; and Radio and Television Production Technologies.

The resources listed here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each subfield. Every attempt has been made to feature the newest and most relevant edition of a work; the few older



works retained are of importance primarily as background or historical material. Resources are reviewed annually for relevance and timeliness; outdated resources or those that have been superseded which are no longer core titles will be removed. *Last updated August 2023.*

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COMPUTER AND INFORMATION TECHNOLOGY

The Computer and Information Technology section makes recommendations for most commonly offered two-year college curricula in Computer Science and IT programs, including: Computer Programming; Computer Simulation, Human-Computer Interaction, and Game Development; Databases; Hardware and Software Support; Information Technology Applications; Mobile Computing; Systems Security; and Web Development.

The works represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each sub-field. Of necessity, some of the works selected here are intended primarily for more advanced students or those preparing for a baccalaureate degree, but will also be useful to students in two-year programs.

Every attempt has been made to feature the newest and most relevant edition of a work. The collection is reviewed for currency, relevancy, and accuracy. Outdated, superseded, out-of-scope, or out-of-print materials are removed. *Last updated January 2024.*

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CRIMINAL JUSTICE AND LAW

Criminal Justice and Law makes recommendations for those legal programs most commonly offered within the two-year college curricula: Court Reporting; Law Enforcement and Criminal Justice; and Paralegal Studies. The resources listed here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly-taught aspects of each subfield. Of necessity, some of the works selected here are intended primarily for more advanced legal studies or preparation for a baccalaureate degree, but will be of use to students in career-oriented programs as well.

Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material. To maintain collection utility, relevancy, and currency, career resource titles are regularly reviewed and obsolete items deselected when necessary.

Although it is not practical to list all of the individual state/regional legal resources a core paralegal library collection should also include the following resources for the institution's state and/or region: state code; state or regional reporter covering at least the preceding 25 years; current state or regional digest; "local and state bar journals, newspapers, and periodicals devoted to the paralegal profession" (American Bar Association [ABA], 2008, p. 29-30). State and regional publications can be obtained from major legal publishers, or in some states, from the official state government website. *Last updated June 2023.*

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EDUCATION

Education makes recommendations for those professions most commonly taught within the two-year college curricula: Library Technology and Early Childhood Education.

The resources listed here represent a careful selection from among the most recent textbooks, monographs, and web resources, and cover the most important and commonly-taught aspects of each subfield. Where possible, works are recommended in their newest, most reliable edition. The collection maintains currency and relevance through the deselection of outdated, superseded, out of scope, or out-of-print materials. *Last updated December 2023.*

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ENGINEERING AND TECHNOLOGY

The Engineering and Technology section offers resources for two-year institution's most popular technology subjects as well as common transfer-track pre-engineering specialties. Subjects include: Aircraft Technologies and Aviation; Automotive Technologies; Diesel Mechanics and Heavy Equipment Operation; Electrical Engineering and Electronics Technology; Environmental Technologies; Industrial and Mechanical Design; Surveying and Civil Technology. Pre-Engineering specialties are: mechanical, civil/environmental, electric, and materials science/chemical.

Coverage includes: monographs, recent textbooks (including open access), and web resources. Works are selected and reviewed using the following criteria:

- **Currency:** Technology and government regulations change rapidly. Editor(s) remove outdated, obsolete, and superseded works.
- **Readability and level of difficulty:** The introductory student needs to be able to understand works' content and style. Books that educate technicians, machinists, and mechanics may include any and all secondary mathematics, but not calculus. Books for an engineering student audience may contain basic differential and integral calculus. With the exception of optics or electrical engineering, materials that contain differential equations or multiple integrals will be excluded.
- **Minimized paywalls:** Web sources must offer sufficient free material.

Because many libraries have databases with current science and technology articles, books that consist of article collections are not included. *Last updated January 2024.*

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GRAPHIC AND APPAREL ARTS

The Graphic and Apparel Arts section makes recommendations for the career-oriented arts programs most commonly offered within the two-year college curricula, including: Desktop Publishing and Printing Technologies; Fashion Design and Apparel Arts; Fashion Merchandising; Interior Design; Photography; and Visual Communication and Graphic Design.



The resources here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly-taught aspects of each subfield and to represent a diversity of perspectives. Every attempt has been made to feature the newest and most relevant edition of a work. Outdated and out-of-print resources, or those that have been superseded and are no longer core titles will be removed. *Last updated December 2023.*

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HUMAN SERVICES

The Human Services section makes recommendations for those human services programs most commonly offered at the two-year (i.e., community/junior) college level. These areas include: Funeral Services, Social and Human Services; and Substance Abuse and Addiction Counseling. Coverage includes the most recent textbooks, monographs and web resources.

Resources are reviewed thoroughly each year to identify new editions and updated works on these topics. They have been carefully chosen and curated to cover the most important and commonly taught aspects of each area. Older resources that are retained are of importance primarily as background/historical material or those considered seminal works in their field.

The collection maintains its currency and relevancy through careful deselection and takes into consideration the age of the work, the availability of new editions, out of scope or out-of-print materials and the appropriateness for two-year colleges. Deselection also creates room for incorporating titles that focus on underrepresented groups or emerging areas of study within the field of Human Services. *Last updated December 2023.*

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SCIENCES

The Sciences section includes selected works related to career-oriented scientific disciplines most commonly taught within the two-year college curricula, including: Agricultural Science and Agronomy; Fire Services; Forestry; Landscape Horticulture Technologies; and Veterinary Technology.

The resources here represent a careful selection from among the most recent textbooks, monographs, and web resources, and have been chosen to cover the most important and commonly taught aspects of each subfield. Every attempt has been made to feature the newest and most relevant edition of a work; the few older works retained are of importance primarily as background or historical material.

Resources are reviewed annually to identify new editions and updated works on these topics. Considerations for deselection include the age of the work, the availability of new editions, and the appropriateness for two-year colleges. *Last updated December 2023.*

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