



MADN-LIB

31 August 2015

Library Policy Operating Memorandum No. 3.6.14

**USMA Library Support Statement
Department of Social Sciences**

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1. **PURPOSE:** To assist the Department of Social Sciences (D/SOC) in its goals, the USMA Library will seek to advance the intellectual development of all cadets enrolled in core courses as well as the four distinct majors of the department, i.e. Economics, American Politics, International Relations and Comparative Politics, along with both minors, Terrorism Studies and Grand Strategy (which began with the Class of 2016). USMA Library will serve as the intellectual foundation for the continued development of faculty and for the lifelong learning of D/SOC graduates.

3. **INFORMATION LITERACY OBJECTIVES AND OUTCOMES FOR MAJORS:** We recognize the importance of educating cadets and faculty to be competent and astute users of information. The library liaison to the D/SOC will design and manage a program to offer both generalized and targeted information literacy instruction to cadets enrolled in core courses (SS201, 202 and 307) as well as required courses for D/SOC majors (e.g. SS366). This program will include direct instruction by library staff and indirect instruction through regular classroom faculty who are equipped to teach these skills. As coursework for D/SOC majors culminates in a Capstone Project that synthesizes the knowledge and skills gained over their studies, USMA Library seeks to ensure that cadets completing their Capstone Project and major within the D/SOC exhibit strong information literacy and research skills in support of their academic work.

SKILL	COURSE
Locate and acquire monographs and scholarly articles through the USMA Library catalog, ConnectNY, WorldCat, interlibrary loan, our discovery	SS 201, 202, 307, 366





platform, Scout, and our general and social sciences databases	
Distinguish between primary/secondary sources	SS 201, 202, 307, 366
Distinguish between scholarly/non-scholarly sources	SS 201, 202, 307, 366
Understand the Dean's Documentation of Written Work	SS 201, 202, 307, 366
Citation formatting and management	SS 201, 202, 307, 366
Bibliography review	SS 201, 202, 307, 366
<i>Special tools</i> : Scout, and our general and social sciences databases	SS 201, 202, 307, 366

The D/SOC should be aware of the research libraries in the area, for example, Columbia University, New York Public Library, Yale University and Cornell University. Graduates should also be comfortable with obtaining items through our ConnectNY consortium and interlibrary loan and should know how to navigate those processes with ease.

Cadets in all D/SOC courses use Chicago or Turabian as the style formats for citing their sources and for arranging their bibliographies. They should be fully literate in these citation styles, and also familiar with reference management programs such as RefME.

4. **COLLECTION PRIORITIES**: The D/SOC is particularly interested in obtaining materials in the areas of political science and economics. The department also uses materials from history, law, sociology, geography, religion and anthropology.

The library liaison will work to collect materials in support of these programs according to the following criteria:

- Lasting value of the content
- Appropriateness of treatment level
- Strength of present holdings in same or similar subject areas
- Demand, as determined by, e.g. circulation data and interlibrary loan requests for material on the same or similar subjects
- Cost effectiveness
- Suitability of format to content
- Authority of author
- Reputation of publisher





- Reviews in subject-specific and standard library reviewing sources

The general emphasis is to acquire and retain materials which are currently the most authoritative in their fields. USMA Library recognizes the need for retrospective purchases and will use standard bibliographies and other evaluation tools to locate and fill gaps in the collection when warranted by curriculum changes and new program additions. However, it is most important to spend funds for valuable current publications of long-term worth, thus preventing a future need for retrospective buying.

Except for foreign language dictionaries and a small number of foreign language journals, USMA Library acquires primarily English language reference and research sources.

Pamphlets are acquired only if substantial enough to justify cataloging. No pamphlet/vertical file is maintained.

Final selection of materials is the responsibility of the library liaison. Faculty members are encouraged to make recommendations for library acquisitions from their professional literature as well as for materials supporting their courses and students' research needs. Cadet requests for acquisition of materials are also welcomed, and are reviewed by the same standards as are requests from all other sources.

No contractual agreement for cooperative collection development exists between USMA Library and any other library. However, USMA Library is a member of the ConnectNY consortium of eighteen academic libraries in New York, as well as NExpress, giving us additional access to the collections of seven New England libraries. Should the research materials required by faculty and cadets not be met by holdings of USMA Library, ConnectNY, or NExpress, access to additional information resources is provided through interlibrary loan services from libraries around the world.

5. **FORMAT OF MATERIALS**

a. **MONOGRAPHS:**

USMA Library collects monographs in multiple formats, including paper, microform, and digital. All formats will be considered when purchasing monographs and the decision will be based on lasting value, expected use and cost.





b. **SERIALS:**

USMA Library collects serials in multiple formats including paper, microform, and digital. While all formats will be considered when purchasing serials, we will generally purchase digital materials unless there is a strong justification for acquiring print, microform or any other format.

c. **DIGITAL RESOURCES:**

Where possible, USMA Library will seek to provide digital resources to support the curriculum except in cases where print materials are superior or required based on value, use, or cost. Generally, digital resource should meet these goals:

- Support remote users
- Be directly accessible via the USMA network/remote proxy
- Be licensed for multiple simultaneous users
- Deliver reliable access
- Be available 24 hours a day, 7 days a week
- Utilize a unified and intuitive interface

d. **GOVERNMENT DOCUMENTS:**

The Government Documents area of USMA Library holds outstanding primary source materials for D/SOC majors and faculty, as well as cadets who are students in the core classes. Congressional hearings and committee reports on all aspects of American politics, international relations and economics should be invaluable for research, for example.

e. **DATASETS:**

Though the Department does not purchase datasets through USMA Library, it has access to the datasets of the Interuniversity Consortium for Political and Social Research (ICPSR), which the USMA became a member of in 2013.





f. **OTHER NON-PRINT MATERIALS:**

Limited purchases of non-print materials (i.e. CDs for learning foreign languages, DVDs for instructional or recreational use, image collections, etc) are evaluated on the same basis as monographs, with special emphasis on the suitability of the format to the content, and on the quality of the production. With the understanding that D/SOC courses incorporate film frequently for classroom instruction, instructor requests for purchase are given additional leverage over other requests.

6. **SPECIAL COLLECTIONS AND ARCHIVES:** The Special Collections and Archives division of USMA Library is another strong resource supporting D/SOC instruction, particularly in terms of primary sources for American politics and international relations courses.

7. **LIBGUIDES:** The liaison will support each D/SOC major's coursework with independently developed research guides, known as LibGuides. The guides link to relevant research materials both within and outside of the library's collections.

8. **ROLE OF THE DEPARTMENTAL LIBRARY:** The departmental library located in the Beukema Room was phased out several years ago. A smaller non-circulating collection in the same room is currently under development by the CTC. Besides CTC staff the collection supports all D/SOC faculty and cadets, particularly in the area of counterterrorism, and is vital for research in the field. The CTC and USMA Library plan to collaborate to digitize the CTC's Global War on Terrorism collection.

Faculty take an active role in collection development. They consistently review new literature and make recommendations for purchase. Faculty prefer that their selected materials be placed in Jefferson Hall for ease of cadet accessibility.

Faculty and cadets of the Department are increasingly aware of the plentiful titles in USMA Library electronic book databases. These titles make an outstanding addition to the hard copy monograph library. For example, ebrary has many relevant titles and, with the introduction of our EBL collection of e-books, cadets and faculty can now check out e-books through our ConnectNY consortium.

9. **COLLECTION MANAGEMENT PRIORITIES:** Besides our discovery platform, Scout, the full text databases of JSTOR, EBSCOhost, ProQuest and Project Muse are utilized frequently by the faculty, in addition to over three dozen databases specifically oriented to social sciences research.

10. **EXISTING OR PROSPECTIVE GIFT SUPPORT:** While there are no gift funds specifically designated for the field, topical gift funds may be used to support materials for the D/SOC.





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11. **LIAISON ENGAGEMENT**: The liaison librarian shall be assigned a departmental faculty member as their counterpart (currently Dr. Thom Sherlock) to assist in the coordination of all liaison activities. Further, the liaison will be a presence in the D/SOC on the 2nd floor of Lincoln Hall weekly to assist cadets and instructors with research or library related questions. Current office hours for AY2016 are 1330-1530 every Tuesday in LH204. The liaison assists faculty members with integrating library materials in the design of their curricula as well as with their own professional research. Classroom instruction sessions are encouraged and provided upon request. Any opportunities to increase the effectiveness of the liaison's embedded library instruction efforts by utilizing existing or developing technologies, e.g. Blackboard, shall be actively pursued. The liaison is to be included on the departmental e-mail distribution list to maintain an effective interface. The liaison serves as the point of contact for any departmental interaction with the library.

12. **EXPIRATION**: This policy is effective until superseded or rescinded.

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