



MADN-LIB

31 August 2015

**Library Policy Operating Memorandum No. 3.6.2**

**USMA Library Support Statement  
Department of Chemistry and Life Science**

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1. **PURPOSE:** To assist the Department of Chemistry and Life Science (D/CLS) in its goals, the USMA Library will seek to advance the intellectual development of all cadets enrolled in the core courses and the five distinct majors of the department. The Library will support the USMA academic program, which serves as the intellectual foundation for the continued development of faculty and for the lifelong learning of D/CLS graduates.

2. **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 will maintain internet resources to assist faculty and cadets with research associated with their courses. The library will also continue to maintain a website that outlines in one place the resources that the department recognizes as important for cadet coursework. An example of this is the library libguide found at:  
<http://usma.libguides.com/cat.php?cid=33346>

The library seeks to ensure that cadets exhibit strong literacy and research skills in support of their academic work. To that end, the library liaison to the D/CLS will design and manage a program to offer both generalized and targeted information literacy instruction to cadets enrolled in its courses. This program will include additional instruction (AI) by library staff and faculty, and direct instruction by faculty in an as needed fashion in their courses. This instruction will include, but is not limited to, the following skills:

- Awareness and use of SciFinder Scholar, SCOUT and other relevant databases
- In-class instruction, at point-of-need, for papers or other research
- Awareness and use of Chemical Engineering, Chemistry and Life Sciences Libguides





- Appropriate use and placement of citations, as well as citation formatting and management
- Patent searching and acquisition of patents
- Locating and acquiring material through the USMA Library catalog as well as general and subject databases
- Understanding the Dean's Documentation of Written Work
- Understanding and use of the interlibrary loan process
- Ability to use whatever citation style is required for the course in which they are enrolled.

3. **COLLECTION PRIORITIES:** The library liaison will work to collect materials in support of D/CLS programs according to the following criteria:

- Accreditation priorities
- Appropriateness for the academic programs
- Appropriateness for cadet and faculty research
- Cost effectiveness where this does not impede programs
- Lasting value of the content
- Appropriateness of treatment level.
- Strength of existing holdings in same or similar subject areas
- Suitability of format to application
- Authority of author
- Reputation of publisher

The highest priority will be placed on those resources required for accreditation. USMA's accreditation responsibilities are described in Department of the Army Regulation 10-87. Accreditation of the chemistry program is through the American Chemical Society, and





accreditation of the chemical engineering program is through ABET. The primary emphasis of the library's support to D/CLS will be on maintaining those subscriptions that are required for the maintenance of accreditation. The American Chemical Society is very specific, and provides a list of recommended and highly recommended journals. Accreditation of the Chemistry program is placed seriously at risk if these journal subscriptions are canceled or interrupted. The Chemistry journal list can be found in the "ACS Guidelines and Supplements" section of the ACS portal at:

[http://portal.acs.org/portal/acs/corg/content?\\_nfpb=true&\\_pageLabel=PP\\_TRANSITIONMAIN&node\\_id=1540&use\\_sec=false&sec\\_url\\_var=region1&\\_\\_uuid=d8b8f253-88c4-402e-9d90-32cf2226a7ed](http://portal.acs.org/portal/acs/corg/content?_nfpb=true&_pageLabel=PP_TRANSITIONMAIN&node_id=1540&use_sec=false&sec_url_var=region1&__uuid=d8b8f253-88c4-402e-9d90-32cf2226a7ed)

The ABET criteria can be found at: <http://www.abet.org/accreditation-criteria-policies-documents/>

The ABET chemical engineering guidelines are not as prescriptive as those published by the ACS, but there are two guiding principles that are articulated in the ABET accreditation criteria. First, the chemistry program, on which chemical engineering depends, must be in good health and able to support the needs of the engineering programs. This is usually judged based on the health of the ACS accreditation status, which is linked to the journal status as described above. Second, the chemical engineering program must provide those specific references that are required for the conduct of a chemical engineering design program. There are three encyclopedic references that are generally used for this purpose. They are (1) the Kirk-Othmer Encyclopedia of Chemical Technology (Wiley), (2) Ullmann's Encyclopedia of Chemical Technology (Wiley), and (3) the Encyclopedia of Chemical Technology (from Taylor and Francis). Accreditation of the chemical engineering program is placed seriously at risk if these encyclopedias are canceled or interrupted. Furthermore, the library should contain a healthy collection of references for the determination of chemical thermodynamic properties.

Beyond this, the general emphasis is to acquire and retain materials which are currently the most authoritative in their fields. The 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.

Final selection of new materials is the responsibility of the USMA 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. Final deletion or interruption of existing subscriptions is also the responsibility of the USMA library, but must never be conducted





without prior discussion with department personnel, and with full understanding of the risk to accreditation.

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

#### 4. **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, the 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:**

Government Documents such as patents must be readily available through document delivery for cadet and faculty research design and work. Videos from the Chemical Safety Board are particularly valuable to the D/CLS.

e. **DATASETS:**

The Department requires the availability of certain thermodynamic datasets (such as Yaws or DIPPR) must be maintained by the library.

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

Limited purchases of non-print materials (i.e. CDs or DVDs for learning chemical analysis, 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.

5. **LIAISON ENGAGEMENT:** The Liaison will be available on an as-needed basis for consultation with faculty to discuss how the library can support the needs of the Department.

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

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