



MADN-LIB

31 August 2015

**Library Policy Operating Memorandum No. 3.6.4**

**USMA Library Support Statement  
Department of Electrical Engineering & Computer Science**

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1. **PURPOSE**: To assist the Department of Electrical Engineering & Computer Science (D/EE&CS) in its goals, the USMA Library will seek to advance the intellectual development of all cadets enrolled in the core courses and the three distinct majors of the department. The Library will serve as the intellectual foundation for the continued development of faculty and for the lifelong learning of D/EE&CS 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 maintains a curated guide to academic research for the D/EE&CS on our website to support cadet and faculty information literacy.

The library seeks to ensure that cadets completing an EE&CS major exhibit strong information literacy and research skills in support of their academic work.

To that end, the library liaison to the D/EE&CS will design and manage a program to offer both generalized and targeted information literacy instruction to cadets enrolled both in its core courses and its advanced courses. This program will include direct instruction by library staff and indirect instruction through regular classroom faculty who are equipped to teach the following skills:

- Locate and acquire monographs and scholarly articles through the USMA Library catalog, ConnectNY, WorldCat, interlibrary loan, and general and subject databases





- Distinguish between primary/secondary sources
- Distinguish between scholarly/non-scholarly sources
- Understand the Dean's Documentation of Academic Work
- Citation formatting and management
- Bibliography review
- Special tools: EBSCO, Project Muse, JSTOR, ebrary, ScienceDirect, Compendex, IEEE Xplore

D/EE&CS should be aware of the highly significant research libraries in the area, for example, the New York Public Library, Yale University, Cornell University, and Columbia University. Graduates should also be comfortable with obtaining items through interlibrary loan and should know how to navigate that process with ease.

Cadets in all D/EE&CS courses use CSE as the style format for citing their sources and for arranging their bibliographies. They should be fully literate in this citation style, but they should also be familiar with other styles such as MLA, APA or Chicago styles.

3. **COLLECTION PRIORITIES:** The D/EE&CS is particularly interested in obtaining materials in the areas of information technology, electrical engineering, and computer science. 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. 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.

Except for foreign language dictionaries and a small number of foreign language journals, the 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 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.

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 resource is 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:**

The Government Documents area of the USMA Library holds outstanding primary source materials for D/EE&CS majors and faculty. Congressional hearings, committee reports, and presidential papers are invaluable for both contemporary and historical research.

e. **DATASETS:**

The Department does not purchase datasets through USMA Library.

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

Limited purchases of non-print materials (i.e. CDs for learning foreign languages, DVDs for leisure, 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. **SPECIAL COLLECTIONS AND ARCHIVES:** The Special Collections and Archives division of the USMA Library is of great significance for the D/EE&CS, possessing many items of enormous interest, such as historical computer and engineering books, textbooks, and dictionaries.
  
6. **ROLE OF THE DEPARTMENTAL LIBRARY:** There is no department library in D/EE&CS. Faculty and cadets of the Department are increasingly aware of the plentiful titles in the USMA Library electronic book databases. These titles make an outstanding addition to the hard copy monograph library. 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.
  
7. **COLLECTION MANAGEMENT PRIORITIES:** The full text databases of JSTOR, EBSCO and Project Muse, as well as subject-specific databases like IEEE Xplore, ScienceDirect, and Compendex/Engineering Village are steadily utilized by the faculty.
  
8. **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/EE&CS.
  
9. **LIAISON ENGAGEMENT:** The liaison will attend meetings by invitation, and will be a presence, as needed and requested by the department. The liaison will assist faculty members with integrating library materials in the design of their curricula as well as with their own professional research. It would be extremely helpful to be on the e-mail distribution list.
  
10. **EXPIRATION:** This policy is effective until superseded or rescinded.

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