



MADN-LIB

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Library Policy Operating Memorandum No. 3.6.7

**USMA Library Support Statement
Department of Geography & Environmental Engineering**

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1. **PURPOSE:** To assist the Department of Geography & Environmental Engineering (D/GENE) 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 serve as the intellectual foundation for the continued development of faculty and for the lifelong learning of D/GENE 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/GENE on our website to support cadet and faculty information literacy.

As coursework for D/GENE majors culminates in a Capstone Project that synthesizes the knowledge and skills gained over their studies, the library seeks to ensure that cadets completing their Capstone Project and major within the D/GENE exhibit strong information literacy and research skills in support of their academic work. To that end, the library liaison to the D/GENE 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 these skills.

SKILL	COURSE
Locate and acquire monographs and scholarly articles through the USMA Library catalog, ConnectNY, WorldCat, interlibrary loan, and	EV 300, 301





general and subject databases	
Distinguish between primary/secondary sources	EV 300, 301
Distinguish between scholarly/non-scholarly sources	EV 300, 301
Understand the Dean's Documentation of Written Work	EV 300, 301
Citation formatting and management	EV 480, 481, 487, 489
Bibliography review	EV 480, 481, 487, 489
<i>Special tools:</i> EBSCO, Project MUSE, JSTOR, ebrary, CIAO, DTIC, Europa World Plus, OECD, ScienceDirect, Compendex	EV 480, 481, 487, 489

D/GenE 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/GenE 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/GenE is particularly interested in obtaining materials in the areas of environmental engineering, geology, ecology, cultural landscapes, environmental security, military geography, human geography, cartography, geographical information systems, geospatial information technologies, GPS, surveying, remote sensing, cartography, meteorology, hydrology, geomorphology, climatology air and land pollution. The department also uses materials from the life sciences and basic through advanced engineering. D/GenE is also interested in acquiring materials that will support the Center for the Study of Civil-Military Operations (CMO) Mission:

To develop all West Point leaders so that they are prepared to employ an understanding of CMO within the framework of the broad spectrum of challenges they will face in military service; to support transformational changes to professional military education across the Department of Defense and partnering organization; and to establish West Point as the wellspring of professional military education in the realm of CMO.

CMO is interested in material relating to Foreign Humanitarian Assistance (FHA), Population and Resource Control, Nation Assistance Operations, Military Civil Action, Emergency Services, Civil Administration, Domestic Support Operations.

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/GenE majors and faculty. Congressional hearings and committee reports on hydrology, environmental impact of oil drilling, Clean Water and Clean Air acts should be invaluable for 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/GenE, possessing many items of enormous interest to students of the field as well as for the introductory course of EV203. Particular materials of value to D/GenE include fortification maps from the sixteenth and seventeenth centuries, early maps of the West Point Garrison, maps made by cadets in the nineteenth century, battle site drawings and sketches, World War II escape maps and military topography texts.

6. **ROLE OF THE DEPARTMENTAL LIBRARY:** The departmental library in the D/GenE is very active. It serves an extremely vital role for all cadets in D/GenE courses, but especially for those who are major in one of the D/GenE branches.

The department library is open 24/ 7 and operates on an honor system. There is a Reserve section where Professors set books aside for the advanced courses.

The D/GenE department library currently holds 4728 volumes. It is inventoried every three years, the most recent inventory being done in 2010. The next inventory, therefore, is scheduled for 2013.

Faculty take an active role in collection development. They consistently review new literature and make recommendations for purchase. Faculty prefers that their selected material be at hand for ease of cadet accessibility and so their requests usually specify that the material be placed in the D/GenE library.

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 are utilized very often by the faculty. ScienceDirect remains an important database for the engineering, geology, oceanography, and climatology courses offered by the department. The Elsevier databases Compendex/ Engineering Village are used consistently by the environmental courses.
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/GenE.
9. **LIAISON ENGAGEMENT:** The liaison will be a presence in the D/GenE department library (WH5401) weekly to assist cadets and instructors with research or library related questions. Current office hours for AY2014 are 1300-1400 every Wednesday. The individual also 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. 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.
10. **EXPIRATION:** This policy is effective until superseded or rescinded.

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