



MADN-LIB

31 August 2015

**Library Policy Operating Memorandum No. 3.6.10**

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

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1. **PURPOSE:** To assist the D/Mathematical Sciences (D/Math) in its goals, the USMA library will seek to advance the intellectual development of all cadets enrolled in the core courses of the Department of Mathematical Sciences. The library will serve as the intellectual foundation for the continued development of faculty and for the lifelong learning of 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 both physical and digital resources in order to assist cadets and faculty with their research. The library will also maintain a guide that outlines the resources that the department recognizes as important for cadet coursework. This resource can be found at: <http://usma.libguides.com/mathematics>

The library seeks to ensure that cadets exhibit strong literacy and research skills in support of their academic work. The library liaison to D/Math 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 *as requested* by D/Math. This program should include direct instruction by library staff and indirect instruction through regular classroom faculty who are equipped to teach these skills.

This instruction will include, but is not limited to, the following skills:

- Awareness and use of MathSciNet, MathNetBase, SCOUT and other relevant databases





- Locating and acquiring material through the USMA Library catalog as well as general and subject databases
- In-class instruction, at point-of-need, for papers or other research
- Awareness and use of D/Math and other Library Research Guides
- Appropriate use and placement of citations, as well as citation formatting and management
- Understanding the Dean's Documentation of Written Work
- Understanding and use of interlibrary loan process

3. **COLLECTION DEVELOPMENT**: 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. These acquisitions can be purchased for use in either the Department library or for the USMA library. Cadet requests for acquisition of materials are also welcomed, and are reviewed by the same standards as are requests from all other sources.

The library liaison will work to collect materials in support of the D/Math, 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.

Final selection of materials is the responsibility of the USMA library liaison.

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 eighteen 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/Math* 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. OTHER NON-PRINT MATERIALS:**

Limited purchases of non-print materials (i.e. 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.

5. **SPECIAL COLLECTIONS AND ARCHIVES:** The Special Collections and Archives division of the USMA Library is another strong resource supporting D/Math instruction, particularly in terms of primary sources for mathematical history.

6. **ROLE OF THE DEPARTMENTAL LIBRARY:** The departmental library in the D/Math is by default the Math library at Thayer Hall. It serves an important role for all cadets in D/Math, particularly in the area of mathematics, and is vital for research in the field. *As requested*, the library liaison shall inform Faculty and cadets of the D/ Math of the 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 directly through the UMSA catalog and the ConnectNY consortium.

7. **COLLECTION MANAGEMENT PRIORITIES:** The full text databases of MathSciNet, MathNetBase and ScienceDirect are utilized by the faculty, in addition to other databases specifically oriented to Mathematical Sciences.





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/Math.

9. **LIAISON ENGAGEMENT:**

a. The Liaison for D/Math is always available by email, telephone, or in person for consultation to the D/Math faculty and staff.

b. Liaison responsibilities in support of D/Math occur throughout the academic year, and extend into the summer months, when new department staff and faculty members are typically brought on board.

c. The liaison will conduct orientations for these new faculty members, and introduce them to the types of library instruction that can be provided for D/Math classes.

d. The liaison to D/Math is responsible for the creation and maintenance of Research Guides hosted on the USMA Library website, and will make sure that members of the D/Math faculty are aware that Guides can be created for specific classes at their request.

e. The liaison will also be available to assist faculty members with their own professional research.

f. The liaison may request inclusion on the departmental e-mail distribution list, attend faculty meetings, and participate in department events to maintain an effective interface between USMA Library and the department.

g. The liaison serves as the point of contact for any departmental interaction with the library.

h. If requested, the liaison may meet with faculty members from D/Math to discuss library skill classes. Possible topic: How to conduct a literature review.

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

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