



**MADN-LIB**

**31 August 2015**

**Library Policy Operating Memorandum No. 3.6.11**

**USMA Library Support Statement  
Department of Military Instruction**

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1. **PURPOSE:** To assist the Defense Strategic Studies (DSS) in its goals, the USMA Library will seek to advance the intellectual development of all cadets enrolled in the core courses and the distinctive major of the department. The Library will serve as the intellectual foundation for the continued development of faculty and for the lifelong learning of Defense Strategic Studies graduates.

DMI also offers a Defense Strategic Studies major. Courses for this major include:

- DS310 Tactics
- DS345 Military Innovation
- DS350 Military Communication
- DS385 Sustaining the Force
- DS455 Comparative Military Systems
- DS460 Counterinsurgency





- DS470 Military Strategy
- DS489 Advanced Individual Study
- DS498 Colloquium in Military Affairs

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 DMI on our website to support cadet and faculty information literacy. The curated guides are referred to as LibGuides and the faculty is encouraged to edit these.

As coursework for DSS majors culminates in a Capstone Project (DS 489) 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 DSS exhibit strong information literacy and research skills in support of their academic work. To that end, the library liaison to the DMI 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.

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### **DSS 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 Written Work

Citation formatting and management

Bibliography review

Use newspapers to find information

Understand Department of Defense publications

Understand how to find Government Documents

Understand how to use DTIC

Understand how to use the network of DoD Libraries

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DSS students and faculty are in a unique position as the USMA Library has one of the most significant collections of Military related materials in the area.





DSS students and faculty should be aware of online publications distributed by US military post graduate schools as well as congressional documents.

Other significant research libraries in the area include 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 DSS courses use Chicago style 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 DSS is particularly interested in obtaining materials in the areas of Defense Strategic Studies with emphasis on the items listed in DSS course list. 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.

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 formats.

##### 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 DSS majors and faculty. Congressional hearings and committee reports on defense issues inside the DoD as well as US policy on defense strategies 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 contains materials relating to the history of the DMI and DSS but not current defense issues.

6. **ROLE OF THE DEPARTMENTAL LIBRARY:** The Department of Military Instruction does not have a departmental library. Currently faculty members maintain their own personal collections in shelves in their offices.

Faculty will take an active role in collection development. They will consistently review new literature and make recommendations for purchase. Faculty prefers that their selected material be in electronic format for ease of cadet accessibility and so their requests usually specify that the material be in electronic format.

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 Jane's, DTIC, U.S. Congressional Serial Set, FBIS, and LexisNexis Academic are the most used subscription databases. Materials will concentrate on current defense related issues.

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 DSS.

9. **LIAISON ENGAGEMENT:** The Library Liaison will meet with the Departmental Liaison each Thursday at 1300 hrs. to brief the DMI Liaison on upcoming USMA Library events.

10. **DUTIES OF THE LIBRARY LIAISON:**

a. Meet with Department's Library Officer at the beginning of the academic year to review the academic support statement and make changes if necessary.

b. Brief the DMI instructors at least once during each semester to keep the department apprised of library's events.

c. Receive syllabus for each course so that the librarian can keep abreast of course content.

d. Receive deadlines for major assignments so the library can staff accordingly and prepare for classes.

e. Prior to the beginning of each semester, meet with Library Officer to discuss library skills classes to be taught to Defense strategic Studies students. At a minimum, the following classes will be taught by the Library Liaison:

- How to do a literature review
- Two night classes focusing on library resources relevant to students enrolled in the DSS courses.
- DSS 489 is the capstone course cadets enrolled in DSS major. The course instructors will provide the librarian with a list of students enrolled in the capstone course and require students to meet with the library liaison once topic selection has been approved. During the meeting with students and librarian will review appropriate resources. The librarian will also cover the DoD library network to find subject specific libraries.





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- Work with the Library Officer to complete at least one collaborative project during the semester. Input from DMI instructors is welcomed.
- Schedule new instructor orientation with the Library Officer

11. **POTENTIAL PROJECTS FOR THE LIBRARY LIAISON:**

- Create or acquire materials for personnel attending staff rides.
- Create a display of articles/books published by the staff and faculty of the Department of Military Instruction. The intent is to showcase scholarship of the Department of Military Instruction.
- Create a LibGuide of books recommended for reading by the staff and faculty of the Department of Military Instruction.

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

CHRISTOPHER D. BARTH  
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