



MADN-LIB

31 August 2015

Library Policy Operating Memorandum No. 3.6.12

**USMA Library Support Statement
Department of Physical Education**

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1. **PURPOSE:** To assist the Department of Physical Education (D/PE) in its goals, the USMA Library will seek to advance the intellectual development of all cadets enrolled in the core courses and the one distinct major of the department. The Library will serve as the intellectual foundation for the continued development of faculty and for the lifelong learning of D/PE graduates.

2. INFORMATION LITRACY 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/PE on our website to support cadet and faculty information literacy.

As coursework for D/PE majors culminates in a Capstone Project or Senior Thesis 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/PE exhibit strong information literacy and research skills in support of their academic work. To that end, the library liaison to the D/PE 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

Locate and acquire monographs and scholarly articles through the USMA Library catalog, Scout, 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

Special tools: EBSCO, Project MUSE, JSTOR, ebrary, DTIC, ScienceDirect, Pub Med, Proquest

D/PE 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/PE courses use APA 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 Turabian, MLA or Chicago styles.

3. COLLECTION PRIORITIES: The D/PE is particularly interested in obtaining materials in the areas of exercise physiology, biomechanics, sports medicine, sports nutrition, exercise psychology, and exercise epidemiology. The department also uses materials from the life sciences.

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 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/PE majors and faculty. Congressional hearings and committee reports relevant to public health policies and defense issues are invaluable for both contemporary and historical research.

e. **DATASETS:**

The Department does not purchase datasets through USMA Library.

5. **OTHER NON-PRINT MATERIALS:** Limited purchases of non-print materials (i.e. CDs for learning foreign languages, 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.

6. **SPECIAL COLLECTIONS AND ARCHIVES:** The Special Collections and Archives division of the USMA Library is another strong resource for the D/PE, possessing many items of historical interest to students of the field such as textbooks, manuals and USMA publications on Physical Education and Military Training.

7. **ROLE OF THE DEPARTMENTAL LIBRARY:** There is no department library in D/PE. 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.

8. **COLLECTION MANAGEMENT PRIORITIES:** The full text databases of Academic Search Premiere, MEDLINE and SportsDiscus EBSCO and Proquest are utilized very often by the faculty. Additional databases listed in the USMA database list such as PubMed and Science Direct can be utilized in course work.

9. **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/PE.

10. **LIAISON ENGAGEMENT:** The liaison is available to attend departmental meetings in D/PE as appropriate. The liaison will also be a presence in the D/PE in the Arvin Cadet Physical Development Center at least once per week, to assist cadets and instructors with any library oriented questions. The liaison will also assist faculty members with integrating library materials in the design of their curricula as well as with their own professional research. It will be extremely helpful to be included on the departmental e-mail distribution list to maintain an effective interface.

11. **EXPIRATION:** The policy is effective until superseded or rescinded.

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