



MADN-LIB

29 September 2017

Library Policy Operating Memorandum No. 3.6.2

**USMA Library Support Statement
Department of Chemistry and Life Science**

1. **PURPOSE:** To assist the Department of Chemistry and Life Science 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 support the USMA academic program, which serves as the intellectual foundation for the continued development of faculty and for the lifelong learning of D/CLS graduates. In addition, the Library supports learning outcomes and supporting objectives as outlined in the USMA 2018 Academic Program (“Red Book”).

2. **INFORMATION LITERACY:** The Library recognizes the importance of educating cadets and faculty to be competent and astute users of information. The library will maintain internet resources to assist faculty and cadets with research associated with their courses. The library will also continue to maintain a website that outlines in one place the resources that the department recognizes as important for cadet coursework. The CLS Libguide is located found at: <http://usma.libguides.com/cls>

The library will provide instruction to meet the following course learning outcomes.

CH363, CH375, CH402, CH472, CH491/2

The library seeks to ensure that cadets exhibit strong literacy and research skills in support of their academic work. To that end, the library liaison to the D/CLS will design and manage a program to offer both generalized and targeted information literacy instruction to cadets enrolled in its courses. This program will include additional instruction (AI) by library staff and faculty, and direct instruction by faculty in an as needed fashion in their courses. This instruction will include, but is not limited to, the following skills:

- Awareness and use of SciFinder, Google Scholar, SCOUT and other relevant databases.
- In-class instruction, at point-of-need, for papers or other research.
- Awareness and use of Chemical Engineering, Chemistry and Life Sciences Libguides.
- Appropriate use and placement of citations, as well as citation formatting and management, specific to the citation style required for the course in which they are enrolled.
- Patent searching and acquisition of patents.





- Locating and acquiring material through the USMA Library catalog as well as general and subject databases.
- Understanding the Dean's Documentation of Written Work.
- Understanding and use of the interlibrary loan process.

Student learning outcome(s) to be supported: <ul style="list-style-type: none">• A recognition of the need for, and an ability to engage in life-long learning• An ability to design and conduct experiments, as well as to analyze and interpret data.
Learning outcome(s) from lesson plan that support learning outcome (s): Instructors will work with liaison librarians to identify topics most applicable to the core and research classes. Potential topics of instruction include: <ul style="list-style-type: none">• Review of literature• Scout• Catalog• Appropriate databases• Google Scholar• Citation management• Citation metrics• Government documents• Interlibrary loan
Activity: The activity is dependent on the topics selected by instructor and liaison librarian.
Information Literacy Frames: <ul style="list-style-type: none">• Research as Inquiry• Scholarship as a Conversation.
Library Instruction Assessment: Cadets will receive an assessment to be completed after class.
How the class helped the instructor meet the identified course objective: Instructors will provide feedback on project performance and quality of sources.

3. COLLECTION DEVELOPMENT

To support the Department's Student Learning Objectives, the Liaison Librarian will select materials highlighting chemistry and life science research. The library does **not** order textbooks required for classes.

Faculty will take an active role in collection development. They will consistently review new literature and make recommendations for purchase. The library liaison will work to collect materials in support of Chemistry and Life Science programs according to the following criteria:

- Accreditation priorities.
- Appropriateness for the academic programs.
- Appropriateness for cadet and faculty research.
- Cost effectiveness where this does not impede programs.
- Lasting value of the content.





- Appropriateness of treatment level.
- Strength of existing holdings in same or similar subject areas.
- Suitability of format to application.
- Authority of author.
- Reputation of publisher.

The highest priority will be placed on those resources required for accreditation. USMA's accreditation responsibilities are described in Department of the Army Regulation 10-87. Accreditation of the chemistry program is through the American Chemical Society, and accreditation of the chemical engineering program is through ABET. The primary emphasis of the library's support to D/CLS will be on maintaining those subscriptions that are required for the maintenance of accreditation. The American Chemical Society is very specific, and provides a list of recommended and highly recommended journals. *Accreditation of the Chemistry program is placed seriously at risk of these journal subscriptions are canceled or interrupted.* The Chemistry journal list can be found in the "ACS Guidelines and Supplements" section of the ACS portal at: <http://www.acs.org/content/acs/en/about/governance/committees/training/acs-guidelines-supplements.html>

The ABET criteria can be found at:

<http://www.abet.org/accreditation-criteria-policies-documents/>

The ABET chemical engineering guidelines are not as prescriptive as those published by the ACS, but there are two guiding principles that are articulated in the ABET accreditation criteria. First, the chemistry program, on which chemical engineering depends, must be in good health and able to support the needs of the engineering programs. This is usually judged based on the health of the ACS accreditation status, which is linked to the journal status as described above. Second, the chemical engineering program must provide those specific references that are required for the conduct of a chemical engineering design program. There are three encyclopedic references that are generally used for this purpose. They are (1) the Kirk-Othmer Encyclopedia of Chemical Technology, (2) Ullmann's Encyclopedia of Chemical Technology, and (3) the Encyclopedia of Chemical Technology. *Accreditation of the chemical engineering program is placed seriously at risk if these encyclopedias are canceled or interrupted.* Furthermore, the library should contain a healthy collection of references for the determination of chemical thermodynamic properties.

Beyond this, 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 new 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. Final deletion or interruption of existing subscriptions is also the responsibility of the USMA library, but must never be conducted without prior discussion with department personnel, and with full understanding of the risk to accreditation.

No contractual agreement for cooperative collection development exists between USMA Library and any other library. However, USMA is a member of the ConnectNY consortium 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 resources are provided through interlibrary loan services from libraries around the world.

Format of Materials

- **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.

- **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.

- **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. 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

- **Government Documents**

- Government Documents such as patents must be readily available through document delivery for cadet and faculty research design and work. Videos from the Chemical Safety Board are particularly valuable to the D/CLS





- **Datasets**
 - The Department requires the availability of certain thermodynamic datasets (such as Yaws or DIPPR) must be maintained by the library.
- **Other Non-Print Materials**
 - Limited purchases of non-print materials (i.e. CDs or DVDs for learning chemical analysis, 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.

4. **PUBLISHED SCHOLARSHIP**: Throughout the year, as faculty members publish, the department liaison officer will compile a list of published works. The Library will collect this information twice a year, covering the periods from 1 Jan to 30 Jun and Jul 1 to 31 Dec. These works will be collected for IID and the Dean's Celebration of West Point Authors.

- 1 Jan to 30 Jun (list completed NLT 31 Aug)
- 1 Jul to 31 Dec (list completed NLT 28 Feb)

5. **COPYRIGHT**: For copyright issues, faculty should consult the Library's internal SharePoint site. This site contains material developed by SJA, the Office of the Dean, and Faculty Council to help faculty understand and manage copyright-related issues in the classroom.

6. **PRINTING**: Courses that will require printed course packs or course notebooks in excess of 50 pages shall arrange for print production/distribution through book issue or the print plant. Cadets shall not be asked or expected to print large documents themselves.

7. **LIAISON ENGAGEMENT**: The liaison 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 will encourage any opportunities to increase the effectiveness of the embedded library instruction efforts by utilizing existing resources. Overall, the liaison makes it known that faculty may reach out for assistance with any library issues that may arise, whether requesting materials or troubleshooting problems accessing the library's website. Finally, the liaison serves as the point of contact for any departmental interaction with the library.

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

CHRISTOPHER D. BARTH
Librarian and Associate Dean, USMA

