



MADN-LIB

31 August 2015

Library Policy Operating Memorandum No. 3.6.3

**USMA Library Support Statement
Department of Civil and Mechanical Engineering**

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1. PURPOSE:

To assist the Department of Civil and Mechanical Engineering (D/C&ME) in its goals, the USMA Library will seek to advance the intellectual development of all cadets enrolled in D/C&ME Courses. The Library will serve as the intellectual foundation for the continued development of faculty and will assist D/C&ME in developing lifelong information literacy skills in all cadets taking D/C&ME courses.

2. INFORMATION LITERACY OBJECTIVES AND OUTCOMES FOR D/C&ME COURSES.

We recognize the importance of educating cadets and faculty to be competent and astute users of information. To that end, the library maintains guides to academic research for various D/C&ME courses and disciplines on our website in order to support cadet and faculty information literacy.

The library liaison to D/C&ME will design and offer a variety of instruction sessions that can be deployed to provide research instruction to cadets enrolled in D/C&ME courses as requested. These instruction sessions will be provided by library staff, either in the Library or in the D/C&ME instructors' classrooms. Such instruction will be tailored to the needs of the particular class and the cadets in that class, and will be specific to the needs of the disciplinary area within which the class falls; instruction will be designed to insure that cadets are introduced to and learn to effectively use the databases and other resources that provide the information sought for D/C&ME topics and research areas. Since cadets majoring in Civil or Mechanical Engineering





complete Capstone Projects that synthesize the knowledge and skills gained over the entire course of their studies, the library seeks to insure that cadets completing their Capstone Project and major within the D/C&ME exhibit strong information literacy and research skills in support of their academic work.

D/C&ME courses are all 300/400 level courses; even the D/C&ME courses that make up the Engineering Core requirement (ME 300: Fundamentals of Engineering Mechanics and Design, CE 350: Infrastructure Engineering, and CE 450: Construction management) are so specific that the library skills necessary for success in these classes relate to specific, specialized databases that include scholarly articles and research on engineering topics. Thus, instruction to cadets in D/C&ME courses focuses on imparting skills in constructing searches and selecting appropriate databases for their specific area of research.

Skills included in Library lessons are listed below; due to the nature of research in the D/C&ME courses, these skills apply to all the D/C&ME courses.

SKILL	COURSE
Locate and acquire monographs and scholarly articles through the use of USMA Library's Discovery Tool Scout	ALL
Distinguish between primary/secondary sources	ALL
Distinguish between scholarly/non-scholarly sources	ALL
Bibliography review	ALL
Locate and request monographs from other libraries, using ConnectNY or Illiad ILL services	ALL
Become familiar with the specialize resources available in USMA Library's Special Collections and Archives	ALL
Become skilled at constructing search queries for specific research needs	ALL
Locate and acquire popular and scholarly articles through the use of general and subject databases to which the USMA Library subscribes	ALL
Understand and evaluate web resources for authority, relevance, and appropriate use	ALL
Understand the location and use of government documents for USMA courses, and become aware of specialized Government and Army web products for use as a cadet and Army Officer	ALL

3. **SPECIAL NOTES:**

As listed in the table, all cadets should also be aware that materials not found in the USMA Library can be obtained through other means. Especially within the engineering disciplines, cadets may often encounter journal articles, conference proceedings, standards, and codes that would be valuable to their work, but which are not included in the USMA Library's collections.





All Library instruction sessions will demonstrate how to obtain resources through our Connect New York consortium, and how to search for and request resources through our Iliad Inter-Library Loan service. Cadets will be assisted in signing up for and using these services, as necessary.

4. **COLLECTION PRIORITIES:**

The D/C&ME is particularly interested in obtaining materials in the areas of civil, mechanical, soil, hydraulic, thermal, nanotechnology, and transportation (automobile and aeronautical) engineering.

The library liaison will work to collect materials in support of this mission 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 instructor and/or cadet request, 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 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.

5. **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 RESOURCED-MONOGRAPHS AND DATABASES:**

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. Electronic editions of monographs may be added to the collection directly, or may be accessed through a subscribed database or via Connect NY's Electronic Book Library. The USMA Library subscribes to a wide variety of electronic databases; several of them (most notably ASCE Research Library, ASME Digital Library, IEEE Explore, Scitation, Compendex/Engineering Village, and the Knovel Library) are collections of the most active and respected journals in the civil and mechanical engineering fields, and thus directly support the mission of CEP.

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, many of which are suitable resources for research done by D/C&ME majors and faculty, as well as cadets who are students in the core classes. Hearings on infrastructure conditions and financing, documents describing major Federal construction projects, and laws governing design, labor, and construction standards are just some of the resources to be found in our Government Documents collection.

e. **DATASETS:**

The USMA Library does not purchase datasets.

f. **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 supporting D/C&ME instruction, particularly in terms of primary sources for projects undertaken/supervised by USMA Graduates (the Panama Canal, for example) and supervised/built by the US Army Corps of Engineers (example: Jefferson Hall at USMA!). In Library instructions sessions for courses that would benefit from the types of resources held in the Special Collections and Archives, cadets will learn about and see in person the value of primary resources, and learn how to request their use when they wish to consult such sources for their class work and research.





7. 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 and/or instructional efforts for D/C&ME classes.

8. LIAISON ENGAGEMENT:

The liaison for D/C&ME is always available by email, telephone, or in person for consultation to the D/C&ME faculty and staff. Liaison responsibilities in support of D/C&ME occur throughout the academic year, and extend into the summer months, when new department staff and faculty members are typically brought on board. 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/C&ME classes. The liaison to D/C&ME 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/C&ME faculty are aware that Guides can be created for specific classes at their request. The liaison will also be available to assist faculty members with their own professional research. 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 the Library and the Department. The liaison serves as the point of contact for any departmental interaction with the library.

9. EXPIRATION: This policy is effective until superseded or rescinded.

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