ACADEMIC DEAN INSTRUCTION 5070.2

From: Academic Dean

Subj: Collection Management Policy of the Nimitz Library, United States Naval Academy

1. Purpose. To promulgate a Collection Management Policy for the Nimitz Library, United States Naval Academy.

2. Scope. The contents of this Instruction provide detailed information and guidelines on the purpose, content, scope, and management of the Nimitz Library's collections.

3. Objective. To provide information on the guidelines governing the management of the Nimitz Library's collections.

BRUCE M. DAVIDSON

Distribution:
Superintendent (5)
Deputy for Management (3)
Dean of Admissions (5)
Archivist (5)
Candidate Guidance (2)
Staff Judge Advocate (1)
Computer Services (5)
Registrar (2)
Comptroller (3)
Educational Resources Center (3)
Civilian Faculty (each)
Military Faculty (each)
Library (100)
INTRODUCTION

The United States Naval Academy is the Navy's undergraduate college. The primary mission of the Nimitz Library is to provide library and information service in support of the academic curriculum, professional development program, and faculty research. Therefore, the Library's collection exists to meet the requirements of midshipmen and faculty. Because the mission of the Naval Academy is to prepare midshipmen "morally, mentally, and physically to be professional officers in the naval service," the Nimitz Library also has the responsibility to maintain a research collection in United States naval history and tradition. The Library has built such a collection gradually over the past 100 years and will actively continue to add to it. This collection also serves as an important information resource for the Baltimore/Annapolis/Washington, DC area.

In addition to its academic responsibilities, the Library provides service to military personnel assigned to the Annapolis Area Command and to their dependents. Naval Academy civilian personnel and their dependents, retired military and faculty living in the Annapolis area, and others designated by the Superintendent are also authorized Library use.

Based upon the Nimitz Library's inherent nature as an undergraduate
The following sections provide a series of guidelines for collection development and management in the Nimitz Library. These guidelines are intended to maintain the existing strengths of the Library's collection while allowing for its careful and systematic growth. Because user needs do not remain static, it is essential that this Policy be reviewed on an annual basis in order to reflect evolving curriculum needs and changes and Library-related developments and progress.

The object of this Policy is to ensure that the Library's collection retains its excellence in subject areas of vital interest to the Naval Academy's mission and curriculum and that the Library's materials budget is spent in building, through deliberation and foresight, the finest collection possible.

LEVEL OF SUPPORT

Academic Programs

General. Class assignments motivate Library use. The goal of curriculum support is to ensure that midshipmen and faculty seeking information to augment and complete class assignments will find sufficient material to meet their needs.

Special. The Trident Program and Forensics Activity are supported to the degree that the midshipmen involved or their faculty sponsors identify needed material, and to the extent that resources are available.

Midshipmen in the Voluntary Graduate Education Program should make use of the libraries of the sponsoring institutions when their information needs exceed our existing resources.

Other. The Library provides coverage in subject areas which are not heavily used, but are appropriate for an undergraduate library, so that basic and up-to-date information is available when needed.

Professional Development

General. The Library supports the non-academic, military orientation program conducted during Plebe Year. The Library's goal is the availability to midshipmen of current military information on assigned topics in sufficient quantities when needed.

Special. The interest of midshipmen, faculty, and staff in naval and military topics is recognized and supported.

Faculty Support

General. The Library provides material for faculty research in support of classroom preparation. Fully cognizant of the fact that the difference between undergraduate and graduate materials may be indistinguishable, the Library acquires, without prejudice, materials necessary to the teaching mission. In addition, it is recognized that scientific and technical periodicals may be a primary source of subject information, supplanting books. Because of this, periodicals in these subject areas may be collected at the Research Level in order to adequately support the
curriculum.

Special. Academic disciplines, with the exception of naval subjects, do not require blanket graduate-level support in the Nimitz Library. However, faculty requests for materials of continuing research interest to the Naval Academy will be filled to the extent that Library funds are available. Recognizing that no single library may own everything requested, the Library endeavors to obtain needed research materials by purchase, through online search services, or through interlibrary loan. Faculty requests for materials of nonrecurring research interest will be supported primarily through interlibrary loan.

Other Information Needs

The Library obtains popular fiction and non-fiction materials by means of rental agreements with book vendors. Rented books are not part of the Library's permanent collection, but are returned to the leasing agent on a periodic basis as stated in the contract. Books on sports and other extra-curricular activities are purchased for the collection as demand warrants.

RESPONSIBILITY FOR SELECTION AND DESELECTION

Faculty members are a vital source of subject information. Their careful selection of materials for inclusion in the Library's collection, is an essential part of the collection development process. In addition, faculty members are responsible for reviewing materials being considered for deselection from the collection.

Responsibility for monitoring use patterns and collection sufficiency, as well as for currency, depth of coverage, and adequacy of subject areas for undergraduate support, rests with the Collection Development Coordinator who will seek advice from faculty members and the reference librarians as needed. The reference librarians actively select materials for the Library's collection based on their knowledge of academic and research needs gleaned from staffing the Reference Desk.

All requests for materials are monitored by the Collection Development Coordinator. Requests for materials of apparent marginal value to the collection, or of great expense, will be resolved by the Collection Development Coordinator and the requestor. Responsibility for selection and deselection rests with the Collection Development Coordinator.

LEVELS OF COLLECTION INTENSITY

Selection

Collection development and management methods are used to analyze the Nimitz Library's collection in order to determine its strengths and weaknesses relative to the section on "LEVEL OF SUPPORT" above. Subjects which are important to the academic curriculum (e.g., majors programs) become centers of active collection development. Conversely, those subjects which have no academic interest (e.g., agriculture) or little popular appeal (e.g., cookbooks) are only represented by a few basic works.

Although considered secondary to academic/research needs, fiscal
considerations are a significant factor in collection management. It is important to build upon broad areas of strength in the Library's collection since these areas tend to reflect topics of continuing concern to the Naval Academy. Any shift in collection strategy involving strong collection areas, or diversion of funds from these areas to boost subjects of lesser strength, could have a longterm effect on the quality of the collection and its ability to meet academic needs. Such a step should not be taken without careful consideration of the Naval Academy's mission and curriculum. If any large-scale subject-building is deemed necessary, additional funding would be necessary to avoid deterioration in those subject areas already strong.

With this in mind, levels of collection intensity have been adapted from the American Library Association's Guidelines for Collection Development (Chicago. 1979) and assigned to the Library's subject collections. These levels are indicators of the degree of support the Library provides for each of its subject collections:

Comprehensive Level. A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge for a defined field. The aim is exhaustiveness. This level is not used in the Nimitz Library.

Research Level. A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

Study Level. A collection which supports undergraduate course work, or independent study, of less than research intensity.

Basic Level. A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, and important bibliographies.

Minimal Level. A subject area in which few selections are made beyond very basic works.

"O" Level. A subject area in which no selections are made.

Deselection

All of the above levels of collection activity, with the exception of "Comprehensive" and "O," imply a level of deselection or weeding. Given the size of the student body and the current and projected academic and research needs of faculty and midshipmen, the Library's physical collection is controlled in such a way that it will not exceed the space presently occupied by the Library. The weeding process is also necessary to improve access and to keep the collection at a manageable size.

Research Level. This level is weeded very carefully. Maintenance of
historic continuity and academic depth is important.

Study Level. This level is weeded regularly to remove outdated or superseded material and to identify and replace worn copies as necessary.

Basic and Minimal Levels. These levels are weeded regularly to maintain their general usefulness and currentness and to eliminate unused or superfluous material.

Table of Levels of Collection Intensity

The table below lists the Library's subject areas broken down by the Library of Congress classification scheme, along with their designated levels of support. The purpose of these assigned levels is not to exclude postgraduate or research materials from these areas. Rather, it is to ensure that the collection is maintained at least at the level of support indicated.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Knowledge (A)</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Knowledge</td>
<td>Basic</td>
</tr>
<tr>
<td>Collected Works and Series</td>
<td>Basic</td>
</tr>
<tr>
<td>Encyclopedias</td>
<td>Study</td>
</tr>
<tr>
<td>Dictionaries and Other General Reference Works</td>
<td>Study</td>
</tr>
<tr>
<td>Indexes</td>
<td>Study</td>
</tr>
<tr>
<td>Museums, Collectors, and Collecting</td>
<td>Basic</td>
</tr>
<tr>
<td>Academic and Learned Societies</td>
<td>Basic</td>
</tr>
<tr>
<td>Yearbooks, Almanacs, Directories</td>
<td>Study</td>
</tr>
<tr>
<td>History of Scholarship and Learning</td>
<td>Basic</td>
</tr>
</tbody>
</table>

Philosophy

<table>
<thead>
<tr>
<th>Philosophy</th>
<th>Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logic</td>
<td>Study</td>
</tr>
<tr>
<td>Speculative Philosophy</td>
<td>Study</td>
</tr>
<tr>
<td>Psychology</td>
<td>Study</td>
</tr>
</tbody>
</table>
Applied Psychology  Study
Parapsychology  Basic
Aesthetics  Basic
Ethics  Study
Etiquette  Study
Religion and Mythology  Study
Judaism  Study
Islam  Study
Buddism  Study
Christianity  Study
Bible  Study
Doctrinal Theology  Study
Practical Theology  Study
Denominations and Sects  Basic

Auxiliary Sciences of History (C)

General  Basic
History of Civilization  Study
Archeology  Basic
Underwater Archeology  Study
Diplomatics, Archives, Seals  Minimal
Technical Chronology, Calendar  Minimal
Numismatics  Minimal
Inscription, Epigraphy  Minimal
Heraldry  Basic
Chivalry and Knighthood  Study
Genealogy  Minimal
Biography (General)  Minimal
<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>History (General and World)</td>
<td>Study</td>
</tr>
<tr>
<td>Military</td>
<td>Study</td>
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<tr>
<td>Naval</td>
<td>Study</td>
</tr>
<tr>
<td>Ancient</td>
<td>Study</td>
</tr>
<tr>
<td>Medieval</td>
<td>Study</td>
</tr>
<tr>
<td>Modern</td>
<td>Study</td>
</tr>
<tr>
<td>World War I</td>
<td>Research</td>
</tr>
<tr>
<td>World War II</td>
<td>Research</td>
</tr>
<tr>
<td>Europe</td>
<td>Study</td>
</tr>
<tr>
<td>England (General)</td>
<td>Study</td>
</tr>
<tr>
<td>Military</td>
<td>Study</td>
</tr>
<tr>
<td>Naval</td>
<td>Research</td>
</tr>
<tr>
<td>Ancient</td>
<td>Study</td>
</tr>
<tr>
<td>Medieval</td>
<td>Study</td>
</tr>
<tr>
<td>Modern (Especially the Elizabethan Age)</td>
<td>Study</td>
</tr>
<tr>
<td>Wales</td>
<td>Study</td>
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<tr>
<td>Scotland</td>
<td>Study</td>
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<tr>
<td>Ireland</td>
<td>Study</td>
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<tr>
<td>Austria</td>
<td>Study</td>
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<tr>
<td>Czechoslovakia</td>
<td>Study</td>
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<tr>
<td>Hungary</td>
<td>Study</td>
</tr>
<tr>
<td>France (General)</td>
<td>Study</td>
</tr>
<tr>
<td>Military</td>
<td>Study</td>
</tr>
<tr>
<td>Naval</td>
<td>Study</td>
</tr>
<tr>
<td>Ancient</td>
<td>Study</td>
</tr>
<tr>
<td>Medieval</td>
<td>Study</td>
</tr>
<tr>
<td>Modern (Especially Napoleonic Period)</td>
<td>Study</td>
</tr>
</tbody>
</table>
Germany (General) Study
Military Study
Naval Study
Ancient Study
Medieval Study
Modern (Especially Hitler and -the Third Reich) Study
Prussia Study
Mediterranean World Study
Greece (General) Study
Military Study
Naval Study
Ancient Study
Medieval Study
Modern Study
Italy (General) Study
Military Study
Naval Study
Ancient and Roman Empire Study
Medieval Study
Modern Study
Netherlands (Low Countries) Study
Belgium Study
Luxembourg Study
Netherlands (Holland) Study
Russia/Soviet Union (General) Study
Military Study
Naval Study
Ancient Study
Medieval Study
Modern (Especially Soviet Union 1917-) Study
Poland Study
Finland Study
Northern Europe, Scandinavia Study
Denmark Study
Iceland Study
Norway Study
Sweden Study
Spain (General) Study
Military Study
Naval Study
Ancient Study
Medieval Study
Modern Study
Phillip II/Spanish Armada Study
Portugal Study
Switzerland Study
Bulgaria Study
Romania Study
Yugoslavia Study
Turkey Study
Asia (General) Study
Antiquities Study
Modern World Study
Southwestern Asia, Ancient Orient, Near East Study
Iraq Study
Lebanon Study
Syria Study
Israel
  Arab-Israeli Conflicts
Jordan
Asia Minor
Armenia
Arabian Peninsula, Saudi Arabia
Iran
Southern Asia, Indian Ocean Region
Afghanistan
Pakistan
India
Eastern Asia, Southeastern Asia, The Far East
Indochina
Vietnam
  Vietnamese Conflict, 1961-1975
Cambodia (Kampuchea)
Laos
Thailand
Malay Peninsula and Archipelago, Malaya
Indonesia
Philippine Islands
China
  Boxer Rebellion, 1900
Japan
Korea
  Korean War, 1950-1953
Africa (General)
Egypt
Sudan
North Africa  
Study
Barbary States  
Study
  Period of Piracy, 1516-1830  
Study
East Africa  
Study
  Ancient  
Study
  Medieval  
Study
  Modern (Especially Hitler and -the Third Reich)  
Study
Prussia  
Study
Mediterranean World  
Study
Greece (General)  
Study
  Military  
Study
  Naval  
Study
  Ancient  
Study
  Medieval  
Study
  Modern  
Study
Italy (General)  
Study
  Military  
Study
  Naval  
Study
  Ancient and Roman Empire  
Study
  Medieval  
Study
  Modern  
Study
Netherlands (Low Countries)  
Study
Belgium  
Study
Luxembourg  
Study
Netherlands (Holland)  
Study
Russia/Soviet Union (General)  
Study
  Military  
Study
  Naval  
Study
Ancient Study
Medieval Study
Modern (Especially Soviet Union 1917-) Study
Poland Study
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Norway Study
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Spain (General) Study
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Naval Study
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Turkey Study
Asia (General) Study
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Southwestern Asia, Ancient Orient, Near East Study
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Lebanon Study
Syria
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Arab-Israeli Conflicts
Jordan
Asia Minor
Armenia
Arabian Peninsula, Saudi Arabia
Iran
Southern Asia, Indian Ocean Region
Afghanistan
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Eastern Asia, Southeastern Asia, The Far East
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Philippine Islands
China
Boxer Rebellion, 1900
Japan
Korea
Korean War, 1950-1953
Africa (General)
Egypt Study
Sudan Study
North Africa Study
Barbary States Study
  Period of Piracy, 1516-1830 Study
East Africa Study

West Africa, West Coast Study
South Africa Study
Oceania (South Seas) Study
Australia Study
New Zealand Study
Hawaiian Islands Study
Gypsies Minimal

American History (E-F)

America (General/Comprehensive) Study
North America (Including Pre-Columbian) Study
Indians of North America Basic
Discovery of America Study
United States (General) Study
  Military Study
  Naval Research
  Diplomatic Study
  Minority Study

Period: Colonial, 1606-1775 Study
  Revolution, 1775-1783 Study
    Naval Research
  War with Tripoli, 1801-1805 Research
  War of 1812 Study
Naval Research
War with Algeria 1815 Study
War with Mexico, 1845-1848 Study
Naval Research
Slavery Study
Civil War, 1861-1865 Study
Naval-Union Research
Naval-Confederacy Research
Spanish-American War, 1898 Study
Naval Research
Twentieth Century Study
Military Study
Naval Research
Maryland Study
District of Columbia Study
All Other States Study
Canada Study
Mexico Study
Central America Study
Cuba Study
Caribbean Sea (Spanish Main) Study
South America Study

Geography-Anthropology-Recreation (G)
Geography (General) Study
Voyages and Travels Study
Seafaring Life Study
Atlases, Maps, Globes Study
Maritime and Marine Study
Mathematical Geography and Cartography  Study
  Marine  Study
Physical Geography  Study
  Marine  Study
  Hydrology and Water  Study
Oceanography  Study
Human Ecology and Anthropogeography  Study
Anthropology  Study
Folklore  Minimal
  Seafaring  Study
Manners and Customs (General)  Minimal
Recreation  Basic
  Sports and Outdoor Life  Basic
Water Sports  Basic

Social Sciences (H)
Social Sciences (General)  Study
Statistics  Study
Economic Theory  Study
Economic History and Conditions  Study
  National Production  Study
  Economic Geography  Study
Economic History (General)  Study
  Economic Policy  Study
  Land  Basic
  Agriculture  Basic
  Industry  Study
  Labor  Study
Transportation  Study
  Water Transportation  Study
Merchant Marine Study
Commerce (General) Study
Theory Study
History Study
Commercial Geography Study
Commodities Study
Commercial Policy Study
Tariff Policy, Protection, and Free Trade Study
Business Study
Finance (General) Study
Money Study
Banking Study
Credit Study
Foreign Exchange Study
Corporation Finance Study
Investments Study
Insurance Study
Public Finance (General) Study
Income and Expenditure, The Budget Study
Revenue, Taxation Study
Customs, Tariff Study
Coast Guard Study
Public Credit, Debts, Loans Study
Local Finance Study
Public Accounting Study
Sociology (General and Theoretical) Study
Social History, Problems and Reform Study
Social Groups Study
Societies and Clubs               Minimal
Communities, Classes, Races      Study
Social Pathology                 Study
  Alcoholism                      Study
  Drug Addiction                  Study
Criminology                      Study
Socialism                        Study
Communism                        Study
Anarchism                        Study

Political Science (J)

Official Documents               Study
General Works (Encyclopedias, Collections, etc.) Study
History of Political Science     Study
Political Theory                  Study
  History of the State            Study
  Nationalism                     Study
  Nature, Entity, Concept of the State (e.g., Patriotism) Study
  Forms of the State (e.g., Empire, Democracy) Study
  Purpose, Function, Relations of the State (e.g., Church and State) Study
The State and the Individual     Study

Constitutional History and Administration (General) Study

United States                    Study
  Constitutional History          Study
  Federal and State Relations (State Rights) Study
  Government Administration      Study
The Executive                     Study
  Military Power                  Study
Civil Service                     Study
<table>
<thead>
<tr>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congress Study</td>
</tr>
<tr>
<td>History Study</td>
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<tr>
<td>Senate Study</td>
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<tr>
<td>House of Representatives Study</td>
</tr>
<tr>
<td>Judiciary Study</td>
</tr>
<tr>
<td>Politics, Civil Rights Study</td>
</tr>
<tr>
<td>Citizenship, Naturalization, Suffrage, Electoral System Study</td>
</tr>
<tr>
<td>Political Parties Study</td>
</tr>
<tr>
<td>State Government Study</td>
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<tr>
<td>Confederate States Study</td>
</tr>
<tr>
<td>Canada Study</td>
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<tr>
<td>Central America Study</td>
</tr>
<tr>
<td>South America Study</td>
</tr>
<tr>
<td>Europe Study</td>
</tr>
<tr>
<td>Great Britain Study</td>
</tr>
<tr>
<td>Russia Study</td>
</tr>
<tr>
<td>Asia Basic</td>
</tr>
<tr>
<td>Africa Basic</td>
</tr>
<tr>
<td>Australia and Oceania Basic</td>
</tr>
<tr>
<td>Local Government (General) Basic</td>
</tr>
<tr>
<td>Colonies and Colonization Basic</td>
</tr>
<tr>
<td>Emigration and Immigration Basic</td>
</tr>
<tr>
<td>International Law (General) Study</td>
</tr>
<tr>
<td>Collections (Including Treaties) Study</td>
</tr>
<tr>
<td>International Relations, Diplomatic History Study</td>
</tr>
<tr>
<td>Diplomacy Study</td>
</tr>
<tr>
<td>Procedure in International Disputes Study</td>
</tr>
<tr>
<td>Disarmament Study</td>
</tr>
</tbody>
</table>
Jurisdiction Over the High Seas, Maritime Law Research
Law of War Study
    Maritime War Research
Private International Law Basic

Law (K)

Law (General) Study
Jurisprudence, Philosophy, and Theory of Law Study
Comparative Law, International Uniform Law Study
    Maritime Law (Commercial) Study
    National Defense, Military Law Study
Conflict of Laws Study
    Maritime Law (Commercial) Study
Ancient, Canon, Islamic, and Jewish Laws Minimal
Law of the United Kingdom Basic
Law of Canada Basic
Law of the United States Study
    Maritime Labor Law, Merchant Seamen Study
    Water Transportation, Navigation, and Shipping Study
    Constitutional Law Study
    National Defense, Military Law, Armed Forces Study
Law of the Confederate States of America Basic
Law of Mexico and Latin American Countries Basic
Law of South American Countries Basic
Law of European Countries Basic
Law of the Soviet Union Basic
Law of Asian Countries Minimal
Law of African Countries Minimal
Law of Australia and Oceania Minimal
Although materials in classifications L—Education, M—Music, and N—Fine Arts are not collected in-depth, any book in these areas on a military topic may be added to the collection (e.g., a catalog of the United States Coast Guard Academy, a Navy hymnal, a book on marine painters and painting).

### Education (L)

<table>
<thead>
<tr>
<th>Category</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education (General)</td>
<td>Basic</td>
</tr>
<tr>
<td>History of Education</td>
<td>Basic</td>
</tr>
<tr>
<td>Theory and Practice of Education</td>
<td>Basic</td>
</tr>
<tr>
<td>Special Aspects of Education</td>
<td>Basic</td>
</tr>
<tr>
<td>Individual Institutions</td>
<td>Basic</td>
</tr>
<tr>
<td>United States</td>
<td>Basic</td>
</tr>
<tr>
<td>America (Except United States)</td>
<td>Basic</td>
</tr>
<tr>
<td>Europe</td>
<td>Basic</td>
</tr>
<tr>
<td>Asia, Africa, Oceania</td>
<td>Minimal</td>
</tr>
<tr>
<td>College and School Magazines and Papers</td>
<td>Minimal</td>
</tr>
<tr>
<td>Student Fraternities and Societies - United States</td>
<td>Minimal</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Minimal</td>
</tr>
</tbody>
</table>

### Music (M)

<table>
<thead>
<tr>
<th>Category</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music</td>
<td>Basic</td>
</tr>
<tr>
<td>Literature of Music</td>
<td>Basic</td>
</tr>
<tr>
<td>Music Instruction and Study</td>
<td>Basic</td>
</tr>
</tbody>
</table>

### Fine Arts (N)

<table>
<thead>
<tr>
<th>Category</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visual Arts (General)</td>
<td>Basic</td>
</tr>
<tr>
<td>Architecture</td>
<td>Basic</td>
</tr>
<tr>
<td>Sculpture</td>
<td>Basic</td>
</tr>
<tr>
<td>Drawing, Design</td>
<td>Basic</td>
</tr>
<tr>
<td>Painting</td>
<td>Basic</td>
</tr>
<tr>
<td>Category</td>
<td>Level</td>
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<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Print Media</td>
<td>Basic</td>
</tr>
<tr>
<td>Decorative Arts</td>
<td>Basic</td>
</tr>
<tr>
<td>Arts in General</td>
<td>Basic</td>
</tr>
</tbody>
</table>

**Language and Literature (P)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philology and Linguistics</td>
<td>Study</td>
</tr>
<tr>
<td>Classical Languages and Literature</td>
<td>Study</td>
</tr>
<tr>
<td>Greek Language</td>
<td>Basic</td>
</tr>
<tr>
<td>Latin Language</td>
<td>Basic</td>
</tr>
<tr>
<td>Greek Literature</td>
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<tr>
<td>Latin Literature</td>
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<tr>
<td>Modern European Languages</td>
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<tr>
<td>Celtic</td>
<td>Basic</td>
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<tr>
<td>Romance</td>
<td>Study</td>
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<tr>
<td>Germanic</td>
<td>Study</td>
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<tr>
<td>English</td>
<td>Study</td>
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<tr>
<td>Slavic</td>
<td>Study</td>
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<tr>
<td>Oriental</td>
<td>Study</td>
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<tr>
<td>Literature (General)</td>
<td>Study</td>
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<tr>
<td>Poetry</td>
<td>Study</td>
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<tr>
<td>Drama</td>
<td>Study</td>
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<td>Prose</td>
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<td>Journalism</td>
<td>Study</td>
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<td>Collections</td>
<td>Study</td>
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<tr>
<td>Romance Literatures</td>
<td>Study</td>
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<tr>
<td>English Literatures</td>
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<tr>
<td>American Literature</td>
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<td>Germanic Literature</td>
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<tr>
<td>Fiction</td>
<td>Study</td>
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</tbody>
</table>

**Science (Q)**
Science (General) Study
Mathematics Study
Astronomy Study
   Theory of Tides Study
Physics Study
Chemistry Study
Geology Study
   Coral Islands and Reefs, Atolls Study
Natural History Study
   Marine Biology Study
Biology (General) Study
Botany Study
Zoology Study
   Physiographic Divisions - Water Study
   Marine Invertebrates Study
   Marine Vertebrates, Chordates Study
Human Anatomy Basic
Physiology Basic
Microbiology Basic
   Medicine (R) Basic
   Medicine (General) Basic
Public Aspects of Medicine Basic
Pathology Basic
Internal Medicine Basic
Surgery Basic
Ophthalmology -0-
Otorhinolaryngology (Ear, Nose, Throat) -0-
Gynecology and Obstetrics -0-
Pediatrics -0-
Dentistry -0-
Dermatology -0-
Therapeutics, Pharmacology Basic
Pharmacy -0-
Nursing -0-
Botanic, etc., Medicine -0-
Homeopathy -0-
Other Systems of Medicine -0-

Agriculture (S)
Agriculture (General) Minimal
Plant Culture -0-
Forestry -0-
Animal Culture -0-
Aquaculture Minimal
Hunting Minimal

Technology (T)
Technology (General) Study
Engineering (General) Study
Civil Engineering (General) Study
   Lasers Study
Hydraulic Engineering Study
Environmental Technology Study
   Water Supply Study
Sanitary Engineering Study
Highway Engineering Study
Railroad Engineering Study
Bridge Engineering Study
<table>
<thead>
<tr>
<th>Field</th>
<th>Study Level</th>
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<tbody>
<tr>
<td>Building Construction</td>
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<tr>
<td>Mechanical Engineering</td>
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<td>Electrical Engineering</td>
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<td>Nuclear Engineering</td>
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<tr>
<td>Motor Vehicles</td>
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<td>Aeronautics, Astronautics</td>
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<td>Mining Engineering</td>
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<td>Chemical Technology</td>
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<td>Photography</td>
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<td>Manufactures</td>
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<tr>
<td>Handicrafts, Arts and Crafts</td>
<td>Minimal</td>
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<tr>
<td>Home Economics</td>
<td>Minimal</td>
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<tr>
<td>Military Science (U)</td>
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<td>Military Science</td>
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<td>Armies</td>
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<td>Military Administration (General)</td>
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<td>Intelligence</td>
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<td>Psychological Warfare</td>
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<td>Military Law</td>
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<td>Maintenance and Transportation</td>
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<td>Infantry</td>
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<td>Cavalry, Armor</td>
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<td>Artillery</td>
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<td>Military Engineering</td>
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<td>Air Forces, Air Warfare</td>
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<td>Missiles, Rockets</td>
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<tr>
<td>Other Services</td>
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<tr>
<td>Naval Science (V)</td>
<td></td>
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</tbody>
</table>
Naval Science (General) Research
History and Antiquities Research
Seapower Research
Biography Research
Naval Strategy and Tactics Research
Logistics Research
Naval Research Research
Naval Education Research
United States Naval Academy Research
Naval Life Research
War Vessels Research
Navies - Organization, Description, etc. Study
United States Navy Research
Other Navies Study
Naval Administration Research
Leadership Research
Intelligence Research
Law Study
Naval Maintenance Study
Naval Seamen Research
Marines Research
Naval Ordnance Research
Other Services of Navies Study
United States Coast Guard Study
Naval Aviation Research
Navigation, Merchant Marine Study
Accidents Study
Seamanship Study
SCIENCE OF NAVIGATION

RESCUE

NAVAL ARCHITECTURE

SHIPBUILDING INDUSTRY

MARINE ENGINEERING

DIVING

BIBLIOGRAPHY AND LIBRARY SCIENCE (Z)

BOOKS IN GENERAL

HISTORY

WRITING

BOOK INDUSTRIES AND TRADE

LIBRARIES AND LIBRARY SCIENCE

BIBLIOGRAPHY

NATIONAL BIBLIOGRAPHY - UNITED STATES

SUBJECT BIBLIOGRAPHY (According to Subject)

PHYSICAL MAKEUP OF THE COLLECTION

Monographs

Books are acquired primarily in hard copy. When only a paperback edition of a title is available, it is purchased and bound before it is added to the collection. Titles which presently receive, or are likely to receive, heavy use are purchased in multiple copies. Microforms are purchased when the title is available in no other form or when the microform copy is considerably less expensive and the savings in price justify the inconvenience.

Periodicals (Serials, etc.)

Periodicals, including newspapers, are acquired primarily in their original format. However, back files are usually purchased in microform to save space; hard copy is purchased for heavily used titles or when microform is not available. Preference is given to acquiring back files of titles that are included in major periodical indexes. Funding levels affect the number of periodical titles to which the Nimitz Library subscribes and the number of back files purchased.

Audio-Visual Materials
Video cassettes and players are placed in the Library and maintained by the Educational Resources Center. The Library does not acquire these as part of its collection. The Nimitz Library does not collect multi-media kits, phonorecords, slides, music scores or textbooks.

DISCRETE COLLECTIONS

The importance of faculty input to selection and deselection for the general collection is stated on page 3 of this Policy under "RESPONSIBILITY FOR SELECTION AND DESELECTION." This input is equally consequential to the Library's specialized collections, as outlined below, and is encouraged.

Government Documents

As a partial depository, the Nimitz Library receives many categories of documents from the Government Printing Office. Individual United States government documents are also selected in accordance with the guidelines for general acquisitions described in the section on "LEVEL OF SUPPORT" in this Policy. The documents collection is weeded in conformity to United States Government regulations. The Government Documents Librarian is primarily responsible for the United States Government Documents collection.

Technical Reports

The technical reports collection consists of classified and unclassified reports and manuals, most of which originate from the Defense Technical Information Center and the Department of Defense. The reports collection reflects the special research interests of the Naval Academy -- military, naval, and professional.

Since many technical reports are quickly outdated, the reports collection is not intended as a warehouse collection. Changing research interests also affect the shelf life of many reports. Thus, the core collection contains only those reports of continuing and recurring interest to midshipmen and faculty. Primary responsibility for the technical reports collection rests with the Computer Search Branch staff.

In addition, the Computer Search Branch staff have primary responsibility for the Library's classified material collection.

Special Collections

The Special Collections consists of the Library's rare and/or historically valuable monographs, periodicals, manuscripts and manuscript collections, and audio-visual materials (photographs, prints, motion picture films, phono-discs, tapes, microforms, etc.). In addition, the collection contains a wide range of reference works with both current and older imprints that support the use of these collections. For additional information, consult the Special Collections Department Acquisitions Manual. Primary responsibility for the Special Collections is vested in the Assistant Librarian for Special Collections.

Online Search Services

The Nimitz Library provides access to commercially and DOD-produced data base services for classroom support and faculty research. The selection or deselection of data base services is coordinated by the Collection Development Coordinator in conjunction with the Head, Computer Search Branch, the Head, Reference Branch, the Library Automation Coordinator, and the requestor when appropriate.

ACTIVITIES

Conservation

The Nimitz Library does not have a staff to microform or mend worn materials which are important to the collection. However, in accordance with the Conservation Policy, arrangements are being made to have deteriorating materials treated by specialized firms. The Collection Development Coordinator is responsible for the rejuvenation of these materials in consultation as necessary with the Conservation Librarian (Head, Bibliographic Control Branch) and the Special Collections Librarian. For additional information, consult the Library's Conservation Policy.

Interlibrary Loan

Because no single library can own everything, most libraries are part of a cooperative arrangement whereby books and copies of magazine articles are loaned by one library to another. Interlibrary Loan provides an important supplement to the collection and to those faculty members whose research is not directly related to the curriculum or is outside the score of this Collection Management Policy.

OTHER

Gifts

The Nimitz Library accepts gifts in accordance with SECNAVINST 4001.2E.

Intellectual Freedom Statement

The Nimitz Library abides by the American Library Association's Library Bill of Rights and Freedom to Read Statement.

SELECTION AND DESELECTION -- SEPARATE IMPLEMENTING INSTRUCTION

This instruction is intended primarily for the use of the Collection Development Coordinator in the selection and deselection of monographs for the Library's collection.

Criteria for Selection:

1. Study the relationship of the title under consideration to the subject area as a whole. Would it add anything?
2. Is its topic important either currently or historically to the collection?

3. If it is a newer edition, how does it differ from the older one presently owned? Does it differ?

4. Who is the author? What are his/her credentials? Is the book based upon solid scholarship?

5. If the book is not in English, are there sufficient researchers at the Naval Academy conversant with the language to make it useful?

6. Does it have intrinsic value? Is it a definitive study that no academic library should be without, regardless of subject matter?

7. Who has recommended the item for purchase?

Criteria for Deselection:

1. Study the relationship of the title under consideration to the subject area as a whole. Does it add anything?

2. Is its coverage important either currently or historically?

3. Is there anything better (or more accurate) on the shelf?

4. Is a newer edition available? Is it different? Is it better? Does it supersede the older one?

5. Has the book been used -- either in-house or circulating?

6. Although age is never the sole criterion for discarding a book, some materials, especially in the sciences, may become obsolete or inaccurate over time. Therefore, is the information provided accurate? (The exception is material on American naval history which is kept for its historical and archival value to the collection.) When in doubt, the Special Collections Librarian should be consulted.

7. Are there more copies than needed?

8. Is it falling apart? Does it need to be mended, bound or replaced by a newer copy?

9. Has/have the appropriate Faculty Library Representative(s) been notified of its possible deselection?

The criteria for selection of serial titles is basically the same as those for books. However, unlike books, periodicals are an on-going expense. Once begun, there is an overwhelming urge to continue even when circumstances are against it. In fact, deselection of serial titles is based primarily upon budget constraints.

ACDEANINST 5070.2
30 October 1984

The Criteria for Selection and Deselection of a Serial Title are Identical:
1. What does it contribute to the Library's collection?

2. How much does it cost?

3. Will not having it affect the level of academic support the Library can provide?

4. Is it indexed anywhere?

5. What is its use potential?