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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.

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COLLECTION MANAGEMENT POLICY

TABLE OF CONTENTS

	Page
INTRODUCTION.....	1
LEVEL OF SUPPORT.....	2
RESPONSIBILITY FOR SELECTION AND DESELECTION.....	3
LEVELS OF COLLECTION INTENSITY.....	3
PHYSICAL MAKEUP OF THE COLLECTION.....	30
DISCRETE COLLECTIONS.....	31
ACTIVITIES... ..	32
OTHER.....	32
SELECTION AND DESELECTION -- SEPARATE IMPLEMENTING INSTRUCTION.....	i

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

academic institution, the Library accepts and follows the criteria for library adequacy determined by the Association of College and Research Libraries as set forth in its Standards for College Libraries.

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.

"0" 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 "0," 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.

SUBJECT	LEVEL
General Knowledge (A)	
Comprehensive Knowledge	Basic
Collected Works and Series	Basic
Encyclopedias	Study
Dictionaries and Other General Reference Works	Study
Indexes	Study
Museums, Collectors, and Collecting	Basic
Academic and Learned Societies	Basic
Yearbooks, Almanacs, Directories	Study
History of Scholarship and Learning	Basic

Philosophy-Psychology-Religion (B)

Philosophy	Study
Logic	Study
Speculative Philosophy	Study
Psychology	Study

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

History (Except American) (D)

History (General and World)	Study
Military	Study
Naval	Research
Ancient	Study
Medieval	Study
Modern	Study
World War I	Research
World War II	Research
Europe	Study
England (General)	Study
Military	Study
Naval	Research
Ancient	Study
Medieval	Study
Modern (Especially the Elizabethan Age)	Study
Wales	Study
Scotland	Study
Ireland	Study
Austria	Study
Czechoslovakia	Study
Hungary	Study
France (General)	Study
Military	Study
Naval	Study
Ancient	Study
Medieval	Study
Modern (Especially Napoleonic Period)	Study

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	Study
Arab-Israeli Conflicts	Study
Jordan	Study
Asia Minor	Study
Armenia	Study
Arabian Peninsula, Saudi Arabia	Study
Iran	Study
Southern Asia, Indian Ocean Region	Study
Afghanistan	Study
Pakistan	Study
India	Study
Eastern Asia, Southeastern Asia, The Far East	Study
Indochina	Study
Vietnam	Study
Vietnamese Conflict, 1961-1975	Research
Cambodia (Kampuchea)	Study
Laos	Study
Thailand	Study
Malay Peninsula and Archipelago, Malaya	Study
Indonesia	Study
Philippine Islands	Study
China	Study
Boxer Rebellion, 1900	Study
Japan	Study
Korea	Study
Korean War, 1950-1953	Research
Africa (General)	Study
Egypt	Study
Sudan	Study

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
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	Study
Arab-Israeli Conflicts	Study
Jordan	Study
Asia Minor	Study
Armenia	Study
Arabian Peninsula, Saudi Arabia	Study
Iran	Study
Southern Asia, Indian Ocean Region	Study
Afghanistan	Study
Pakistan	Study
India	Study
Eastern Asia, Southeastern Asia, The Far East	Study
Indochina	Study
Vietnam	Study
Vietnamese Conflict, 1961-1975	Research
Cambodia (Kampuchea)	Study
Laos	Study
Thailand	Study
Malay Peninsula and Archipelago, Malaya	Study
Indonesia	Study
Philippine Islands	Study
China	Study
Boxer Rebellion, 1900	Study
Japan	Study
Korea	Study
Korean War, 1950-1953	Research
Africa (General)	Study

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

Congress	Study
History	Study
Senate	Study
House of Representatives	Study
Judiciary	Study
Politics, Civil Rights	Study
Citizenship, Naturalization, Suffrage, Electoral System	Study
Political Parties	Study
State Government	Study
Confederate States	Study
Canada	Study
Central America	Study
South America	Study
Europe	Study
Great Britain	Study
Russia	Study
Asia	Basic
Africa	Basic
Australia and Oceania	Basic
Local Government (General)	Basic
Colonies and Colonization	Basic
Emigration and Immigration	Basic
International Law (General)	Study
Collections (Including Treaties)	Study
International Relations, Diplomatic History	Study
Diplomacy	Study
Procedure in International Disputes	Study
Disarmament	Study

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)

Education (General)	Basic
History of Education	Basic
Theory and Practice of Education	Basic
Special Aspects of Education	Basic
Individual Institutions	Basic
United States	Basic
America (Except United States)	Basic
Europe	Basic
Asia, Africa, Oceania	Minimal
College and School Magazines and Papers	Minimal
Student Fraternities and Societies - United States	Minimal
Textbooks	Minimal

Music (M)

Music	Basic
Literature of Music	Basic
Music Instruction and Study	Basic

Fine Arts (N)

Visual Arts (General)	Basic
Architecture	Basic
Sculpture	Basic
Drawing, Design	Basic
Painting	Basic

Print Media Basic

Decorative Arts Basic

Arts in General Basic

Language and Literature (P)

Philology and Linguistics Study

Classical Languages and Literature Study

Greek Language Basic

Latin Language Basic

Greek Literature Study

Latin Literature Study

Modern European Languages Study

Celtic Basic

Romance Study

Germanic Study

English Study

Slavic Study

Oriental Study

Literature (General) Study

Poetry Study

Drama Study

Prose Study

Journalism Study

Collections Study

Romance Literatures Study

English Literatures Study

American Literature Study

Germanic Literature Study

Fiction Study

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)
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

Building Construction	Study
Mechanical Engineering	Study
Electrical Engineering	Study
Nuclear Engineering	Study
Motor Vehicles	Study
Aeronautics, Astronautics	Study
Mining Engineering	Study
Chemical Technology	Study
Photography	Study
Manufactures	Study
Handicrafts, Arts and Crafts	Minimal
Home Economics	Minimal

Military Science (U)

Military Science	Study
Armies	Study
Military Administration (General)	Study
Intelligence	Study
Psychological Warfare	Study
Military Law	Study
Maintenance and Transportation	Study
Infantry	Study
Cavalry, Armor	Study
Artillery	Study
Military Engineering	Study
Air Forces, Air Warfare	Study
Missiles, Rockets	Study
Other Services	Study

Naval Science (V)

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	Study
Rescue	Study
Naval Architecture	Study
Shipbuilding Industry	Study
Marine Engineering	Study
Diving	Study

Bibliography and Library Science (Z)

Books in General	Basic
History	Basic
Writing	Basic
Book Industries and Trade	Basic
Libraries and Library Science	Study
Bibliography	Basic
National Bibliography - United States	Basic
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 scope 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?