

# Collection Development Policy

Henry E. Eccles Library | US Naval War College

*V.4.1 May 2021*

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# 1 INTRODUCTION AND COLLECTION DEVELOPMENT PHILOSOPHY

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## 1.1 INTRODUCTION

The Library, through its collecting efforts, supports research, teaching, and learning endeavors of the Naval War College. The purpose of this document is to make the Naval War College community aware of the Library's priorities and principles for curating and stewarding its collections and to provide guidance to those who are responsible for selection, acquisition, processing, maintenance, and administration activities. This policy assists in making not only routine purchase selections, but also gift acceptance decisions. As the academic programs and other information needs of the College change, and as technology changes, so too will the principles and practices of building library collections. Therefore, a committee of the Head, Infrastructure and Content and key Library staff reviews this policy annually. The Library welcomes ideas and suggestions concerning the nature and content of this policy.

## 1.2 RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The responsibility for the development and maintenance of the Library's collections rests with the Library Director. The Head, Infrastructure and Content is entrusted with the authority to conduct assessment and coordinate the selection of materials. The department heads for Research and Instruction and Classified Library are responsible for selecting materials in all formats for their respective collections. The Acquisitions and Government Documents Librarian, in consultation with the Head, Infrastructure and Content, and operating within the framework of the Federal Depository Library Program, is responsible for selecting government documents. The Serials and Electronic Resource Management Librarian, under the guidance of this policy, is responsible for the selection of electronic resources, and electronic and print serials.

## 1.3 FUNDING

Funds for Library materials originate from Federal Government appropriations, the Naval War College Foundation, gifts, and bequests. The anticipated expenses for annual serial subscriptions and standing orders are deducted first. The remaining funds are used for books, non-print materials, reference materials, binding, and book repairs.

*The Library encourages faculty to include in their grant proposals funds to purchase Library materials.*

## 1.4 PHILOSOPHICAL BASIS FOR SELECTION

In the context of this Policy, “philosophy” refers to everyday concerns, how we think about and practice collection development, and how we make sense of contradictory values. Our overarching philosophy focuses on two principles: *demand driven acquisitions* and *facilitated access*.

The Naval War College librarians have expertise in understanding their patrons’ needs in the aggregate. For example, we know that faculty need authoritative, current information on the topic of asymmetrical warfare. The problem, however, is that it is impossible to purchase all books and subscribe to all journals on asymmetrical warfare. It is only possible to acquire certain books or subscribe to specific journals on this subject. This necessarily entails not purchasing other books or subscribing to other journals. Furthermore, with estimates suggesting there are over 50 million journal articles in print and over 2 million new books published annually, our ability to predict what a researcher may need in advance of their requesting it is limited. Therefore, we place our emphasis on a collection development model called *demand driven acquisition*. When a researcher expresses a curricula or research need for a specific book or article, we either acquire the material through purchasing or through interlibrary loan. Demand driven acquisition provides access to content at point of need.

We continue core collection development. However, managing large print collections is becoming a smaller share of library activity. Greater emphasis is being placed on faculty productivity, student academic success, and facilitated access. Under *facilitated access*, the Library intentionally coordinates local collecting (building core collections) with external resources, including open source, licensed content, document delivery services, electronic reserves, and cross institutional collaborations. Together, these two models—*demand driven acquisitions* and *facilitated access*—form the basis of the NWC Library’s approach to developing collections.

## 2 GENERAL SELECTION POLICY

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### 2.1 OBJECTIVES OF SELECTION

The collecting objectives of the Library are as follows:

- To support the educational and research programs of the Naval War College.
- To complete and strengthen existing resources for use in meeting future demands.
- To procure materials appropriate to the Library’s collections at a naval academic institution.

- To procure materials required to provide reference service for educational and research programs.
- To procure for preservation as the Library of record Naval War College published journals and books, and books authored by Naval War College Faculty.

## 2.2 RESPONSIBILITY FOR SELECTION

The Collection Development Team, led by the Head, Infrastructure and Content, is responsible for selection and composed of the following positions: Head, Research and Instruction; all research and instruction librarians; Head, Circulation; Acquisitions and Government Documents Librarian; and Serials, Electronic Resources Librarian, Head, Classified Library, and Copyright Librarian. Members of this group specialize in format areas. The budget is managed centrally by the Head, Infrastructure and Content, and the Budget Team. Faculty members are encouraged to recommend selections of Library materials and may be consulted on the acquisition of works in their respective disciplines. Students may also submit suggestions for purchases. Faculty and student requests will receive the same review as all other purchases. The Library's *Purchase Request Form* is available on the Library's [Primo Discovery landing page](#). The link is in the blue menu bar at the top of the page.

## 2.3 GENERAL SELECTION CRITERIA FOR ALL FORMATS

- Subject Coverage / Significance and Usefulness
  - Relevance to present or potential curriculum and research needs.
  - Relation to the collection and to other publications on the subject.
  - Scholarly and enduring value in subject areas pertinent to the curriculum and to the present and potential interests of the faculty and students.
  - Availability of information on the subject.
  - Social significance and point of view (for controversial issues).
- Currency
  - Date of publication (Current topics vs. retrospective topics).
- Authoritativeness
  - Reputation and/or significance of the author.
  - Publisher's reputation.
  - Accuracy and quality of the information and data based on reviews, recommendations, evaluations, etc.
  - Inclusion of bibliographies, indexes, illustrations, maps, charts, appendixes, etc.
  - Reviews and inclusion in book lists.
- Cost
- Format

- Discoverability
  - The resource must be discoverable by our patrons either by adding a MARC record to our catalog or by being indexed in our web-scale discovery system. If a large group of monographs or serials is purchased there should be MARC bibliographic records available to purchase and add to our catalog as we do not have the cataloging staff to create a large number of records manually.
- Ease of Use
  - The resource should be accessible to the average user; extensive training and education should not be required.
- Equipment
  - If the resource requires additional equipment (servers, microfiche readers) there should be financial and technical commitments from IRD, as well as the availability of physical space.

### **2.3.1 Additional Selection Criteria for Electronic Resources**

#### **Access**

- Must be accessible remotely, allow for proxy access, and multiple users.

#### **Full-Text**

- Coverage should be full-text, and ideally should not duplicate coverage of the same material owned by NWC in print format unless the Library is seeking to weed the print version of the material.

#### **Licensing**

- The license must be acceptable to the Director of the Library/Deputy Director who is fiscally responsible for Library purchasing. License terms must be renewable and not automatically renewed and should follow US Copyright Law best practices.

#### **Search Interface**

- Search interface should include basic search functions, including keyword searches, title searches, subject searches, and the use of Boolean operators. Search interfaces should be intuitive.

#### **Stability**

- Prefer cumulative resources where new data does not delete previous data.
- Prefer resources where licenses allow continued access to the material we have paid for even when we no longer subscribe.

#### **Trials**

- Whenever possible, a trial should be arranged for evaluation of new resources.

### **User Statistics**

- Availability of statistics monitoring the use of electronic resources should be a condition of purchase. Use statistics will play a major role in consideration of re-purchasing, or renewal.
- **Vendor Reputation**
  - The vendor should have a history of reasonable and stable pricing and should provide adequate technical support.

## **2.4 SELECTION POLICY SPECIFIC TO FORMAT, SCOPE, AND TYPE OF MATERIAL**

### **2.4.1 Format**

The NWC Library gives preference to electronic versions of resources except in the following cases: titles for display in the Faculty Display Case, materials that have been specifically requested in print format, works where the electronic format does not include all content, or if the work is of such a nature that it is more useful in print format.

#### ***Hardback v. Paperback***

Hardback books will be procured when available instead of paperback. Paperback copies will be acquired when there is no hardback copy or electronic copy available, or if the hardback copy is prohibitively expensive. Paperback copies will be bound if possible.

#### ***Non-print Materials.***

Non-print materials such as videotapes, audio tapes, laser discs (DVDs), compact discs (CD-ROMSs), etc., that are considered of appropriate research and/or instructional interest will be evaluated and added on the same basis as book materials.

#### ***Electronic Resources***

Access to electronic resources such as electronic journals, eBooks, and electronic resource collections will be provided using the same guidelines as those used for print materials. Annual reviews will be undertaken to consider the continued importance of specific titles and formats before renewal of subscriptions.

#### ***Photocopies***

Photocopies will only be acquired as a last resort when a printed copy is not available for out-of-print editions, doctoral dissertations, etc.

#### ***Printouts***

Printed drafts of papers and journal articles or reports available online are not printed out, bound, and added to the circulating collection.

### ***Microforms***

Microfilm and microfiche will only be acquired if materials are not available in any other form, or if it is advisable for reasons of preservation or space.

#### **2.4.2 Scope**

##### ***Geographical Areas***

Emphasis is on those areas of special importance from a political, social, military, economic, or local point of view. Each year the Joint Military Operations Capstone project focuses on one country and the Library will collect more heavily in this area for that year only. [See Appendix E.](#)

##### ***Chronological Limits***

Except for enduring works, the stress is on currently published materials.

Retrospective Purchasing:

- Is done in areas of major emphasis (military and naval science).
- When reprints of unacquired classics become available.
- When a geographic area or subject becomes a more significant issue.
- When a new subject field is added to the curriculum or research program.

#### **2.4.3 Additional Copies**

##### ***Multiple Copies***

Due to budget limitations the Library will not acquire multiple copies of titles. Exceptions may be made when need is determined based on:

- High demand.
- Importance of the author or subject (e.g., CNO Professional Reading Program).
- Need for eBook copy for additional remote access when we have the print copy, or demand for the print copy in addition to the eBook.
- Faculty publications (we may purchase one for display and one to circulate).

##### ***Replacement Copies***

Replacement copies are not automatically ordered. Books that have been lost or damaged are evaluated by the Collection Development Team using the selection and weeding criteria before a decision is made to order a replacement copy.

#### **2.4.4 Monographs (Print and eBooks)**

Emphasis is on works of scholarly and enduring value in subject areas pertinent to the curriculum and to the present and potential research interests of the faculty.

The Library purchases eBooks. When possible, and if not significantly more expensive, unlimited, or multi-user licenses are purchased. There is a preference for eBooks over print. However, many of our faculty and students have expressed a preference for print so we will continue to purchase print when specifically requested to do so, and when eBooks are not available.

### **2.4.5 Continuing Resources (Periodicals, Journals, Annuals, Newspapers)**

As periodicals, serials, and newspapers represent substantial and continuing costs, the level of the Library's funding will directly affect the number of new orders placed, or even if titles are continued in any given year. However, all efforts will be made to continue titles that meet the selection criteria.

#### ***Scholarly Journals***

Some journals are not available in electronic resources, and many journals that are included in electronic resources are embargoed for a period and current issues are not available, therefore the Library will continue to maintain current subscriptions to provide access to these titles.

Preference will be given to journals in electronic format providing the cost is similar to that of print, as this is the format preferred by most faculty and students and is a format that is available to our distance students. The Library will continue to maintain a print subscription when electronic format is not available, if print format is included with an electronic subscription, if usage justifies a print and electronic copy, or if the electronic version is not equivalent to the print. The Serials & Electronic Resources Management Librarian, in consultation with the Collection Development Team determines retention policy for print journals. Only a handful of journals either published by the Naval War College, or on naval subjects not retained by the Naval Postgraduate School or the Naval Academy, will be retained indefinitely. Print titles in subjects that are collected with a scope of 3 or 4 will only be retained until they are available online in an electronic resource determined by the Collection Development Team to be reliable and to contain all the content of the print. Currently the Team has determined that the following electronic resources meet this definition: JSTOR, and Hein Online. Titles that are collected with a scope of 1 or 2 will only be retained until they are available in any electronic resource collections or for a set period of years.

#### ***Popular Periodicals***

The Library has a small browsing collection of popular periodicals. These will be collected in print only if the budget contains sufficient funds to justify spending a portion on these leisure reading titles.

#### ***Newspapers***

United States newspapers will be selected to provide news coverage at the international and national level and for the State of Rhode Island and City of Newport. Foreign newspapers will be selected on an extremely limited basis.

#### ***Distribution Titles***

The Library receives some titles free on distribution. The same criteria for selection and retention will be applied to these titles as are applied to titles we purchase. They will not be added automatically because we have received them free.

#### **2.4.6 Electronic Resource Collections**

An increasing number of resources are now available in electronic format in collections. These collections contain periodicals, serials, and other monographic materials. Because these materials are accessible to our distance students as well as those on campus, and because of the increased ease of searching and retrieval, the Library collects heavily in this format. The [subject categories and collection levels](#) detailed later in this document will be used as a basis for selection of electronic resource collections in conjunction with the basic general selection criteria for all formats in section 2.3. When available and financially feasible to do so, the Library will purchase permanent access to electronic resource collections. Usually this is not possible, and these electronic resource collections must be subscribed to every year. Usage data is gathered for all electronic resource collections and the Head, Infrastructure and Content, and Serials and Electronic Resources Librarian use this data, along with collection development team input, to determine if the resource will be renewed the following year. The Library will endeavor to keep high usage electronic resource collection subscriptions from year to year, though our ability to do so is dependent on the budget. All decisions to add additional electronic resource collections should consider the ability to continue purchasing the electronic resources in future fiscal years, as well as the number of potential users in the NWC community.

#### **2.4.7 US Government Documents**

The NWC Library is a partial depository for US Government documents. Item numbers are selected using the same criteria as other materials. Because we must select item groups and cannot select individual publications, these item groups may contain some materials that do not meet our selection criteria. We can weed these publications after 5 years. The NWC Library has adopted a hybrid US Government documents collection development policy where we will: 1) transition to primarily online only by July 2023, and 2) retain certain tangible holdings in the legacy collection under the following conditions; when the ease of use of the electronic version is not comparable to the print, or if the title is a Naval War College publication.

#### **2.4.8 Foreign Language Publications**

On a highly selective basis, significant scholarly monographs, periodicals, and newspapers in their original foreign language are acquired in those spheres of relevance to the collection. Normally, only titles in major foreign languages, i.e., French, German, Russian, and Spanish, will be selected. However, titles in other languages will be considered if their subject matter is of prime importance to the mission of the Naval War College.

#### **2.4.9 Donations/Gifts**

The decision to add materials into the collection is made by the Library Director at the recommendation of the Head, Infrastructure and Content per the following Donation/Gift Policy Statements, [NAVWARCOLLIBINST 4001.1](#), [NAVWARCOLINST 4001.2](#) (7 June 13), [SECNAVINST 4001.2K](#) (7 May 2018), [OPNAVINST 4001.1G](#) (2 July 2010), and [10 U.S.C. section 2601](#). Gifts are evaluated using the same selection criteria as purchases. Additionally, donations with the following damage will not be accepted: mold, infestation, excessive wear, or

extensive marginalia, underlining or highlighting -- even if they meet the collection development policy guidelines. There may be exceptions made to the latter for donations from well-known scholars. Duplicates of current NWC titles are not normally accepted. All materials are accepted with the proviso that they may be disposed of if they are of no value to the collection because of physical condition, obsolescence, duplication, or irrelevance. Inquiries about making donations should be sent to [library.donations@usnwc.edu](mailto:library.donations@usnwc.edu) per the [Library's donation policy statement](#). Any materials that the Library receives as donations, without having made prior arrangements with the donor, will be considered unsolicited donations, and will be disposed of at the discretion of the Library with no notification to the donor.

#### **2.4.10 Classified Materials**

[See Appendix A.](#)

#### **2.4.11 Reference Materials**

[See Appendix B](#)

#### **2.4.12 Rare Books, Manuscripts and Archival Materials**

The NWC Library does not collect rare books and manuscripts. These are collected and housed in the Naval Historical Collection (NHC). The NHC also houses the College's Archives.

### **2.5 MATERIALS NOT COLLECTED**

The Library does not add the following types of materials to its collections:

- Resources in subject areas that do not support the curricula and research needs of the NWC (Subjects that have a collection level scope of 0).
- Materials that are not at graduate or undergraduate research level.
- Vanity Press/self-published titles.
- Consumables such as multiple copies of print textbooks, workbooks, and study guides for general use.
  - If a publisher designates an eBook as a textbook for purposes of access and pricing, the Library may acquire this access if they do not consider the eBook to be a textbook, or if the book is a faculty publication.
- Advance copies for distribution to students and/or faculty.

## **3 FACTORS IN SELECTION OF LIBRARY MATERIALS**

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### **3.1 ACADEMIC COMMUNITY SERVED**

The community the Library serves is a significant factor in collection development. The Library serves faculty, students, and staff of the Naval War College in the following areas:

- Naval War College Resident and Distance Students and Faculty, including international students in the following colleges and departments:
  - College of Naval Command and Staff (CNCS).
  - College of Naval Warfare (CNW).
  - College of Naval Command and Staff (CNCS).
  - Naval Command College (NCC).
  - College of Distance Education (CDE).
  - Strategy and Policy (S&P).
  - Joint Military Operations (JMO).
  - National Security Affairs (NSA).
  - Center on Irregular Warfare and Armed Groups (CIWAG).
  - Electives and Directed Research.
  - Advanced Strategist Program.
  - Maritime Advanced Warfighting School.
  - Graduate Certificate Programs.
    - Ethics and Emerging Military Technology.
    - Maritime History.
    - China Studies.
- College of Leadership and Ethics (CLE):
  - Leadership in the Profession of Arms (LPA) course.
  - Leadership and Ethics area of study in the elective program.
  - Navy Senior Leader Development Concentration (NSLDC).
  - John B. Hattendorf Center for Maritime Historical Research
- Center for Naval Warfare Studies (CNWC):
  - War-gaming Program.
  - Research Centers:
    - Stockton Center for International Law.
    - China Maritime Studies Institute (CMSI).
    - Russia Maritime Studies Institute (RMSI).
    - Institute for Future Warfare Studies (IFWS).
    - Cyber and Innovation Policy Institute (CIPI).
    - Regional Study Groups Program.
    - Arctic Studies.
    - Africa Studies.
    - Asia-Pacific Studies.
    - Europe-Russia Studies.
    - Greater Middle East.
    - Indian Ocean.
    - Latin America.
    - Climate and Human Security Studies Group.

- Advanced Research Programs (ARPs):
  - Gravely Group.
  - Halsey Alfa.
  - Halsey Bravo.
  - Mahan Scholars.
- College of Maritime Operational Warfare (CMOW).

The faculty and students of the resident and distance learning courses in the master's program are our primary constituents. The other programs and courses at the Naval War College each have differing research focuses and/or curricula. As the college adds or eliminates programs and research focuses, the Library's collecting policy will shift to accommodate these changes providing it has financial support from the college to do so. In addition, the Library serves members of the public with research needs that can be met by our collection. The Classified Collection is open only to those with the requisite clearance. The Government Documents Depository Collection is also open to the public upon request.

## **3.2 FUNDING FOR COLLECTION DEVELOPMENT**

The Library shall use its funds for

- Current purchases.
- Rounding out the collection (scope).
- Filling in gaps (retrospective).

The quality and scope of the Library's collection is directly related to funding received from the Naval War College, and other gift funds. The number of materials purchased and/or subscribed to is in direct proportion to the size of the Library's budget in any fiscal year.

### **3.2.1 Rush/Priority 1/Priority 2**

Due to budgetary limitations, all items ordered no matter what subject category or collection level they fall under, will be placed in either a Rush, Priority 1, or a Priority 2 grouping. Rush and Priority 1 items will be considered most important and will be purchased with available funding as quickly as possible. If funding is not available, they will be added to the wish list and purchased as funds become available. Priority 2 items will be added to the wish list and purchased selectively only when funding is available. This restriction may result in some Priority 1 and 2 items never being purchased.

- Rush = Items requested and needed for immediate use in a course, or in Faculty research that meet the Library's selection criteria.
- Priority 1 = Publications by Faculty Authors, Faculty/Staff recommended purchases that are suggestions rather than requests, and that fall in collecting levels 4 and 5.
- Priority 2 = Meets our selection criteria but is either a "nice to have" level 4 or 5, or a lower collecting level item.

### **3.2.2 Materials purchased with Foundation Funds through other Departments.**

The Library occasionally purchases materials with funds from other NWC departments or programs. Many endowed Chairs and programs have Naval War College Foundation funds that are in part to be used for resources to support research. Both the Ruger and the Brown Chair have been working in partnership with the Library to purchase research resources that can be shared with the entire Naval War College community. This has allowed the Library to offer resources that would not be affordable with our current Budget. It would be preferable for the Library to be given these funds directly to use for the research needs of the entire community. Library control and consistent funding allow the Library to maintain a relevant and stable collection without gaps in essential subscriptions and collecting areas. In addition, the Library platform makes resources available to local and distance education students, and librarians have the professional expertise to evaluate and manage resources. Until the NWC Library has a budget that is adequate to support the complete needs of all the Naval War College's myriad programs we will need to rely on support from these programs and their Foundation funds.

## **3.3 RELATIONS WITH OTHER LIBRARIES**

Selection of marginal and expensive materials is based upon availability of such materials at other academic and research libraries in the area. Interlibrary loan relationships are maintained in accordance with the American Library Association Interlibrary Loan Code, the criteria of the Consortium of Rhode Island Academic and Research Libraries, and the OCLC Interlibrary Loan Subsystem. While there is no formal agreement amongst the various Military Education Coordination Council (MECC) libraries, the NWC Library attempts to be the Library of record for print materials that are unique to the Navy.

## **4 DESELECTION AND RETENTION CRITERIA**

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Materials are withdrawn in order to maintain a current, active, and useful collection, reflecting the guidelines established in this Plan. There are two basic types of deselection: weeding and journal/electronic resource collection cancellations. Weeding is the permanent removal of a title, or volumes of a periodical title, from the collections. Categories of weeding include the routine weeding of superseded editions of titles, removal, or replacement of materials in poor condition, evaluating missing titles for replacement, and the weeding of individual titles according to the Library's [deselection criteria](#). Deselecting or canceling journals is part of the continuous process of evaluating the Library's collections. Journal and Electronic Resource Collection subscriptions are evaluated annually to assess their relevance to curriculum and research programs as well as their cost and usage. Titles no longer relevant to current needs, overpriced (relative to use), underused (regardless of price), or appropriately accessible through interlibrary borrowing or electronic transmission are candidates for cancellation.

The NWC Library will attempt to review 10% of the book collection annually (for more details consult the Library's Weeding Plan). We are also engaged in ongoing de-duplication of the Library's serials and microform collection and withdrawing titles that we have in multiple formats (with a preference to retain the electronic version if it is equivalent).

#### **4.1 QUESTIONS TO ASK WHEN CONSIDERING A TITLE FOR DESELECTION OR RETENTION**

- Is the NWC Library still collecting in this subject area? Or has the Library changed the level at which it is collecting in this area?
- Does the title add value to the subject area?
- Is it still considered a classic in its field?
- Are better or more accurate titles held or available?
- Is a new edition available? If yes, do we need the historical information in the previous edition or does the newer edition contain both old and new information?
- If the title is in the circulating collection, has it circulated? If not, is the title in a subject area in which we collect at Conspectus level 3 (Study/Instructional Support) or 4 (Research)? If so, retain the title, if not then discard. ([See section on Collection Levels](#)).
- Is the title authored by a Naval War College Faculty member or published by the Naval War College? If so, retain regardless of circulation data.
- Age – obsolete or now inaccurate?
- Are there multiple copies?
- What is the physical condition of the item? Is it valuable despite its condition?
- Is this available online? Is it free? Is it a stable source?
- How many holdings are there in OCLC both overall and in our region?

#### **4.2 CRITERIA FOR DESELECTION**

- Usage.
  - Titles that have not circulated and are not in a subject area where we collect at the Conspectus level 3 (Study/Instructional Support) or level 4 (Research) are candidates for deselection.
- Irrelevant to Current Curriculum.
  - Titles no longer relevant to current curricular or research needs are candidates for deselection.
- Obsolescence.
  - Works containing obsolete or misleading information.
- Poor Physical Condition.
  - Worn, damaged or extensively marked materials.

- Redundancy.
  - The following may be deselected to minimize redundancy of holdings.
    - Copies of editions of titles (e.g., superseded editions that are not considered seminal works in their field).
    - Individual titles containing information found elsewhere in the collection.
    - Titles available in digital form where digital form is considered to be sufficient.
    - Excess multiple copies of seldom-used titles.
- Significance.
  - Significance of the material should be determined by checking for the listing of the title within core source lists and by user statistics.

### **4.3 CRITERIA FOR RETENTION**

- Recommended for retention by NWC Faculty.
- Viewed as potentially useful for future curriculum development.
- Rare or unique.
- Considered seminal works in an area in which the Library is collecting at any level.

### **4.4 CONSERVATION**

The NWC Library does not have a staff to digitize, mend, or otherwise rejuvenate worn materials that are in the collection. Any such items in the collection will be reviewed by the Head, Infrastructure and Content, who will decide if minimal repairs can be made, if commercial restoration is needed, if the item should be transferred to the Rare Book Collection in the John B. Hattendorf Center for Maritime Historical Research, or if it should be weeded.

### **4.5 PHYSICAL DISPOSAL OF MATERIALS**

Any items with government property stamps on them may be disposed of as follows. (See also the Library's Infrastructure and Content department's procedure on *Deselection and Disposal of Library materials*).

- Donation to another federal institution.
- Donation to a public library.
- Hardback books by turn-in to DLA Disposition Services (formerly DRMO).
- Paperbacks may be ripped up and recycled.
- Audiovisual media should be destroyed by breaking or scratching and placing in the trash.

Materials received through the Federal Depository Library Program (FDLP) will be disposed of following the [FDLP guidelines for disposal of Federal depository items](#).

## 5 COLLECTION LEVELS

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Collection depth indicator levels used are from the International Federation of Library Associations and Institutions' Section on Acquisitions and Collection Development *Guidelines for a Collection Development Policy Using the Conspectus Model*.<sup>1</sup> These collection depth indicator levels are included below.

### 5.1 DEFINITION OF COLLECTION LEVELS

#### 5.1.1 Out of Scope – Level 0.

The Library does not collect materials in any format for this subject.

#### 5.1.2 Minimal Information – Level 1.

Collections that support minimal inquiries about this subject and include:

- A limited collection of general materials, including monographs and reference works.
- Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

#### 5.1.3 Basic Information – Level 2.

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

#### 5.1.4 Study or Instructional Support – Level 3.

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction include:

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<sup>1</sup> <http://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-en.pdf>

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works.
- An extensive collection of general periodicals and a representative collection of specialized periodicals.
- Limited collections of appropriate foreign language materials, (e.g., foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German).
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.
- Defined access to an extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.<sup>2</sup>

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

#### **5.1.5 Research – Level 4.**

Collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works.
- A very extensive collection of general and specialized periodicals.
- Extensive collections of appropriate foreign language materials.
- Extensive collections of the works of well-known authors as well as lesser-known authors.
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.
- Older material that is retained and systematically preserved to serve the needs of historical research.

#### **5.1.6 Comprehensive – Level 5**

Collections in a specifically defined field of knowledge that strive to be exhaustive, as far as is reasonably possible (i.e., a "special collection"), in all applicable languages includes:

- Exhaustive collections of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats.

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<sup>2</sup> Defined access means more than simply providing patrons with access to the Internet and one or more Internet browsers. Defined access refers to menu options on the library or institution's home page, etc., which link the user to owned or remotely accessed electronic resources selected by the library with the needs of its patrons in mind. The level of defined access changes according to the level of the collection, (e.g., from limited to extensive to very extensive access to collections of electronic information.)

- A comprehensive level collection may serve as a national or international resource. The Library of Congress Classification outline has been used as a basis of the subject analysis. It has been grouped into five main categories of knowledge according to the needs of the NWC Library. This outline follows, along with a brief discussion of the degrees of coverage for each topical area.

## 6 SUBJECT AREAS

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### 6.1 OUTLINE OF SUBJECT AREAS

- General.
  - [A General Knowledge.](#)
- Liberal Arts (Major).
  - [D, E and F History.](#)
  - [H Social Science.](#)
  - [J Political Science.](#)
- Liberal Arts (Minor).
  - [B Philosophy and Religion.](#)
  - [C Auxiliary Sciences of History.](#)
  - [G Geography and Anthropology.](#)
  - [K Law.](#)
  - [L Education.](#)
  - [M Music.](#)
  - [N Fine Arts.](#)
  - [P Language and Literature.](#)
- Science.
  - [Q and T Science and Technology.](#)
  - [R Medicine.](#)
  - [S Agriculture.](#)
  - [U Military Science.](#)
  - [V Naval Science.](#)
- Bibliography.
  - [Z Bibliography and Library Science.](#)

## 6.2 COLLECTION LEVELS BY LIBRARY OF CONGRESS CLASSIFICATION

### 6.2.1 General – A

#### **A – General Knowledge**

To provide a collection of general and comprehensive works which supplement the subject collections. The Library collects only in the English language with a few exceptions such as collections of works of Classics in Latin or Greek. Indexes are only collected in print in English and only if online indexes are not available. The Library collects several major national and regional newspapers, and some general periodicals, but mainly collects subject-specific periodicals according to the scope for the specific subject. These are not classified; they are shelved alphabetically by title. Some yearbooks, almanacs, and directories are collected, but those that are subject-specific are classed with the subject.

<b>AC1-999:</b> Collections. Series. Collected Works	0
<ul style="list-style-type: none"> <li>• <b>AC1-9:</b> American and English collections</li> </ul>	1
<b>AE1-90:</b> Encyclopedias	0
<ul style="list-style-type: none"> <li>• <b>AE5-6:</b> Modern encyclopedias, American and English (19<sup>th</sup> c. -)</li> </ul>	1
<b>AG2-600:</b> Dictionaries and Other General Reference Works	1
<b>AI1-21:</b> Indexes	1
<b>AM1-501:</b> Collectors and collecting	0
<b>AN:</b> Newspapers	2
<b>AP1-271:</b> General Periodicals (not limited to a specific subject)	1
<b>AS1-945:</b> Academic and Learned Societies	0-3 (depending on subject focus of the society's publications)
<ul style="list-style-type: none"> <li>• <b>AS36.R28:</b> Individual US societies and institutions. Rand Publications</li> </ul>	3
<b>AY10-2001:</b> General Yearbooks, Almanacs, Directories (not limited to a specific subject)	1
<b>AZ20-999:</b> History of scholarship and learning. The humanities	1

## 6.2.2 Liberal Arts (Major) – D, E, F, H and J

### ***D, E, and F – History***

To provide faculty and students in the research programs of the Naval War College with background and related materials necessary to support current thinking in international affairs, understanding of current social forces and movements, and information on the course of military and naval history. Military and naval history is classified with the country and time period of history for specific works and there are too many individual classifications to list here but **works on US naval history wherever they are classed should be collected at level 4 (Research Level).**

Biographies and biographical materials are purchased and include coverage of major historical figures, world leaders, and military leaders. Preference in selection is given to definitive works, and both retrospective and current biographical dictionaries are acquired for reference purposes. Local history materials are chosen on a selective basis for areas of historical significance and more broadly for Newport, Rhode Island, and New England.

Many area universities have excellent history collections, and most of the materials in them are available through interlibrary loan.

The Naval Historical Collection should be consulted for Naval War College archival materials and manuscripts relating to naval history. Their Rare Book Collection also maintains rare and significant research materials in the area of naval history.

### ***D – History (except America)***

<b>D1-2027: History (General)</b>	<i>2 (unless otherwise noted below)</i>
• <b>D25: Military</b>	3
• <b>D27: Naval</b>	4
• <b>D51-90: Ancient</b>	<i>1 (unless otherwise noted below)</i>
○ <b>D95: Naval History</b>	4
• <b>D101-110: Medieval and modern history, 476-</b>	<i>1 (unless otherwise noted below)</i>
○ <b>D104.5: Military history</b>	2
• <b>D111-203: Medieval</b>	1
○ <b>D128: Military and Naval History</b>	3

○ <b>D151-173:</b> Crusades	2
○ <b>[D198-199.7]:</b> Arabic World	2
● <b>D203-475:</b> Modern	2 ( <i>unless otherwise noted below</i> )
○ <b>D214, D361, D424.5, D431, D437:</b> Military history	3
○ <b>D215, D362, D436:</b> Naval history	4
● <b>D501-680:</b> WWI	3 ( <i>unless otherwise noted below</i> )
○ <b>D570.45, D580-595:</b> Naval operations	4
● <b>D731-838:</b> WWII	3 ( <i>unless otherwise noted below</i> )
○ <b>D770-784:</b> World War II (1939-1945)—Naval operations	4
● <b>D842.3:</b> Post-war history (1945- ) Naval history	4
● <b>D862.7:</b> 21 <sup>st</sup> century Naval history	4
● <b>D2023:</b> Europe (General)-History-2001-Naval History	4
<b>DA1-995:</b> Great Britain	2 ( <i>unless otherwise noted below</i> )
● <b>DA40-89.6:</b> Political, military, naval, and Air Force history. Foreign relations	4
<b>DAW1001-1051:</b> Central Europe	2
<b>DB1-3150:</b> Austria. Liechtenstein. Hungary. Czechoslovakia	2
<b>DC1-947:</b> France	2
<b>DD1-905:</b> Germany	2
<b>DE1-100:</b> Greco-Roman World	1
<b>DF10-951:</b> Greece	2
<b>DG11-999:</b> Italy	2
<b>DH1-925:</b> Belgium. Luxemburg	2
<b>DJ1-500:</b> Netherlands	2
<b>DJK1-77:</b> Eastern Europe	2
<b>DK1-949.5:</b> Russia	2
<b>DL1-1180:</b> Northern Europe	2

<b>DP1-402:</b> Spain and Portugal	2
<b>DQ1-851:</b> Switzerland	2
<b>DR1-2285:</b> Balkan Peninsula	2
<b>DS1-937:</b> Asia	3
<b>DT1-3415:</b> African Countries, Territories, etc.	2
<b>DU1-950:</b> Australia and New Zealand.	2
<b>DX101-301:</b> History of Romanies	1

### ***E – American and United States History***

<b>E11-143:</b> American (General)	<i>2 (unless otherwise noted below)</i>
• <b>E51-73:</b> Pre-Columbian America	1
• <b>E75-99:</b> Indians of North America	<i>1 (unless otherwise noted below)</i>
○ <b>E81-83:</b> Indian Wars	2
<b>E151-904:</b> United States (General)	<i>2 (unless otherwise noted below)</i>
• <b>E181:</b> Military History	3
• <b>E182:</b> Naval History	4
• <b>E183-183.9:</b> Political and Diplomatic History	3
• <b>E201-298:</b> Revolution	<i>3 (unless otherwise noted below)</i>
○ <b>E271-273:</b> Naval History and Operations	4
• <b>E351.5-364.9:</b> War of 1812	<i>3 (unless otherwise noted below)</i>
○ <b>E360:</b> Naval History	4
• <b>E401-415.2:</b> War with Mexico	<i>3 (unless otherwise noted below)</i>
○ <b>E410:</b> Naval History	4
• <b>E456-655:</b> Civil War	<i>3 (unless otherwise noted below)</i>
○ <b>E482-489:</b> Confederate States of America	2

○ <b>E591-600:</b> Naval history	4
• <b>E714-735:</b> Spanish-American War	3 ( <i>unless otherwise noted below</i> )
○ <b>E727:</b> Naval History	4
• <b>E740-837.7:</b> Twentieth Century	3 ( <i>unless otherwise noted below</i> )
○ <b>E746:</b> Naval history	4
• <b>E838-E889:</b> Later twentieth Century.	2 ( <i>unless otherwise noted below</i> )
○ <b>E839.5:</b> Political history	3
○ <b>E840.4:</b> Military, naval, and air force history	3
• <b>E891-E919:</b> Twenty-first Century	2 ( <i>unless otherwise noted below</i> )
○ <b>E895-904:</b> Diplomatic history. Foreign and General Relations	3
○ <b>E897:</b> Military history	3

### ***F – US Local History and the Americas***

<b>F1-975:</b> United States Local History	0 ( <i>unless otherwise noted below</i> )
• <b>F76-90:</b> Rhode Island	1
<b>F1001-1145.2:</b> Canada	2
<b>F1201-3799:</b> Latin America. Spanish America (General)	2

### ***H-HJ – Social Sciences***

To provide a basic knowledge of current trends and major historical concepts as background and support for the specialized subjects of the Naval War College curriculum. Statistics materials are collected to provide specific statistical data on subjects in, or directly related to, the Naval War College curriculum, and to provide broad, general statistical data for all major countries and world areas as a basic source of information in subjects peripheral to the curriculum. Other topics in the social sciences are collected to support those Naval War College programs directly related to the subject, (e.g., economics, logistics, leadership, conflict resolution, decision-science, and management) and to provide material relevant to other areas of interest to the military profession in order to facilitate interdisciplinary research.

<b>HI-99:</b> Social Sciences (General)	1
<b>HA1-4737:</b> Statistics	2
<b>HB1-3840:</b> Economic Theory (General)	2 ( <i>unless otherwise noted below</i> )
• <b>HB75-130:</b> History	1
• <b>HB195:</b> Economics of War	3
<b>HC10-1085:</b> Economic History and Conditions	2
<b>HD28-9999:</b> Industries. Land Use. Labor	1 ( <i>unless otherwise noted below</i> )
• <b>HD28-70:</b> Management. Industrial management	2 ( <i>unless otherwise noted below</i> )
○ <b>HD30.23:</b> Decision making	3
○ <b>HD42:</b> Conflict management	3
• <b>HD72-88:</b> Economic growth, development, planning	2
• <b>HD101-1395.5:</b> Land use	2
• <b>HD4801-8943:</b> Labor. Work. Working Class	2
<b>HE1-9990:</b> Transportation and Communications (General)	1 ( <i>unless otherwise noted below</i> )
• <b>HE323-328:</b> Geography. Trade Routes	2
• <b>HE380.8-971:</b> Water Transportation	2
<b>HF1-6182:</b> Commerce (General)	1 ( <i>unless otherwise noted below</i> )
• <b>HF1003-1008:</b> Theory	2
• <b>HF1014:</b> Balance of Trade	2
• <b>HF1021-1027:</b> Commercial Geography	2
• <b>HF1351-1700:</b> International economic relations	2
• <b>HF1701-2701:</b> Tariff. Free trade. Protectionism	2
• <b>HF5387-5387.5:</b> Business ethics	2
<b>HG1-9999:</b> Finance (General)	1 ( <i>unless otherwise noted below</i> )
• <b>HG3810-4000:</b> Foreign Exchange	2
• <b>HG4538:</b> Foreign Investments	2

<b>HJ9-9940:</b> Public Finance (General)	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>HJ2005-2216:</b> Income and Expenditure. The Budget (as related to defense particularly)</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>HJ6603-7390:</b> Customs. Tariff</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>HJ7461-7980:</b> Expenditures. Government spending</li> </ul>	2

### **HM-HX – Sociology**

To provide material on the sociological aspects of national power and international relations, on national and transnational manifestations of those social values, movements, problems, and systems which influence both the formulation and functioning of domestic and foreign policy, and to provide a basic knowledge of current trends and major historical concepts in support of interdisciplinary research in areas of interest to the military profession.

<b>HM401-1281:</b> Social Theory (General)	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>HM481-554:</b> Method. Relations. Theory</li> </ul>	2
<ul style="list-style-type: none"> <li>○ <b>HM554:</b> Relation to War</li> </ul>	3
<ul style="list-style-type: none"> <li>• <b>HM831-901:</b> Social Change</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>HM1001-1281:</b> Social Psychology</li> </ul>	2
<ul style="list-style-type: none"> <li>○ <b>HM1126:</b> Conflict management</li> </ul>	3
<b>HN1-995:</b> Social History and Conditions. Social Problems. Social Reform (General)	2
<b>HQ1-2044:</b> The Family. Marriage. Women (General)	1
<b>HS1-3371:</b> Societies: Secret, Benevolent, etc.	1
<b>HT51-1595:</b> Communities. Classes. Races	1
<b>HV1-9960:</b> Social Pathology. Social and Public Welfare. Criminology	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>HV551.2-639:</b> Emergency Management</li> </ul>	3
<ul style="list-style-type: none"> <li>• <b>HV640-645:</b> Refugee Problems</li> </ul>	3
<ul style="list-style-type: none"> <li>• <b>HV6253-6322.8:</b> Political Crimes</li> </ul>	3
<ul style="list-style-type: none"> <li>• <b>HV6430-6434:</b> Terrorism</li> </ul>	4
<ul style="list-style-type: none"> <li>• <b>HV6435-6492:</b> Offenses Against the Public Order</li> </ul>	2

• <b>HV6773.15.C97:</b> Cyberterrorism	4
<b>HX1-970.7:</b> Socialism. Communism. Anarchism	2

### **J – Political Science**

The materials collected in the field of political science provide information and curriculum support for a broad range of requirements within the fields of international relations, political theory and administration. Moreover, since this subject profoundly affects strategy, social sciences, and other related matters, considerable care will be exercised in obtaining works that will foster inter-disciplinary research in areas of interest to the military.

<b>J1-981:</b> General legislative and executive papers	1 ( <i>unless otherwise noted below</i> )
• <b>J80-82:</b> Official Documents (US)	2
<b>JA1-92:</b> Political Science (General)	2
<b>JC11-605:</b> Political Theory. The State. Theories of the State	2 ( <i>unless otherwise noted below</i> )
• <b>JC311-314:</b> Nationalism. Nation state. Minorities	3
<b>JF20-2112:</b> Political Institutions and Public Administration (General)	2 ( <i>unless otherwise noted below</i> )
• <b>JF195:</b> Civil-military relations	3
• <b>JF1501-1521:</b> Civil Service	1
<b>JK1-9993:</b> Political Institutions and Public Administration (United States)	3
<b>JL1-3899:</b> Political Institutions and Public Administration (Canada, Latin America, etc.)	1
<b>JN1-9689:</b> Political Institutions and Public Administration (Europe)	1
<b>JQ21-6651:</b> Political Institutions and Public Administration (Asia, Africa, Australia, Pacific Area, etc.)	1
<b>JS39-8500:</b> Local and Municipal Government	1
<b>JV1-9480:</b> Colonies and Colonization. Emigration and immigration. Internal Migration	2
<b>JZ5-6530:</b> International Relations	3 ( <i>unless otherwise noted below</i> )
• <b>JZ3674-3875:</b> The State	1

○ <b>JZ3685:</b> Boundaries	2
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### 6.2.3 Liberal Arts (Minor) – B, C, G, K, L, M, N, and P

#### ***B – Philosophy and Religion***

Philosophy and religion are of interest to the Naval War College only insofar as they are necessary to the understanding of social and political movements; therefore, collecting in these areas includes landmark works and materials which give the history and evolution of the major philosophies and religions of the world. This classification also incorporates the field of psychology, and the interest here is limited to general influences on social behavior. No attempt will be made to collect materials in the spheres of clinical and occult sciences.

<b>B1-5802:</b> Philosophy (General)	1
• <b>B105.W3:</b> Special topics, War	3
<b>BC1-199:</b> Logic	1
<b>BD10-701:</b> Speculative Philosophy	1
<b>BF1-990:</b> Psychology	1 ( <i>unless otherwise noted below</i> )
• <b>BF448:</b> Decision Making	3
• <b>BF576:</b> Emotional Intelligence	2
• <b>BF637:</b> Negotiation	3
• <b>BF:698:</b> Personality	2
<b>BF1001-2055:</b> Parapsychology and Occult sciences	0
<b>BH1-301:</b> Aesthetics	0
<b>BJ1-1725:</b> Ethics	3
<b>BJ1801-2195:</b> Social usages. Etiquette	0
<b>BL1-2790:</b> Religion (General)	2
<b>BM1-990:</b> Judaism	2
<b>BP1-299:</b> Islam	2
<b>BP300-610:</b> Bahai Faith. Theosophy. Anthroposophy. Other beliefs and movements	1
<b>BQ1-9800:</b> Buddhism	2
<b>BR1-1725:</b> Christianity	2

<b>BS1-2970:</b> The Bible	1
<b>BT10-1480:</b> Doctrinal Theology	1
<ul style="list-style-type: none"> <li>• <b>BT736.2:</b> The Christian and War</li> </ul>	2
<b>BV1-5099:</b> Practical Theology	1
<b>BX1-9999:</b> Christian Denominations	1

### **C – Auxiliary Sciences of History**

Some of the diverse subjects within this classification grouping: civilization and culture, general archaeology, diplomatics, archives, seals, chronology, numismatics, epigraphy, heraldry, genealogy, and general and collective biography, support the peripheral interests of the Naval War College. In general, purchase within this classification is done sparingly. Civilization and culture, flags, medals, chronology, and biography constitute areas of interest to the students. The Newport Historical Society Library and the Redwood Library have important collections in these areas.

<b>C1-51:</b> Auxiliary Sciences of History (General)	1
<b>CB3-482:</b> History of Civilization	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>CB156:</b> Terrestrial evidence of interplanetary voyages</li> </ul>	0
<ul style="list-style-type: none"> <li>• <b>CB158-161:</b> Forecasts of future progress</li> </ul>	0
<ul style="list-style-type: none"> <li>• <b>CB481:</b> War and civilization</li> </ul>	2
<b>CC1-960:</b> Archaeology	1
<b>CD1-6471:</b> Diplomats. Archives. Seals	1
<b>CE1-97:</b> Technical Chronology. Calendar	1
<b>CJ1-6661:</b> Numismatics	0
<b>CN1-1355:</b> Inscriptions. Epigraphy	0
<b>CR1-6305:</b> Heraldry	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>CR101-115:</b> Flags, banners, and standards</li> </ul>	2
<b>CS1-3090:</b> Genealogy	1
<b>CT21-9999:</b> Biography	2

### **G – Geography and Anthropology**

Collection building in this field involves materials and areas not covered in D, E, and F. Volumes on voyages, travels, and explorations, including polar regions, are purchased as a matter of course, since they so frequently deal intimately with the naval theme that is predominant at the Naval War College. Other areas such as geography and oceanography are selected with an eye to building an adequate basic collection, at the levels indicated below. Such a collection can easily be upgraded depending upon specific course requirements.

<b>G1-9980:</b> Geography (General)	2 ( <i>unless otherwise noted below</i> )
• <b>G575-890:</b> Arctic and Antarctic Regions	3
• <b>G3180-9980:</b> Maps	1
<b>GA:</b> Mathematical geography. Cartography	1
<b>GB:</b> Physical geography	2
<b>GC:</b> Oceanography	2
<b>GE:</b> Environmental sciences	2
<b>GF:</b> Human ecology. Anthropogeography	1
<b>GN:</b> Anthropology	1
<b>GR:</b> Folklore	1
<b>GT:</b> Manners and customs (General)	1
<b>GV:</b> Recreation. Leisure. Sports	1

### **K – Law**

Selection in this subject area is aimed at providing information in the fields of general law and constitutional law of the major English-speaking nations of the world. Collecting in this area is aimed at providing information in the field of law as it relates to the curriculum of the Naval War College.

<b>K1-7720:</b> Law (General)	2 ( <i>unless otherwise noted below</i> )
• <b>K520-5582:</b> Comparative law	1
○ <b>K4720-4780:</b> National defense. Military law	3
• <b>K7000-7720:</b> Private International Law. Conflict of laws	1

<b>KB1-4855:</b> Religious Law	1
<b>KD51-9500:</b> Law of the United Kingdom and Ireland	1
<b>KDZ1-4999:</b> America. North America	1
<b>KE1-9450:</b> Law of Canada	1
<b>KF1-9827:</b> Law of the United States (General)	2 ( <i>unless otherwise noted below</i> )
• <b>KF4650-4694:</b> Foreign Relations	3
• <b>KF5336-5398:</b> Civil service	1
<b>KF6271-6645:</b> Taxation	1
<b>KF7201-7755:</b> National defense. Military law	3
<b>KFA-KFW:</b> Laws of the States	1
<b>KFX1-999:</b> Laws of Cities	0
<b>KG-KW:</b> Laws of other countries	1
<b>KZ1-6795:</b> Law of nations. International Law	3

### **L – Education**

Materials collected in this subject area are aimed at providing information in the field of education as it relates to the mission and objectives of the Naval War College. Selection is primarily at the minimal or basic information level and is concerned only with the following aspects of education: (1) general reference works; (2) current works on higher education; (3) education in foreign countries; (4) history of education. Comprehensive collections of education materials are readily available in the libraries of several area colleges.

<b>L7-991:</b> Education (General)	2
<b>LA5-2396:</b> History of Education	1
<b>LB5-3640:</b> Theory and practice of education	3
<b>LC8-6691:</b> Special aspects of education	1 ( <i>unless otherwise noted below</i> )
• <b>LC5201-6660.4:</b> Education extension. Adult education. Continuing education	3
<b>LD13-7501:</b> Individual institutions (United States)	0
<b>LE. LF. LG:</b> Individual institutions (Rest of the world)	0

<b>LH1-9:</b> College and school magazines and papers (except alumni magazines from military and naval institutions which are classed in subjects other than education)	0
<b>LJ3-165:</b> Student fraternities and societies	0
<b>LT6-501:</b> Textbooks	0

### **M – Music**

Selection in this subject area is generally out of scope. Music is of very peripheral importance to the mission and objectives of the Naval War College. Only general monographic works in English which deal with military music will be acquired, and then on the most selective basis possible. Reference works of a general nature are considered for possible acquisition.

<b>M1-5000:</b> Music (General)	0 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>M1631-1653:</b> Historical Events, celebrations. War songs</li> </ul>	1
<ul style="list-style-type: none"> <li>• <b>M1900-1985:</b> Songs of specific groups or on specific topics (Military music)</li> </ul>	1
<b>ML1-3930:</b> Literature on music	0 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>ML102.M56:</b> Dictionaries – Military music</li> </ul>	1
<ul style="list-style-type: none"> <li>• <b>ML128.M4:</b> Bibliography – Military music</li> </ul>	1
<b>MT1-960:</b> Instruction and study	0

### **N – Fine Arts**

Selection in this subject area is generally out of scope. Fine Arts are of very peripheral importance to the mission and objectives of the Naval War College. Acquisition will be most selective, and limited to monographs containing collections of paintings, etchings, engravings, line drawings, etc., dealing with military, naval or marine topics. Works with the text in English will normally be acquired, but those in other languages will be considered if the reproductions contained in the book are felt to be important and are unavailable elsewhere. Reference works of a general nature are considered for possible acquisition.

### **P – Language and Literature**

The mission of the Naval War College does not specifically include studies in language and literature. However, reference works in these fields are acquired to assist the staff and students in carrying out their responsibilities. The subject of Communications Media, because of its effect

upon the world's decision makers, will require coverage above that of other surrounding areas. Selected works of military and sea fiction in English, or in translation, will be collected if considered to be of topical importance and of sound literary merit.

<b>P1-1091:</b> Language and Literature (General)	1 ( <i>unless otherwise noted below</i> )
• <b>P87-96:</b> Communication. Mass Media	2
• <b>P119.3:</b> Political aspects. Language policy	2
<b>PA. PB. PC. PD. PF:</b> Languages of various countries including dictionaries	1
<b>PE:</b> English Language	1
<b>PG. PH. PJ. PK. PL. PM:</b> Languages of various countries including dictionaries	1
<b>PN1-6790:</b> Literature (General)	0 ( <i>unless otherwise noted below</i> )
• <b>PN101-245:</b> Authorship. Literary composition	1
• <b>PN441-1009.5:</b> Literary history	1
• <b>PN1995.9.W3:</b> Motion pictures – War	2
• <b>PN3311-3503:</b> Prose. Prose fiction	0 ( <i>unless otherwise noted below</i> )
○ <b>PN3448.S456:</b> Prose Fiction – Sea Stories	2
○ <b>PN3448.W3:</b> Prose Fiction – War Stories	3
• <b>PN4121-4129:</b> Oratory. Elocution	1
• <b>PN4699-5650:</b> Journalism	1
• <b>PN6010-6790:</b> Collections of general literature	0 ( <i>unless otherwise noted below</i> )
○ <b>PN6071.S4:</b> Sea. Sea stories (in English)	2
○ <b>PN6099-6110:</b> Poetry	1 ( <i>unless otherwise noted below</i> )
▪ <b>PN6110.M45:</b> Poetry – Military Life	2
▪ <b>PN6110.S4:</b> Poetry – Sea and sailors	2
<b>PQ:</b> French Literature	0
<b>PR1-9680:</b> English Literature	0 ( <i>unless otherwise noted below</i> )

• <b>PR408.W37:</b> War (General)	2
• <b>PR468.W37:</b> War (19 <sup>th</sup> century)	2
• <b>PR478.W:</b> War	2
• <b>PR605.W65-66:</b> World War I and II Poetry	2
• <b>PR756.W67:</b> World War I Prose	2
• <b>PR830.S65:</b> Spy stories	1
• <b>PR830.W37:</b> The novel – War	2
• <b>PR830.W65:</b> The novel – WWI	2
• <b>PR830.W66:</b> The novel – WWII	2
• <b>PR: 1098-1369:</b> Collections of English literature	0 ( <i>unless otherwise noted below</i> )
○ <b>PR1111.W37:</b> War (General)	2
○ <b>PR1195.W37:</b> War Poetry	2
○ <b>PR1309.S7:</b> Spy stories	1
○ <b>PR1309.W37:</b> War Stories	2
<b>PS1-3576:</b> American Literature	0 ( <i>unless otherwise noted below</i> )
• <b>PS169.W27:</b> History of American Literature -- War	2
• <b>PS228.W37:</b> War (20 <sup>th</sup> c.)	2
• <b>PS374.S764:</b> Spy stories	1
• <b>PS374.W35:</b> Prose fiction – war stories	2
• <b>PS501-689:</b> Collections of American literature	0 ( <i>unless otherwise noted below</i> )
○ <b>PS509.W3:</b> War	2
○ <b>PS595.W36:</b> Poetry -- War	2
○ <b>PS648.S85:</b> Prose – Spy stories	1
○ <b>PS648.W34:</b> Prose – War stories	2
<b>PT:</b> German Literature	0
<b>PZ:</b> Fiction and juvenile belles lettres	0

## 6.2.4 Science – Q, R, S, T, U, V and Z

### **Q and T – Science and Technology**

Certain subdivisions in science and technology are of prime importance to the faculty and students. Those aspects which advance knowledge of weaponry, history and theory of technology, military technology, emerging technologies and technological development will be emphasized. Specifically, selection should be made in terms that will allow the student to enhance his/her ability to relate knowledge to the solution of military problems and to promote intellectual leadership in the fields of sea power and maritime strategy. Potentially extraordinary breadth of coverage may occur in limited sections.

<b>Q1-390:</b> Science (General)	2
<ul style="list-style-type: none"> <li>• <b>Q334-43:</b> Cybernetics. Artificial intelligence</li> </ul>	3
<b>QA75.5-76.95:</b> Computer Science	2 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>QA76.9.A3:</b> Access control. Computer security. Cybersecurity</li> </ul>	3
<ul style="list-style-type: none"> <li>• <b>AQ76.9.C92:</b> Cyberinfrastructure</li> </ul>	3
<b>QA101-699:</b> Arithmetic and other higher forms of mathematics	1
<b>QB1-139:</b> Astronomy (General)	1
<b>QC1-999:</b> Physics (General)	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>QC170-197:</b> Atomic physics. Constitution and properties of matter</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>QC770-798:</b> Nuclear and particle physics. Atomic energy. Radioactivity</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>QC851-999:</b> Meteorology. Climatology</li> </ul>	2
<b>QD1-999:</b> Chemistry	1
<b>QE1-996.5:</b> Geology	1
<b>QH1-278.5:</b> Natural History	1
<b>QK1-989:</b> Botany	1
<b>QL1-991:</b> Zoology	1
<b>QM1-695:</b> Human Anatomy	1
<b>QP1-981:</b> Physiology	1
<b>QR1-502:</b> Microbiology	1

**T – Technology**

<b>T1-995:</b> Technology (General)	1 ( <i>unless otherwise noted below</i> )
• <b>T57.6-57.97:</b> Operations research. Systems analysis	2
• <b>T58.6-58.62:</b> Management information systems	2
• <b>T59.5:</b> Automation	2
• <b>T173.2-174.5:</b> Technological change	2
<b>TA1-2040:</b> Engineering (General)	1 ( <i>unless otherwise noted below</i> )
• <b>TA347.A78:</b> Engineering analysis. Artificial intelligence	2
<b>TC1-978:</b> Hydraulic engineering	1
<b>TC1501-1800:</b> Ocean engineering	1
<b>TD1-1066:</b> Environmental technology	0 ( <i>unless otherwise noted below</i> )
• <b>TD194-195:</b> Environmental effects of industries and plants	1
• <b>TD201-500:</b> Water supply for domestic and industrial purposes	1
• <b>TD1020-1066:</b> Hazardous substances and their disposal	1
<b>TE1-450:</b> Highway engineering. Roads and pavements	0
<b>TF1-1620:</b> Railroad engineering and operation	0
<b>TG1-470:</b> Bridge engineering	0
<b>TH1-9745:</b> Building construction	0
<b>TJ1-1570:</b> Mechanical engineering and machinery	0 ( <i>unless otherwise noted below</i> )
• <b>TJ163.13-163.5:</b> Power resources. Energy conservation	1
• <b>TJ210.2-211.47:</b> Mechanical devices and figures. Automata. Ingenious mechanisms. Robots (General)	1
• <b>TJ807-830:</b> Renewable energy sources	1
<b>TK1-9971:</b> Electrical engineering. Electronics. Nuclear Engineering	1 ( <i>unless otherwise noted below</i> )
• <b>TK5101-6720:</b> Telecommunication (including wireless, digital communications, satellites, data transmission systems, internet, Radar, telephone, television)	2

• <b>TK7885-7895:</b> Computer engineering. Computer hardware	2
• <b>TK9001-9401:</b> Nuclear engineering. Atomic power	2
<b>TL1-484:</b> Motor vehicles. Cycles	1
<b>TL500-777:</b> Aeronautics. Aeronautical engineering	2
<b>TL780-785.8:</b> Rocket propulsion. Rockets	2
<b>TL787-4050:</b> Astronautics. Space travel	2
<b>TN1-997:</b> Mining engineering. Metallurgy	1
<b>TP1-1185:</b> Chemical technology	1
<b>TR1-1050:</b> Photography	1
<b>TS1-2301:</b> Manufactures	0 ( <i>unless otherwise noted below</i> )
• <b>TS155-194:</b> Production management. Operations management	1
<b>TX1-1110:</b> Home economics	0 ( <i>unless otherwise noted below</i> )
• <b>TX341-641:</b> Nutrition. Foods and food supply	1

### **R – Medicine**

Medicine is not a primary field of study at the Naval War College; consequently, the very limited materials purchased in this area are of the general survey type, suitable for the layman, concerning those aspects of medicine, especially military medicine, which affect national strength or influence the conduct of war.

<b>R5-920:</b> Medicine (General)	0 ( <i>unless otherwise noted below</i> )
• <b>R5-687:</b> Medicine General. History	1
• <b>R724-855.5:</b> Medical ethics, Research, Medical Technology	2
<b>RA1-1270:</b> Public aspects of medicine	1
<b>RB1-214:</b> Pathology	0
<b>RC31-1245 :</b> Internal Medicine	1 ( <i>unless otherwise noted below</i> )
• <b>RC970-986:</b> Military medicine. Naval medicine	2

<b>RD1-811:</b> Surgery	0 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>RD151-498:</b> Military and naval surgery</li> </ul>	1
<b>RE-RZ:</b> Ophthalmology. Otorhinolaryngology. Gynecology and obstetrics. Pediatrics. Dentistry. Dermatology. Therapeutics. Pharmacology. Pharmacy. Nursing. Homeopathy. Other Systems of Medicine	0

### **S – Agriculture**

To provide broad, nonspecialized material on the production of crops and livestock and on the conservation of natural resources as background data for those courses of the Naval War College curriculum concerned with national power and international relations.

<b>S1-972:</b> Agriculture (General)	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>S900-972:</b> Conservation of natural resources</li> </ul>	2
<b>SB1-1110:</b> Plant culture	0
<b>SD1-669.5:</b> Forestry	0
<b>SF1-1100:</b> Animal Culture	0
<b>SH1-691:</b> Aquaculture. Fisheries. Angling	2
<b>SK1-664:</b> Hunting Sports	0

### **U – Military Science**

To serve the students and staff in their research at the graduate level by furnishing resources to support the mission of the Naval War College in providing naval and other service officers advanced education in the science of warfare and related subjects in order to improve their professional competence for higher responsibilities.

<b>U1-900:</b> Military science (General)	3 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>U21-22.3:</b> War. Philosophy. Military sociology</li> </ul>	4
<ul style="list-style-type: none"> <li>• <b>U56-59:</b> Army clubs</li> </ul>	1
<ul style="list-style-type: none"> <li>• <b>U750-773:</b> Military life, manners and customs, antiquities, etc.</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>U799-897:</b> History of arms and armor</li> </ul>	2
<b>UA10-997:</b> Armies: Organization, distribution, military situation	3

<b>UB1-900:</b> Military administration	2 ( <i>unless otherwise noted below</i> )
• <b>UB250-271:</b> Intelligence	3
• <b>UB275-277:</b> Psychological warfare. Propaganda	3
• <b>UB416-419:</b> Minorities, women, etc. in armed forces	3
<b>UC10-780:</b> Maintenance and transportation	2
<b>UD1-495:</b> Infantry	1
<b>UE1-500:</b> Cavalry. Armor	1
<b>UF1-910:</b> Artillery	1
<b>UG1-620:</b> Military engineering	2
• <b>UG479:</b> Military uses of artificial intelligence	3
• <b>UG622-1435:</b> Air forces. Air warfare	3
• <b>UG1500-1530:</b> Military astronautics. Space warfare. Space surveillance	3
<b>UH20-910:</b> Other services	2

The acquisitions program in Military Science at the Naval War College should not be geared to a comprehensive collection, as Military Science mainly encompasses highly technical subjects. Because the student and staff approach to scholarship at the Naval War College is broad in scope, narrowly specialized collections are not required. Therefore, the collection levels reflect the interest in general military works, organization, and administration. For those categories which treat the very narrow and technical subject areas, such as infantry, cavalry and armor, and artillery, the collection level of 1 (Minimal Information Level) is adequate.

### **V – Naval Science**

While curriculum orientation must be the primary consideration, it is in the development of this subject area that the Library also has a responsibility to respond to the needs of the larger community of naval scholars, as stated in the general principles of selection. The professional character of the institution demands that the collection should be developed in most areas to level 3 (Study or Instructional Support). Further development of specific areas within the collection is dictated by the predominant concern of users with research in modern naval science from the viewpoint of command. Note: Naval History is classified in D, E or F chronologically with the war or conflict and not in V. Naval Law is classified in K.

<b>V1-995:</b> Naval science (General)	3 ( <i>unless otherwise noted below</i> )
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• <b>V25-55:</b> History and antiquities of naval science	4
○ <b>V25:</b> Philosophy of history (Theory of Sea power)	4
• <b>V160-165:</b> Strategy	4
• <b>V167-178:</b> Tactics	4
• <b>V179:</b> Naval logistics	4
• <b>V750-995:</b> War vessels: Construction, armament, etc.	4
<b>VA10-750:</b> Navies: Organization, distribution, naval situation	3 ( <i>unless otherwise noted below</i> )
• <b>VA49-395:</b> United States	4
<b>VB: 15-325:</b> Naval Administration	3 ( <i>unless otherwise noted below</i> )
• <b>VB21-25:</b> US Navy	4
<b>VC10-580:</b> Naval Maintenance	3 ( <i>unless otherwise noted below</i> )
• <b>VC20-65:</b> Organization of Service -- US Navy	4
• <b>VC263-264:</b> Supplies and Stores – US Navy	4
• <b>VC273-274:</b> Equipment of vessels, supplies, allowances – US Navy	4
• <b>VC283-284:</b> Clothing and Equipment – US Navy	4
• <b>VC353-354:</b> Subsistence. Provisioning – US Navy	4
• <b>VC414-415:</b> Navy Yards and stations. Shore facilities -- US	4
• <b>VC503-504:</b> Ship records. Naval accounts and accounting – US	4
• <b>VC533-534:</b> Naval transportation – US	4
<b>VD7-405:</b> Naval Personnel	3 ( <i>unless otherwise noted below</i> )
• <b>VD23-25:</b> Naval Personnel – US	4
<b>VE7-500:</b> Marines	3 ( <i>unless otherwise noted below</i> )
• <b>VE23-25:</b> Marine Corps – US	4
<b>VF1-580:</b> Naval Ordinance	3
<b>VG20-2029:</b> Minor services of navies	2 ( <i>unless otherwise noted below</i> )

• <b>VG50-55:</b> Coast guard and coast signal service	3
• <b>VG70-85:</b> Naval communication	4
• <b>VG90-95:</b> Naval aviation	4
<b>VK1-1661:</b> Navigation. Merchant marine	3 ( <i>unless otherwise noted below</i> )
• <b>VK15-124:</b> History, conditions, etc.	2
• <b>VK371-378:</b> Collisions	2
• <b>VK541-547:</b> Seamanship	2
• <b>VK600-794:</b> Tide and current tables	1
• <b>VK798-1661:</b> Sailing directions. Piloting. Shipwrecks. Icebreaking. Lifesaving	2
<b>VM1-989:</b> Naval Architecture. Shipbuilding. Marine engineering	2

### **Z – Bibliography and Library Science**

Selection in this area is correlated with the defined selection policies in the other fields of knowledge to provide both directly and indirectly the support necessary to the proper functioning of Library activities. Specific bibliographies lead directly to other items within the Library or identify for the user materials beyond the collection scope of the Library. Subject bibliographies are now classified with the subject rather than in Z5051-7999 but this alternate number range is given below for older materials. Current library and information science literature is selected with the aim of furthering the professional capabilities of the Library staff.

<b>Z4-115.5:</b> Books (General). Writing. Paleography	1 ( <i>unless otherwise noted below</i> )
• <b>Z102.5-104.5</b> Cryptography. Ciphers. Invisible writing	2
<b>Z116-659:</b> Book industries and trade	1 ( <i>unless otherwise noted below</i> )
• <b>Z278-549:</b> Bookselling and publishing	2
• <b>Z551-656:</b> Copyright	3
<b>Z662-1000.5:</b> Libraries	1 ( <i>unless otherwise noted below</i> )
• <b>Z665-718.8:</b> Library science. Information science	3
<b>Z1001-1121:</b> General bibliography	2 ( <i>unless otherwise noted below</i> )

<b>Z1201-4980:</b> National bibliography	2 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>Z1215-1363:</b> United States</li> </ul>	3
<b>Z5051-7999:</b> Subject bibliography	0-4 (according to subject)
<ul style="list-style-type: none"> <li>• <b>Z6201-6209:</b> History</li> </ul>	1-4
<ul style="list-style-type: none"> <li>• <b>Z6460-6481:</b> International Relations</li> </ul>	3
<ul style="list-style-type: none"> <li>• <b>Z6721-6726:</b> Military Science</li> </ul>	3
<ul style="list-style-type: none"> <li>• <b>Z6831-6836:</b> Naval Science</li> </ul>	3-4
<b>Z8001-8999:</b> Personal bibliography	0-4 (according to subject)
<b>ZA3038-5190:</b> Information resources (General)	1 ( <i>unless otherwise noted below</i> )
<ul style="list-style-type: none"> <li>• <b>ZA3075:</b> Research. Seeking and finding information. Information retrieval</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>ZA3201-3250:</b> Information superhighway</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>ZA4050-4480:</b> Information in specific formats or media – Electronic information resources</li> </ul>	2
<ul style="list-style-type: none"> <li>• <b>ZA5049-5190:</b> Government information</li> </ul>	2

## 7 APPENDIX A: CLASSIFIED COLLECTION

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### 7.1 RESPONSIBILITY FOR SELECTION

The Classified Library is a department within the NWC Library and serves the Naval War College. Acquisition of classified material is driven to a large degree by requests from faculty and student researchers. Material is also selected by the Head, Classified Library, and some publications are received on distribution. All material in the collection is classified at levels from unclassified/limited distribution up through Secret, except for certain declassified documents of historical value, and unclassified Naval Warfare Publications (NWP).

The Naval Warfare Publications Library comprises publications of the Naval Warfare Development Command (NWDC), which are classified at levels ranging from unclassified through Secret. It is part of the Classified Library collection and is maintained by the Naval Warfare Publications Custodian, a Classified Library staff member. The NWP Custodian selects, updates, and withdraws NWPs as directed by NWDC.

### 7.2 SELECTION CRITERIA

- Relevance to present or potential needs.
- Request from faculty member or student researcher.
- NWPs and NWP changes/updates published by NWDC.
- Classification: must fall within the range of unclassified/limited through Secret, except for the following:
  - Unclassified Naval Warfare Publications.
  - Declassified documents of historical value not approved for public release.
  - Declassified documents of historical value approved for public release that do not meet criteria for inclusion in the general collection.

### 7.3 WITHDRAWAL AND RETENTION CRITERIA

Classified material is often ephemeral in nature, but it is not unusual for documents to be of permanent historical value and impossible to replace. Weeding is therefore vigorous but cautious. The Head, Classified Library contacts subject matter experts on the faculty to review material that meets criteria for withdrawal but is likely to be of historical value. CIA products are set aside for review by the DCIA faculty representative.

#### 7.3.1 Criteria for Withdrawal

- Material that is easily replaceable.

- Material that has not been checked out in five years.
- Superseded or outdated material.
- Duplicates, except where justified.

### 7.3.2 Criteria for Retention

- Material that has been determined to be of permanent historical value.
- Material determined to be of permanent historical value that has been declassified, but not approved for public release.
- Material determined to be of permanent historical value that has been declassified and approved for public release but does not meet criteria for inclusion in the general collection.

## 7.4 PHYSICAL DISPOSAL OF MATERIALS

- Material that has been declassified and approved for public release and meets the selection criteria is turned over to the general collection.
- All other material that meets criteria for withdrawal and is not of permanent historical value is destroyed in accordance with [DODM 5200.01-v.3, Feb 24, 2012, DOD Information Security Program](#).

## 7.5 NWC STUDENT PAPERS

The disposition of NWC student papers is guided by NAVWARCOLINST 5210.1L. They arrive in the Classified Library in either digital or print format. All papers, except for those by foreign nationals and civilians, are uploaded to the Defense Technical Information Center (DTIC) and will be printed and retained.

All papers received by the Classified Library are cataloged individually in the Library's catalog and classified in N420. An 856 field will be utilized to point the patron to the URL for accessing the digitized copy in DTIC. All papers will remain in Classified Library for a set period of time, or if classified/restricted, until those security markings are downgraded/declassified. After 10 years, any unclassified student papers will be transferred to the Naval Historical Collection, Archives Division.

## 7.6 CLASSIFIED AUDIO RECORDINGS

The Classified Library has copies of some past lectures. Only selected lectures are recorded and sent to the Classified Library. Per the 2019 revision of the *Faculty Handbook*<sup>3</sup> (pg. 91)

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<sup>3</sup> United States Naval War College, *Faculty Handbook* (Newport, Naval War College, 2019), 91.

“NWC lectures may be recorded for subsequent review or educational use. Lecturers will be made aware that they are being recorded. Any recordings become the property of the NWC and remain subject to the CHR [Chatham House Rule] .... Copies of SECRET, and below, audio-and video recordings made or reproduced by the Audiovisual Branch will be controlled by designated control points. Master classified video recordings of NWC-generated videotapes will be under the control of the Classified Material Control Officer (CMCO). Master recordings of NWC-generated classified audiotape cassettes, digital recordings, and DVDs will be maintained by the NWC Classified Library, located in the Main Library.”

## **8 APPENDIX B: REFERENCE COLLECTION**

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### **8.1 REFERENCE COLLECTION DEVELOPMENT POLICY**

The reference collection is a key component of the Library’s collection, and development of this collection follows the general guidelines set out in the Library’s collection development policy statement. The reference collection development policy further defines the practices and procedures established to build and maintain a comprehensive, current, convenient-to-use reference collection.

### **8.2 PURPOSE OF THE REFERENCE COLLECTION**

The reference collection is meant to serve the research and information needs of the students, faculty, and staff at the Naval War College. Reference collection resources are selected to provide users with a current, authoritative collection of non-circulating materials that will answer quick, factual questions on a variety of subjects. Most materials acquired for the reference collection are specifically selected to support the current curricular needs of the College. However, a limited portion of the collection supports general information not directly related to mission areas in order to provide basic to general knowledge. Almanacs, encyclopedias, and dictionaries are examples of resources providing general knowledge. The reference collection should be lean, efficient, and useful. Prevailing demand, fiscal restraint, and changes in the curriculum serve as guidelines for the relative size of subject areas within the collection. The reference collection is not a repository for all works with designators such as “dictionary,” or “encyclopedia,” in the title. Many such works are more appropriately housed in the circulating collection.

### 8.3 RESPONSIBILITY

The selection of resources and management of the reference collection is the primary responsibility of the research and instruction librarians with operational support from liaison librarians. Responsibility for the collection encompasses the full life cycle of reference collection management, from selection to withdrawal. Liaison librarians include the Acquisitions and Government Documents Librarian, the Serials and Electronic Resources Librarian, and the Head, Infrastructure and Content.

### 8.4 GENERAL SELECTION CRITERIA

The NWC Library provides a wide variety of reference resources in both print and electronic formats. Accessibility should be a guiding principle for selection of materials for the reference collection. This includes which works to purchase, selection of print versus electronic format, and the decision to place a print work in the reference collection vice the circulating collection. In addition to the criteria espoused in the collection development policy, the following criteria will be considered when selecting materials for the reference collection:

- *Authoritativeness:*
  - Author is authoritative; publisher is reputable.
- *Coverage:*
  - Information is not readily available in other reference resources.
- *Cost:*
  - Cost should be considered particularly if the cost of one format is prohibitively more expensive.
- *Currency:*
  - Content is up to date.
- *Duplication:*
  - Duplication should be avoided. Exceptions may include style guides, dictionaries and thesauri.
- *Format:*
  - Format of reference materials may be electronic or print.
- *Language:*
  - Except for foreign language dictionaries and encyclopedias, materials will be collected primarily in English.
- *Reviews:*
  - Reviews in professional literature should be favorable.
- *Significance and Usefulness:*
  - Title supports the curriculum and will be useful to NWC users.

#### **8.4.1 Selection Criteria: Electronic Resources**

In addition to the above criteria for selection, the additional selection criteria for electronic resources from the collection development policy are also applied to electronic reference resources.

A work may meet one or more of these criteria and still be considered inappropriate for the Reference collection by a research and instruction librarian. Final decisions rest with the Head, Research and Instruction.

### **8.5 FORMAT**

When a reference resource is available in multiple formats, the advantages and disadvantages of each format should be considered before purchase. Generally, electronic formats are preferred in order to provide maximum accessibility to NWC users, including CDE faculty and students. If an electronic version is available, justification must be provided for purchasing the print version (e.g., unacceptable licensing terms, poor user interface, or inadequate reproduction of content).

### **8.6 MULTIPLE COPIES**

The Library does not purchase multiple copies of reference titles. Latest editions are kept in reference, older editions are discarded or reassigned to the General Collection.

Ownership of a print title in reference does not preclude purchasing a second copy for another location.

Except in rare cases, print copies will be removed from the reference collection after an electronic version of the same title and edition has been purchased. A title may be retained in both print and electronic formats when there is justification for keeping the print version (e.g., continued access to the electronic version is unstable or the print version includes content not available in the electronic version).

### **8.7 COLLECTION GUIDELINES FOR SPECIFIC TYPES OF REFERENCE MATERIALS**

#### **8.7.1 Almanacs and Yearbooks**

Reference collects current editions of major publications for the United States and for countries and subjects as determined from curricular emphases.

#### **8.7.2 Bibliographies**

Those with narrow subject scope, such as single author bibliographies, are normally kept in the general collection. More general bibliographies on broad curricular topics are included in the

reference collection. Exceptions are made for topics in great demand or of considerable current interest.

### **8.7.3 Biographies**

Major universal and national works are included, as are current biographical works such as *Who's Who in Twentieth Century Warfare* and a selection of the "who's who" type of materials. Biographical dictionaries having a very narrow, regional, chronological or subject coverage are considered on their individual merits and on their potential usefulness in the Reference Collection.

### **8.7.4 Concordances**

Only concordances for very important authors and works are included in the reference collection; others are housed in the stacks. (Examples of works collected are concordances for Shakespeare and the Bible.)

### **8.7.5 Dictionaries**

The reference collection provides monolingual, bilingual, and polyglot dictionaries in major languages. The section also provides specialized dictionaries (for example, covering slang, idiomatic expressions, and historical aspects of language) for English. Older editions of dictionaries are not normally retained unless they are needed/useful for historical research purposes.

### **8.7.6 Directories**

Now that directory information is readily available online, the Library collects selectively in this format. The reference collection may include current editions of major directories in key fields within the mission statement and may contain certain retrospective editions of directories based on demonstrated use. Directories of limited scope or low use will be replaced occasionally rather than regularly.

### **8.7.7 Encyclopedias**

The reference collection includes major general encyclopedias, both single and multi-volume, electronic and print. The CREDO Online Reference Service collection serves as our primary online encyclopedia. In addition to general encyclopedias, reference collects authoritative encyclopedias in specialized subject areas to support research in mission-related programs.

### **8.7.8 Geographical Sources**

The reference collection provides authoritative atlases, maps, and gazetteers covering all areas of the world; and current editions of relevant worldwide yearbooks, (e.g., *Europa*, *Statesman's*.)

### **8.7.9 Handbooks**

The reference collection attempts to collect current and authoritative handbooks in all mission-related fields. Handbooks shelved in reference should be aimed at quick look-up or data verification rather than in-depth research.

### **8.7.10 Indexes and Abstracts**

Print versions of indexes and abstracts are retained only in those areas where the Library does not have access to the online version. Electronic access is preferred to print.

### **8.7.11 Legal Materials**

The reference collection includes basic legal resources such as encyclopedias and dictionaries rather than specialized legal research tools.

### **8.7.12 Sacred Books**

The reference collection maintains a small collection of major translations of the Bible in English, as well as English translations of sacred works significant to major world religions if compelling reasons are present. Ordinarily, such works are housed in the Main collection.

### **8.7.13 Statistics**

Basic ongoing statistical summary information in both general and mission-related fields will be provided by Reference.

### **8.7.14 Style Manuals**

The reference collection includes major mission-related style manuals.

## **8.8 REFERENCE WEEDING/ DESELECTION POLICY**

In order to maintain the usefulness of the Reference Collection, care must be taken to ensure that the collection is properly maintained. One important aspect of this process is the deselection of materials that no longer support the mission or curriculum of the college or the purpose of the Library's collections. The NWC Reference book collection is divided into three sections: A-H, H-T, and U-Z. Each section is assigned to a research and instruction librarian for the purposes of selection, maintenance, and weeding. Weeding is an ongoing process. Within the cycle of one calendar year, each section of the reference collection should be completely reviewed by the assigned librarian. Additional weeding of the reference collection may be necessary due to special circumstances, (e.g., space constraints).

Deselection criteria for Reference Materials are the same as those for other Library materials (except for the Classified Collection). See [Criteria for Deselection](#) Appendix D: Faculty Writing Display case.

## **9 FACULTY DISPLAY CASE**

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### **9.1 LOCATION AND SELECTION CRITERIA**

The Head, Research and Instruction is responsible for selecting and working with the Acquisitions and Government Documents Librarian to acquire materials for the display case which is in the lobby of the Spruance Auditorium. He/She works closely with the President, Naval War College who sets the criteria for inclusion in this display case. When possible, second copies are acquired for this location so that there is a copy in the general collection that is available for circulation.

## 10 APPENDIX E: JMO COUNTRIES

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### 10.1 BACKGROUND

For the last several years the Joint Military Operations course has studied a particular country in depth. The country studied changes each year. This has an impact on our collection development and collection, as resources are purchased to support the curriculum’s country of focus. This leads to a collection which has more resources on these countries, many of which date to the year the country was studied.

### 10.2 LIST OF COUNTRIES STUDIED BY YEAR

Year	Country
Nigeria	2012
Vietnam	2013
Burma	2014
Syria	2015
Ukraine	2016
Philippines	2017
Indonesia	2018
South China Sea	2019
South China Sea	2020
South China Sea	2021

## 11 APPENDIX F: BIBLIOGRAPHY

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