

Collection Development Policy

Henry E. Eccles Library | U.S. Naval War College

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1 INTRODUCTION: COLLECTION DEVELOPMENT PHILOSOPHY

This collection development policy is intended to communicate the library's collection goals and practices. It establishes guidelines for the selection, evaluation and weeding of the library's collection.

1.1 ORGANIZATIONAL STRUCTURE OF THE HENRY E. ECCLES LIBRARY

The Naval War College Library includes the Classified Library as well as several sub-collections including the Reference collection. Any difference in collection development policy between these collections is detailed in the Appendices.

Collection Development is a collaborative team activity. No one librarian can have the knowledge required to build a collection as large and in depth as that of the Naval War College Library. The Head, Infrastructure and Content leads the Collection Development Team. The group meets regularly to make selection and weeding decisions based on this Collection Development Policy and will evaluate this policy annually, updating it as necessary. The group meets formally four times a year, but discussions are held at other times via e-mail, or in meetings as needed. Team members also recommend purchases throughout the year via the [Library's Recommend a Purchase Form](#). The Acquisitions Librarian coordinates selection of all monographs, eBooks and government documents, the Serials and Electronic Resources Management Librarian coordinates all serials and electronic resources selection, cancellation, and weeding decisions. This policy's goal is to ensure that the Library's Collection retains its excellence in subject areas of vital interest to the Naval War College's mission and curriculum, and that the Library's budget for materials is spent in building the finest collection that means allow.

1.2 MISSION OF THE LIBRARY AND COLLEGE

The library's collection development policy supports the library's mission to provide comprehensive resources and services in support of the College's learning, research, and teaching needs. The library is an integral part of the Naval War College, directly supporting the missions of the college by building and maintaining a collection that enhances instructional programs, and the research needs of faculty and students.

The main priority and mission of the U.S. Naval War College is to:

- **Educate and develop future leaders** by building strategic and cultural perspective and enhancing the capability to advise senior leaders and policy-makers.

The other missions of the college also support the education and development of future leaders. These are:

- Helping to define the future Navy and its roles and missions

- Supporting combat readiness
- Strengthening global maritime partnerships
- Promoting ethics and leadership throughout the force
- Contributing knowledge to shape effective decisions through the Hattendorf Maritime Historical Research Center
- Providing expertise and advice to the international legal community through the Stockton Center for the Study of International Law.¹

1.3 ACADEMIC LIBRARY STANDARDS

The Naval War College Library is an academic library and accepts and follows the criteria for library adequacy determined by the Association of College and Research Libraries of the American Library Association, as set forth in its *Standards for College Libraries*.² It must give primacy in its services to the needs of the faculty and students of the Naval War College. However, to a lesser degree it will also attempt to be responsive to the needs of the larger community of naval scholars within the limits of its material and human resources.

Library materials selected will be chosen for values of interest, information, and enlightenment of the faculty and students of the Naval War College. In no case will library materials be excluded because of race, nationality, sex, or the social, political, or religious views of the author. The Naval War College Library abides by the American Library Association's *Library Bill of Rights*³ and *Freedom to Read Statement*⁴. The Library will provide materials presenting all points of view concerning subjects addressed by the educational and research programs of the Naval War College as well as on the problems, events and issues of the time.

It is important to build upon areas of strength in the Library's Collection because these areas reflect topics of continuing concern to the Naval War College. Any shift of collection management strategy involving strong collection areas, or diversion of funds from these areas to increase subjects of lesser strength, will have a long-term effect on the quality of the collection and its ability to meet academic needs. Such a step should not be taken without consideration of the Naval War College's mission and curriculum. If any large-scale subject building is deemed necessary, additional funding will be required to avoid deterioration in those subject areas already strong.

¹ "Our Mission," Naval War College, accessed December 7, 2017, <https://www.usnwc.edu/About/Mission>.

² "Standards for Libraries in Higher Education," Association of College & Research Libraries, accessed December 11, 2017, <http://www.ala.org/acrl/standards/standardslibraries>

³ "Library Bill of Rights," American Library Association, accessed December 11, 2017, <http://www.ala.org/advocacy/intfreedom/librarybill>

⁴ "The Freedom to Read Statement," American Library Association, accessed December 11, 2017, <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

2 FACTORS IN SELECTION OF LIBRARY MATERIALS

2.1 THE 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 & 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)
 - Electives
 - 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)
- Center for Naval Warfare Studies (CNWC)
 - War-gaming Program
 - Research Centers
 - Stockton Center for International Law
 - China Maritime Studies
 - Russia Maritime Studies
 - Holloway Advanced Research Program
 - Institute for Future Warfare Studies
 - Cyber and Innovation Policy Institute
 - Center on Irregular Warfare and Armed Groups
 - John B. Hattendorf Center for Maritime Historical Research
 - Study Groups
 - Arctic Studies
 - Africa Studies
 - Asia-Pacific Studies
 - Europe-Russia Studies
 - Greater Middle East

- Indian Ocean
- Latin America
- Climate & 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 the financial support from the college to do so.

In addition, the Library also serves members of the public with a research need 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.

2.2 OBJECTIVES OF SELECTION

The collecting objectives of the Library are as follows:

- To support 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 collections of a naval academic institution.
- To procure materials required to provide reference service for educational and research programs.

2.3 RESPONSIBILITY FOR SELECTION

The Collection Development Team, led by the Head of Infrastructure and Content, is responsible for selection and composed of the following positions: Head of Research and Instruction, all Research and Instruction Librarians, Head of Circulation, Acquisitions Librarian and Serials/Electronic Resources Librarian. Members of this group specialize in different subjects and/or format areas. The budget is managed centrally by the Head of Infrastructure and Content, the Acquisitions Librarian, and the Serials Librarian. 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.

2.4 CRITERIA FOR SELECTION

- 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 topic)
- Authoritativeness
 - Reputation and/or significance of the author.
 - Publisher's reputation.
 - Primary source or secondary material; personal or researched account.
 - Accuracy and quality of the information and data based on reviews, recommendations, evaluations, etc.
 - Inclusion of bibliography, index, illustrations, maps, charts, appendixes, etc.
 - Reviews and inclusion in book lists
- Cost.
- [Format](#)

2.4.1 Additional Criteria for Electronic Resources

- Access
 - Must be accessible remotely, allow for proxying, and multiple users.
- Cost
 - Cost of electronic resources should not be prohibitively more than print
- 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) there should be financial and technical commitments from IRD, as well as the availability of physical space.
- 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 fiscally responsible for library purchasing.
- Discoverability

- Give consideration to how the resource will be discoverable to our users. How is the resource indexed in the library's discovery service? Are MARC cataloging records available for items within the resources and at what price? If the resource is not discoverable in these ways, how will we make it findable?
- 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.

2.5 DESELECTION AND RETENTION CRITERIA

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/database 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 Database 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 Henry Eccles Library will attempt to review 20% 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 retaining the electronic version if it is equivalent).

2.5.1 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 old and new information?
- If the title is in the circulating collection, then 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](#))
- 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?

2.5.2 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.

2.5.3 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.

2.5.4 Conservation

The Naval War College Library does not have a staff to digitize, mend, or otherwise rejuvenate worn materials that are located in the collection. Any such items located 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.

2.5.5 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*.

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

3 GENERAL SELECTION POLICY

3.1 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 collections is directly related to funding received from the Naval War College, and other gift funds. The amount of materials purchased is in direct proportion to the size of the Library's budget in any fiscal year.

3.1.1 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. Lower 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 2 items never being purchased.

- Rush = Item requested and needed for immediate use that meets the library's selection criteria.
- Priority 1 = Named Faculty/Staff request or items in collection level 4 & 5, or key titles in lower collection levels.
- Priority 2 = Meets our selection criteria but is either a "nice to have" level 4 or 5, or a lower level item.

3.1.2 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 as the Library platform makes resources available to local and distance education students, in addition 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 of the Naval War College's myriad programs we will need to rely on support from these programs and from their Foundation funds.

3.2 FORMAT

The Naval War College 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 their electronic format does not include all content, or if the work is of such a nature that it is more useful in print format.

3.2.1 Hard Copy

Hard copy will be procured when available instead of paperback. Paperbound copy will be acquired when there is no hard copy or electronic copy available, or if the hard copy is prohibitively expensive. Paperbound copies will be bound if at all possible.

3.2.2 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.

3.2.3 Electronic Resources

Access to electronic resources such as electronic journals, eBooks, and databases will be provided using the same guidelines as those used for hardcopy materials.

Annual reviews will be undertaken to consider the continued importance of specific titles and format before renewal of subscriptions.

3.2.4 Photocopies.

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

3.2.5 Reprints

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

3.2.6 Microform.

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.

3.2.7 Manuscripts.

Are not collected in the Henry Eccles Library.

3.3 ADDITIONAL COPIES

3.3.1 Multiple Copies.

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

- High demand.
- Importance of the author or subject (i.e. CNO Professional Reading Program).
- Availability of funds.
- 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).

3.3.2 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.

3.4 SCOPE

3.4.1 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 particular country and the Library will collect more heavily in this area for that year only. [See Appendix E.](#)

3.4.2 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 un-acquired 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.

3.5 TYPES OF MATERIALS

3.5.1 Monographs

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

eBooks

The Library purchases eBooks. When possible, and if not significantly more expensive, unlimited or multi-user license are purchased. There is a slight preference for eBooks over Hard copy, however, many of our faculty and students have expressed a preference for hard copy so we will continue to purchase these when requested and when eBooks are not available.

3.5.2 Continuing Resources (Periodicals, Journals, Annuals, Newspapers)

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

Scholarly Journals

Some journals are not available in databases, and many journals that are included in databases are embargoed for a period of time 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 paper, 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. Print titles will only be bound if the Collection Development Team has determined that we are the Library that will be retaining them in print permanently. This will apply to only a handful of journals either published by the Naval War College, or on Naval subjects not retained by the Naval Postgraduate School or by the Naval Academy. Print titles in subjects that are collected with a scope of 3 or 4 will only be retained until they are available online in database 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 databases 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 online database 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 as long as 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 is applied to titles we purchase. They will not be added automatically because we have received them free.

3.5.3 Electronic Databases

An increasing number of resources are now available in electronic format in databases. These databases contain both 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 Collection Levels detailed later on in this document will be used as a basis for selection of electronic databases in conjunction with the basic Criteria for Selection. When available and financially feasible to do so the library will purchase permanent access to a database. Usually this is not possible, and these databases must be subscribed to every year. Usage data is gathered for all databases 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 database subscriptions from year to year, though our ability to do so is dependent on the budget. All decisions to add additional databases should take into account the ability to continue purchasing the database in future fiscal years.

3.5.4 U.S. Government Documents

The NWC Library is a partial depository for US Government documents. Item numbers are selected using the same criteria as other library 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 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.

3.5.5 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 particular 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.

3.5.6 Donations/Gifts

The decision to accession 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 will be evaluated using the same selection criteria as purchases. They are accepted with the proviso that they may be disposed of if they are considered to be 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 per the [Library's donation policy statement](#).

3.5.7 Classified Materials

[See Appendix A.](#)

3.5.8 Reference Materials

[See Appendix B](#)

3.5.9 Professor's Library

[See Appendix C](#)

3.5.10 Rare Books, Manuscripts and Archival Materials

The Henry Eccles Library does not collect rare books and manuscripts. These are collected and housed in the Naval Historical Collection (NHC) which is part of the John B. Hattendorf Center for Maritime Historical Research. The NHC also houses the College's Archives.

3.6 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 Inter-Library 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 MECC libraries, the Henry Eccles Library attempts to be the library of record for print materials that are unique to the Navy.

3.7 MATERIALS NOT COLLECTED

The library does not generally 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 the collection level scope of 0).
- Materials that are not at the graduate or undergraduate research level.
- Vanity press/self-published titles.
- Consumables such as textbooks, workbooks and study guides.
- Copies for distribution to students and/or faculty.

3.8 ANNUAL REVISION

Recommendations for revision in this policy will be made annually to the Library Director by the Collection Development Team.

4 COLLECTION LEVELS

Collection levels used are from the International Federation of Library Associations and Institution's Section on Acquisitions and Collection Development **Guidelines for a Collection Development Policy Using the Conspectus Model.**⁵ These collection levels are included below.

4.1 DEFINITION OF COLLECTION LEVELS

4.1.1 Out of Scope – Level 0

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

4.1.2 Minimal Information – Level 1

Collections that support minimal inquiries about this subject and include:

- A very 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 of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

4.1.3 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.

⁵ <http://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-en.pdf>

- 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 of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

4.1.4 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:

- 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.⁶

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.

4.1.5 Research – Level 4

A collection that contains the major published source materials required for doctoral study and independent research includes:

- 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.

⁶ 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.

- 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.

4.1.6 Comprehensive – Level 5

A collection in a specifically defined field of knowledge that strives 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.
- 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.

5 SUBJECT AREAS

5.1 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](#)

5.2 COLLECTION LEVELS BY LIBRARY OF CONGRESS CLASSIFICATION

5.2.1 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.

AC1-999: Collections. Series. Collected Works	0
<ul style="list-style-type: none"> AC1-9: American and English collections 	1
AE1-90: Encyclopedias	0
<ul style="list-style-type: none"> AE5-6: Modern encyclopedias, American and English (19th c. -) 	1
AG2-600: Dictionaries and Other General Reference Works	1
AI1-21: Indexes	1
AM1-501: Collectors and collecting	0
AN: Newspapers	2
AP1-271: General Periodicals (not limited to a specific subject)	1

AS1-945: Academic and Learned Societies	0-3 (depending on subject focus of the society's publications)
<ul style="list-style-type: none"> • AS36.R28: Individual U.S. societies and institutions. Rand Publications 	3
AY10-2001: General Yearbooks, Almanacs, Directories (not limited to a specific subject)	1
AZ20-999: History of scholarship and learning. The humanities	1

5.2.2 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 the majority of the materials in them are available through inter-library loan.

The Naval Historical Collection, which is now part of the John B. Hattendorf Center for Maritime Historical Research and no longer administered by the Library, 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)

D1-2027: History (General)	2
• D25: Military	3
• D27: Naval	4
• D51-90: Ancient	1
○ D95: Naval History	4
• D111-203: Medieval	1
• D201-475: Modern	2
• D501-680: WWI	3
• D731-838: WWII	3
○ D770-784: World War II (1939-1945)—Naval operations	4
• D842.3: Post-war history (1945-) Naval history	4
• D862.7: 21st century Naval history	4
• D2023: Europe (General)-History-2001-Naval History	4
DA1-995: Great Britain	2
• DA40-89.6: Political, military, naval, and Air Force history. Foreign relations	4
DAW1001-1051: Central Europe	2
DB1-3150: Austria. Liechtenstein. Hungary. Czechoslovakia	2
DC1-947: France	2
DD1-905: Germany	2
DE1-100: Greco-Roman World	1
DF10-951: Greece	2
DG11-999: Italy	2
DH1-925: Belgium. Luxemburg	2
DJ1-500: Netherlands	2
DJK1-77: Eastern Europe	2

DK1-949.5: Russia	3
DL1-1180: Northern Europe	2
DP1-402: Spain and Portugal	2
DQ1-851: Switzerland	2
DR1-2285: Balkan Peninsula	3
DS1-937: Asia	3
• DS36-39.2: Arab Countries	3
• DS101-151: Israel	3
• DS331-349.9: Southern Asia, Indian Ocean Region	3
• DS520-560.72: Southeast Asia	3
DT1-3415: African Countries, Territories, etc.	3
DU1-950: Australia and New Zealand.	2
DX101-301: History of Romanies	1

E – American & United States History

E11-143: American (General)	2
• E11-29: North American	2
• E51-73: Pre-Columbian America	1
• E75-99: Indians of North America	1
○ E81-83: Indian Wars	2
○ E99: Indian Tribes	1
• E101-135: Discovery of America and Early Explorations	2
• E141-143: Descriptive accounts of America. Earliest to 1810	2
E151-889: United States (General)	2
• E151-179.5: History (General)	2
○ E181: Military History	3
○ E182: Naval History	4

• E183-183.9: Political & Diplomatic History	3
• E184-185.98: Minority Groups (Civil Rights)	2
• E186-199: Colonial History	2
• E201-298: Revolution	3
○ E271-273: Naval History & Operations	4
• E300-453: Revolution to the Civil War	2
○ E351.5-364.9: War of 1812	3
▪ E360: Naval History	4
○ E401-415.2: War with Mexico	2
▪ E410: Naval History	4
○ E441-453: Slavery	2
• E456-655: Civil War	3
○ E482-489: Confederate States of America	2
○ E591-600: Naval history	4
• E660-738: Late Nineteenth Century	2
○ E714-735: Spanish-American War	2
▪ E727: Naval History	4
• E740-837.7: Twentieth Century	3
○ E746: Naval history	4
• E895-904: Twenty-first Century	3

F – U.S. Local History and the Americas

F1-975: United States Local History	0
• F76-90: Rhode Island	1
F1001-1145.2: Canada	2
F1201-3799: 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, i.e., economics, logistics, management, and to provide material relevant to other areas of interest to the military profession in order to facilitate interdisciplinary research.

H1-99: Social Sciences (General)	1
HA1-4737: Statistics	2
HB1-3840: Economic Theory (General)	2
• HB75-130: History	1
• HB195: Economics of War	3
• HB848-3697: Demography. Vital Statistics	2
• HB3711-3840: Crises. Business cycles	2
HC10-1085: Economic History and Conditions	2
HD28-9999: Industries. Land Use. Labor	2
• HD28-70: Management. Industrial management	2
• HD72-88: Economic growth, development, planning	2
• HD101-1395.5: Land use	2
• HD1401-2210: Agriculture	2
• HD2321-4730.9: Industry	1
• HD4801-8943: Labor. Work. Working Class	2
• HD9000-9999: Special industries and trades	1
HE1-9990: Transportation & Communications (General)	1
• HE323-328: Geography. Trade Routes	2
• HE380.8-971: Water Transportation	2
HF1-6182: Commerce (General)	1
• HF1003-1008: Theory	2
• HF1014: Balance of Trade	2

• HF1021-1027: Commercial Geography	2
• HF1351-1700: International economic relations	2
• HF1701-2701: Tariff. Free trade. Protectionism	2
• HF5387-5387.5: Business ethics	2
HG1-9999: Finance (General)	1
• HG3810-4000: Foreign Exchange	2
• HG4538: Foreign Investments	2
HJ9-9940: Public Finance (General)	1
• HJ2005-2216: Income and Expenditure. The Budget	2
• HJ2240-5908: Revenue. Taxation	2
• HJ6603-7390: Customs. Tariff	2
• HJ7461-7980: Expenditures. Government spending	2

HM-HX – Sociology

To provide material on the sociological aspects of national power and international relations, i.e., 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.

HM401-1281: Social Theory (General)	1
• HM481-554: Method. Relations. Theory	2
○ HM554: Relation to War	3
• HM831-901: Social Change	2
• HM1001-1281: Social Psychology	2
HN1-995: Social History and Conditions. Social Problems. Social Reform (General)	2
HQ1-2044: The Family. Marriage. Women (General)	1
HS1-3371: Societies: Secret, Benevolent, etc.	1
HT51-1595: Communities. Classes. Races	1

HV1-9960: Social Pathology. Social and Public Welfare. Criminology	1
• HV551.2-639: Emergency Management	4
• HV640-645: Refugee Problems	3
• HV6253-6322.8: Political Crimes	3
• HV6430-6434: Terrorism	4
• HV6435-6492: Offenses Against the Public Order	2
• HV6773.15.C97: Cyberterrorism	4
HX1-970.7: 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.

J1-981: General legislative and executive papers	1
• J80-82: Official Documents (U.S.)	2
• J100-981: Official Documents (Foreign)	1
JA1-92: Political Science (General)	2
JC11-605: Political Theory. The State. Theories of the State	2
• JC311-314: Nationalism. Nation state. Minorities	3
• JC348-497: Forms of State	2
• JC571-605: Purpose, Function, and Relations of State	2
JF20-2112: Political Institutions and Public Administration (General)	2
• JF225-619: Organs and Functions of Government	2
• JF799-1177: Political Rights	2
• JF1501-1521: Civil Service	1

• JF2011-2112: Parties	2
JK1-9993: Political Institutions and Public Administration (United States)	3
JL1-3899: Political Institutions and Public Administration (Canada, Latin America, etc.)	1
JN1-9689: Political Institutions and Public Administration (Europe)	1
JQ21-6651: Political Institutions and Public Administration (Asia, Africa, Australia, Pacific Area, etc.)	1
JS39-8500: Local and Municipal Government	2
JV1-9480: Colonies and Colonization. Emigration and immigration. Internal Migration	2
JZ5-6530: International Relations	3
• JZ1305-2060: International Relations. Political Theory and Diplomacy	3
• JZ5511.2-6300: Promotion of Peace. Peaceful Change	3
• JZ3674-3875: The State	1
○ JZ3685: Boundaries	2
• JZ4835-5490: International organizations	3
• JZ6360-6377: Non-military coercion	3
• JZ6385-6405: Armed conflict. War and order	3
• JZ6422-6422.5: Neutrality	3
• JZ6530: Humanitarian aspects of war	3

5.2.3 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.

B1-5802: Philosophy (General)	2
BC1-199: Logic	1
BD10-701: Speculative Philosophy	1
BF1-990: Psychology	2
• BF1001-1389: Parapsychology	0
• BF1404-2055: Occult sciences	0
BH1-301: Aesthetics	0
BJ1-1725: Ethics	4
BJ1801-2195: Social usages. Etiquette	0
BL1-2790: Religion (General)	2
BM1-990: Judaism	2
BP1-299: Islam.	2
BP300-610: Bahai Faith. Theosophy. Anthroposophy. Other beliefs and movements	1
BQ1-9800: Buddhism	2
BR1-1725: Christianity	2
BS1-2970: The Bible	1
BT10-1480: Doctrinal Theology	1
BV1-5099: Practical Theology	1
BX1-9999: 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 the areas of interest to the students.

The Newport Historical Society Library and the Redwood Library have important collections in these areas.

C1-51: Auxiliary Sciences of History (General)	1
CB3-482: History of Civilization	1
• CB156: Terrestrial evidence of interplanetary voyages	0
• CB158-161: Forecasts of future progress	0
• CB481: War and civilization	2
CC1-960: Archaeology	1
CD1-6471: Diplomats. Archives. Seals	1
CE1-97: Technical Chronology. Calendar	1
CJ1-6661: Numismatics	0
CN1-1355: Inscriptions. Epigraphy	0
CR1-6305: Heraldry	1
CR101-115: Flags, banners, and standards	2
CS1-3090: Genealogy	1
CT21-9999: 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.

G: Geography (General)	2
• G149-180: Voyages and travels (General)	2
• G540-550: Seafaring Life	2
• G575-890: Arctic and Antarctic Regions	4
• G1000-3122: Atlases	3
• G3180-9980: Maps	1
GA: Mathematical geography. Cartography	1
GB: Physical geography	2

• GB651-2998: Hydrology. Water	2
GC: Oceanography	3
GE: Environmental sciences	2
GF: Human ecology. Anthropogeography	1
GN: Anthropology	1
GR: Folklore	1
GT: Manners and customs (General)	1
GV: 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.

K1-7720: Law (General)	2
• K201-487: Jurisprudence	2
• K520-5582: Comparative law	1
○ K4720-4780: National defense. Military law	3
• K7000-7720: Private International Law. Conflict of laws	1
KB1-4855: Religious Law	1
• KBM1-4855: Jewish law. Halakah	1
• KBP1-4860: Islamic Law	1
• KBR2-4090: History of canon law	1
• KBU2-4820: Law of the Roman Catholic Church. The Holy See	1
KD51-9500: Law of the United Kingdom and Ireland	1
• KDZ1-4999: America. North America	1
KE1-9450: Law of Canada	1
KF1-9827: Law of the United States (General)	2
• KF12-49: Congressional documents	2

• KF50-90: Statutes and administrative regulations	2
• KF1096-1114: Carriage by sea. Maritime (Commercial) law. Admiralty	2
• KF2986-3080: Copyright	2
• KF4501-5130: Constitutional law	2
○ KF4650-4694: Foreign Relations	3
○ KF4741-4786: Civil and political rights	2
○ KF4880-5130: Branches of Government	2
• KF5336-5398: Civil service	1
• KF6271-6645: Taxation	1
• KF6651-6708: Tariff. Trade agreements. Customs	2
• KF7201-7755: National defense. Military law	3
KFA-KFW: Laws of the States	1
KFX1-999: Laws of Cities	0
KG-KW: Laws of other countries	1
KZ1-6795: Law of nations. International Law	3
• KZ118-194: Treaties and other international agreements	3
• KZ5510-6299: International law of peace and peace enforcement	3
○ KZ5615-5893: Arms control and disarmament regimes	3
• KZ6350-6785: Enforced settlement of international disputes	3
○ KZ6378-6795: Law of war and neutrality. Jus belli	3
• KZA1002-(4205): Law of the sea. Maritime Law	3
• KZD1002-6715: Space law. Law of outer space	2

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.

L7-991: Education (General)	2
LA5-2396: History of Education	1
LB5-3640: Theory and practice of education	3
LC8-6691: Special aspects of education	2
<ul style="list-style-type: none"> LC5201-6660.4: Education extension. Adult education. Continuing education 	3
LD13-7501: Individual institutions (United States)	0
LE. LF. LG: Individual institutions (Rest of the world)	0
LH1-9: College and school magazines and papers (except alumni magazines from military and naval institutions which are classed in subjects other than education)	0
LJ3-165: Student fraternities & societies	0
LT6-501: Textbooks	0

M – Music

Selection in this subject area is generally out of scope. Music is at best 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.

M1-5000: Music (General)	0
<ul style="list-style-type: none"> M1627-1677: Folk, national and ethnic music (anthems) – United States <ul style="list-style-type: none"> M1631-1653: Historical Events, celebrations. War songs M1900-1985: Songs of specific groups or on specific topics (Military music) <ul style="list-style-type: none"> M1977.S2: Sailors. Sea Songs M1977.S6: Soldiers M2115-2146: Hymnals. Hymn collections 	1
ML1-3930: Literature on music	0
<ul style="list-style-type: none"> ML102.M56: Dictionaries – Military music ML128.M4: Bibliography – Military music 	1
MT1-960: Instruction and study	0

N – Fine Arts

Selection in this subject area is generally out of scope. Fine Arts are at best of a 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.

P1-1091: Language and Literature (General)	1
• P87-96: Communication. Mass Media	2
• P119.3: Political aspects. Language policy	2
PA. PB. PC. PD. PF. Languages of various countries including dictionaries	1
PE: English Language	1
PG. PH. PJ. PK. PL. PM: Languages of various countries including dictionaries	1
PN1-6790: Literature (General)	0
• PN101-245: Authorship. Literary composition	1
• PN441-1009.5: Literary history	1
• PN1995.9.W3: Motion pictures – War	2
• PN3311-3503: Prose. Prose fiction	0
○ PN3448.S456: Prose Fiction – Sea Stories	2
○ PN3448.W3: Prose Fiction – War Stories	3

• PN4121-4129: Oratory. Elocution	1
• PN4699-5650: Journalism	1
• PN6010-6790: Collections of general literature	0
○ PN6071.S4: Sea. Sea stories (in English)	2
○ PN6099-6110: Poetry	1
▪ PN6110.M45: Poetry – Military Life	2
▪ PN6110.S4: Poetry – Sea and sailors	2
PQ: French Literature	0
PR1-9680: English Literature	0
• PR401-499: History of English Literature – Modern	0
○ PR408.W37: War (General)	2
○ PR468.W37: War (19 th century)	2
○ PR478.W: War	2
• PR500-614: Poetry	0
○ PR605.W65-66: World War I and II	2
• PR750-899: Prose	0
○ PR756.W67: World War I	2
○ PR830.S65: Spy stories	1
○ PR830.W37: The novel – War	2
○ PR830.W65: The novel – WWI	2
○ PR830.W66: The novel – WWII	2
• PR: 1098-1369: Collections of English literature	
○ PR1111.W37: War (General)	2
○ PR1195.W37: War Poetry	2
○ PR1309.S7: Spy stories	1
○ PR1309.W37: War Stories	2
PS1-3576: American Literature	0

• PS163-173: Treatment of special subjects	0
○ PS169.W27: History of American Literature -- War	2
• PS221-228: By period (20 th century)	0
○ PS228.W37: War	2
• PS360-380: Prose	0
○ PS374.S764: Spy stories	1
○ PS374.W35: Prose fiction – war stories	2
• PS501-689: Collections of American literature	0
○ PS509.W3: War	2
○ PS595.W36: Poetry -- War	2
○ PS648.S85: Prose – Spy stories	1
○ PS648.W34: Prose – War stories	2
PT: German Literature	0
PZ: Fiction and juvenile belles lettres	0

5.2.4 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 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.

Q1-390: Science (General)	2
QA75.5-76.95: Computer Science	2
• QA76.9.C92: Cyberinfrastructure (Cybersecurity)	3
QA101-699: Arithmetic and other higher forms of mathematics	1
QB1-139: Astronomy (General)	2

• QB140-237: Practical and spherical astronomy	1
• QB275-343: Geodesy	1
• QB349-421: Theoretical astronomy and celestial mechanics	1
• QB495-903: Descriptive astronomy (Solar system, Stars)	1
QC1-75: Physics (General)	2
• QC81-114: Weights and measures	1
• QC120-168.85: Descriptive and experimental mechanics	1
• QC170-197: Atomic physics. Constitution and properties of matter	1
• QC221-246: Acoustics. Sound	2
• QC251-338.5: Heat (Thermodynamics)	1
• QC350-467: Optics. Light	1
• QC474-496.9: Radiation physics (General),	1
• QC501-766: Electricity and magnetism	1
• QC770-798: Nuclear and particle physics. Atomic energy. Radioactivity	2
• QC801-849: Geophysics. Cosmic physics, Geomagnetism	1
• QC851-999: Meteorology. Climatology	2
QD1-999: Chemistry	1
QE1-996.5: Geology	1
QH1-278.5: Natural History	1
QK1-989: Botany	1
QL1-991: Zoology	1
QM1-695: Human Anatomy	1
QP1-981: Physiology	1
QR1-502: Microbiology	1

T – Technology

T1-995: Technology (General)	1 (except specific areas below)
• T57.6-57.97: Operations research. Systems analysis	3
• T58.6-58.62: Management information systems	2
• T59.5: Automation	2
• T173.2-174.5: Technological change	3
TA1-2040: Engineering (General)	1
TC1-978: Hydraulic engineering	1
TC1501-1800: Ocean engineering	1
TD1-1066: Environmental technology	0 (except specific areas below)
• TD194-195: Environmental effects of industries and plants	1
• TD201-500: Water supply for domestic and industrial purposes	1
• TD1020-1066: Hazardous substances and their disposal	1
TE1-450: Highway engineering. Roads and pavements	0
TF1-1620: Railroad engineering and operation	0
TG1-470: Bridge engineering	0
TH1-9745: Building construction	0 (except specific areas below)
• TH9025-9745: Protection of buildings (Including protection from dampness, fire, burglary)	1
TJ1-1570: Mechanical engineering and machinery	0 (except specific areas below)

• TJ163.13-163.5: Power resources. Energy conservation	1
• TJ210.2-211.47: Mechanical devices and figures. Automata. Ingenious mechanisms. Robots (General)	1
• TJ807-830: Renewable energy sources	1
TK1-9971: Electrical engineering. Electronics. Nuclear Engineering	1
• TK5101-6720: Telecommunication (including wireless, digital communications, satellites, data transmission systems, internet, Radar, telephone television)	2
• TK7885-7895: Computer engineering. Computer hardware	2
• TK9001-9401: Nuclear engineering. Atomic power	2
TL1-484: Motor vehicles. Cycles	1
TL500-777: Aeronautics. Aeronautical engineering	2
TL780-785.8: Rocket propulsion. Rockets	2
TL787-4050: Astronautics. Space travel	2
TN1-997: Mining engineering. Metallurgy	1
TP1-1185: Chemical technology	1
TR1-1050: Photography	1
TS1-2301: Manufactures	1
TS1-2301: Manufactures	0 (except specific areas below)
• TS155-194: Production management. Operations management	1
TX1-1110: Home economics	0 (except specific areas below)
• TX341-641 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.

R5-130.5: General works	1
R131-687: History of medicine. Medical expeditions	1
RA1-1270: Public aspects of medicine	1
RC970-986: Military medicine. Naval medicine	2
RD151-498: Military and naval surgery	1

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.

S1-972: Agriculture (General)	2
SH1-691: Aquaculture. Fisheries. Angling	2

U – Military Science

To serve the students and staff in their research at the graduate level by furnishing library material 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.

U1-900: Military science (General)	3
• U21-22.3: War. Philosophy. Military sociology	4
• U27-43: History of military science	3
• U56-59: Army clubs	1
• U161-163: Strategy	3
• U164-167.5: Tactics	3

• U400-714: Military education and training	3
• U750-773: Military life, manners and customs, antiquities, etc.	2
• U799-897: History of arms and armor	2
UA10-997: Armies: Organization, distribution, military situation	3
UB1-900: Military administration	2
• UB250-271: Intelligence	3
• UB275-277: Psychological warfare. Propaganda	3
• UB416-419: Minorities, women, etc. in armed forces	3
UC10-780: Maintenance and transportation	2
UD1-495: Infantry	1
UE1-500: Cavalry. Armor	1
UF1-910: Artillery	1
UG1-620: Military engineering	2
UG622-1435: Air forces. Air warfare	3
UG1500-1530: Military astronautics. Space warfare. Space surveillance	2
UH20-910: 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.

V1-995: Naval science (General)	3
• V25-55: History and antiquities of naval science	4
○ V25: Philosophy of history (Theory of Sea power)	4
• V61-64: Biography	3
• V110-145: Handbooks	3
• V160-165: Strategy	4
• V167-178: Tactics	4
• V179: Naval logistics	4
• V390-395: Naval research	3
• V400-695: Naval education	3
• V720-743: Naval life, manners and customs, antiquities, etc.	3
• V750-995: War vessels: Construction, armament, etc.	4
VA10-750: Navies: Organization, distribution, naval situation	3
• VA49-395: United States	4
• VA400-750: Other regions or countries	3
VB: 15-325: Naval Administration	3
• VB21-25: US Navy	4
• VB26-124: Other Navies	3
VC10-580: Naval Maintenance	3
• VC20-65: Organization of Service -- US Navy	4
• VC263-264: Supplies and Stores – US Navy	4
• VC273-274 Equipment of vessels, supplies, allowances – US Navy	4
○ VC276: Fuel – US Navy	4
• VC283-284: Clothing and Equipment – US Navy	4

○ VC303-304: Uniforms – US Navy	4
• VC353-354: Subsistence. Provisioning – US Navy	4
○ VC363-364: Rations – US Navy	4
○ VC373-374: Cooking – US Navy	4
○ VC383-384: Officer's clubs & messes – US Navy	4
○ VC393-394: Ship exchanges. Canteens – US Navy	4
• VC414-415: Navy Yards and stations. Shore facilities -- US	4
• VC503-504: Ship records. Naval accounts & accounting – US	4
• VC533-534: Naval transportation -- US	4
VD7-405: Naval Personnel	3
• VD23-25: Naval Personnel – US	4
VE7-500: Marines	3
• VE23-25: Marine Corps – US	4
VF1-580: Naval Ordinance	3
VG20-2029: Minor services of navies	2
• VG50-55: Coast guard and coast signal service	3
• VG70-85: Naval communication	4
• VG90-95: Naval aviation	4
VK1-1661: Navigation. Merchant marine	3
• VK15-124: History, conditions, etc.	2
• VK371-378: Collisions	1
• VK541-547: Seamanship	2
• VK600-794: Tide and current tables	1
• VK798-1661: Sailing directions. Piloting. Shipwrecks. Icebreaking. Lifesaving	1
VM1-989: 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 the 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.

Z4-115.5: Books (General). Writing. Paleography	1
• Z102.5-104.5 Cryptography. Ciphers. Invisible writing	2
Z116-659: Book industries and trade	1
• Z278-549: Bookselling and publishing	2
• Z551-656: Copyright	3
Z662-1000.5: Libraries	1
• Z665-718.8: Library science. Information science	3
Z1001-1121: General bibliography	2
• Z1035-1035.9: Best books	2
• Z1041-1107: Anonyms and pseudonyms	1
Z1201-4980: National bibliography	2
• Z1215-1363: United States	3
Z5051-7999: Subject bibliography	0-4 (according to subject)
• Z6201-6209: History	1-4
• Z6460-6481: International Relations	3
• Z6721-6726: Military Science	3
• Z6831-6836: Naval Science	3-4
Z8001-8999: Personal bibliography	0-4 (according to subject)
ZA3038-5190: Information resources (General)	1
• ZA3075: Research. Seeking and finding information. Information retrieval	2
• ZA3201-3250: Information superhighway	2
• ZA4050-4480: Information in specific formats or media – Electronic information resources	2

• ZA5049-5190: Government information	2
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6 APPENDIX A: CLASSIFIED COLLECTION

6.1 RESPONSIBILITY FOR SELECTION

The Classified Library is a department within the Henry Eccles 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.

6.2 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

6.3 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 of the 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.

6.3.1 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

6.3.2 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

6.4 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*

6.5 NWC STUDENT PAPERS

Currently, some student papers are deposited in the Classified Library. Those that are born digital are not printed out but are archived on CD and can be printed on demand. The only exception to the print rule, are papers that are written by foreign students, or those that have security classification restrictions.

All papers received by the Classified Library except for papers written by foreign nationals are uploaded to DTIC and individually cataloged as an electronic document.

Unclassified papers that are not available electronically (pre-1980s) are cataloged in the library's database and classified in N420. They are housed in the Classified Library until digitization, after which the physical copy is moved to the general collection and the electronic bibliographic record is brought into the online catalog.

Those papers written by foreign nationals are printed and deposited into the Classified Library's collection. They are not uploaded to DTIC. Classified, or otherwise restricted papers, are housed in the classified Library.

7 APPENDIX B: REFERENCE COLLECTION

7.1 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.

7.2 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. The majority of 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, 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 to 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.

7.3 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 Librarian, Serials/Electronic Resources Librarian, and the Head, Infrastructure and Content.

7.4 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 paper.
- *Language:*
 - With the exception of foreign language dictionaries and encyclopedias, materials will be collected primarily in English.
- *Reviews:*
 - Reviews in the professional literature should be favorable.
- *Significance and Usefulness:*
 - Title supports the curriculum and will be useful to NWC users.

Selection Criteria: Electronic Resources

In addition to the above criteria for selection, the additional selection criteria for electronic resources from the Main 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.

7.5 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, inadequate reproduction of content).

7.6 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).

7.7 COLLECTION GUIDELINES FOR SPECIFIC TYPES OF REFERENCE MATERIALS

7.7.1 Almanacs and Yearbooks

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

7.7.2 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.

7.7.3 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.

7.7.4 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.)

7.7.5 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.

7.7.6 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.

7.7.7 Encyclopedias

The reference collection includes major general encyclopedias, both single and multi-volume, electronic and hard copy. CREDO Online Reference Service database 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.

7.7.8 Geographical Sources

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

7.7.9 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.

7.7.10 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.

7.7.11 Legal Materials

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

7.7.12 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.

7.7.13 Statistics

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

7.7.14 Style Manuals

The reference collection includes major mission-related style manuals.

7.8 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; 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 (with the exception of the Classified Collection). See [Criteria for Deselection](#)

8 APPENDIX C: PROFESSOR'S LIBRARY

8.1 MISSION OF THE PROFESSOR'S LIBRARY

The mission of the Professor's Library is to acquire a unique collection of books written or collected by Naval War College professors, past and present, and to make this collection available to faculty and student researchers interested in naval, maritime and military topics.

8.2 LOCATION AND SELECTION CRITERIA OF THE PROFESSOR'S LIBRARY

This collection will be located in the Mahan Reading Room. Materials will be selected, circulate and be processed in the same manner as items in the Library's General Collection. The main difference is that these materials will be acquired through donation from current and former Naval War College professors and the Library may choose to add second copies of titles to this collection when another copy is held in the general collection in the Learning Commons.

9 APPENDIX D: FACULTY WRITING DISPLAY CASE

9.1 LOCATION AND SELECTION CRITERIA FOR THE FACULTY DISPLAY CASE

The Head of Research and Instruction is responsible for selecting and working with the Acquisitions Librarian to acquire materials for the display case which is located in the lobby of the Spruance Auditorium. 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

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 on our 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

11 APPENDIX F: BIBLIOGRAPHY

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