

Maneuver Center of Excellence Libraries

Collection Development Policy

Overview

The Maneuver Center of Excellence (MCoE) Libraries fall under the G-3, Library Division and consists of unique, specialized, academic and technical collections that support students, faculty and staff of the MCoE as well as researchers worldwide. Collections include current publications, books, newspapers, journals, archival/rare materials, documents and student papers; in various formats. DA Policies that govern Army Libraries and impact collection development are available at the following website:

<http://www.benning.army.mil/library>

Army Regulation (AR) 25-97, Information Management: Libraries-Information Centers - The Army Library Program, dated 08 December 2014, addresses Army Library Collections. The proponent for this regulation is Deputy Chief of Staff, G-1. The following excerpt is taken from AR 25-97 para 3-6 and addresses Army Library Collections.

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- a. The size and scope of library collections are determined by assessing the quality and currency of materials, customer needs, funding, staffing, and physical space.
 - b. General library collections must include materials to support mission requirements, professional military and voluntary education programs, lifelong learning, and well-being of the military community. Medical, scientific and/or technical, and other special libraries must provide current, in-depth materials in direct support of the parent organization's mission. Reliance on commercial electronic resources in medical libraries to meet all the clinical and research information needs of the organization cannot substitute for a locally held physical library collection. The Joint Commission (<http://www.jointcommission.org/>) requires a hospital to have a backup to electronic resources when systems are unavailable. Academic library collections are determined by curricula and accreditation standards.
 - c. Libraries will have a written collection development policy statement, updated annually.
 - d. Libraries will maintain collections and provide electronic access to information ensuring timely availability of current and retrospective materials in all formats needed by users. Collections will be kept current through regular acquisition of appropriate materials and services. The use of electronic resources (for example, ebooks, downloadable audio, and video) is a viable addition to print collections.
 - e. Libraries evaluate collections regularly to eliminate old, obsolete, and worn materials in accordance with AR 735-17.

f. Library collections will be organized according to accepted library practice applicable to the type of collection.

g. Libraries will follow the ALA Library Bill of Rights to ensure that the selection process is free from censorship; and libraries will follow Army policy. Libraries will also apply the principles of intellectual freedom, not only in selection, but also in all aspects of library service, by implementing the Interpretations of the Library Bill of Rights.

Procedures for handling challenges are set forth in the Intellectual Freedom Manual and updates from the ALA Office of Intellectual Freedom (<http://www.ala.org/bbooks/challengedmaterials/suuport>). Adherence to Federal regulation must take precedence.

h. Acquisition of library materials will take advantage of publisher and/or vendor discounts, schedules, licensing economies, central purchasing, and consortium buying where advantageous to the Army.

i. Subscriptions for periodicals, newspapers, and other publications for which it is known in advance that a continuing requirement exists, should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration should be given to consolidating those requirements on an agency wide basis and on a multiyear basis. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations (31 USC 3324(d); 40 CFR 101-25.108 available at <http://www.gpo.gov/fdsys/>; and Comptroller General Decision B-37388). Electronic publications are held to constitute publications for the purposes of 31 USC 3324(d).

j. Gifts and donations will be accepted in accordance with AR 1-100.

The MCoE Libraries Collection Development Policy supports AR 25-97 and is intended to help implement the Army's Mission to train Soldiers at the MCoE. The Policy will guide MCoE Librarians in the selection process and will inform the MCoE and Fort Benning Community about the principles of selection and how decisions are made. This policy does not replace the judgment of professional librarians, but states goals and boundaries that will assist them in choosing from a vast array of available materials. Materials will be added or excluded on the basis of the principles outlined in this policy. Collection development is not based on the library's budget; although budgetary limitation may from time to time limit acquisitions.

While the final responsibility for collection development lies with the MCoE G/3 Library Division Director, the selection process involves all staff members. The primary objective is to collect materials of significant and permanent value that will enrich the collection and maintain balance. Selections will be based on reviews found in current Army professional journals, standard selections tools, bibliographies and recommendations from experts in the field. To

build a collection of merit and significance, all acquisitions whether purchased or donated will be considered in terms of one or all of the following standards. Priority will be given to materials that directly support the curriculum of the MCoE or are on the reading lists established by the Commanding General and the Department of the Army.

Selection Criteria Regardless of Format:

Present and potential relevance to the Mission of MCoE.

Importance/relevance to current issues in the world or as a document of the times.

Of historical or regional setting.

Relation to existing collection and other materials on the subject.

Reputation or significance of the author.

Materials authored by former Soldiers and Commanders of Fort Benning, Armor and Infantry related.

Authority, comprehensiveness and depth of treatment

Statement of challenging or original point of view

Demand is also a valid factor; items in demand that do not meet the specific criteria listed above may be selected.

The library will not attempt to acquire textbooks unless information is only available in a textbook

By Format (in addition to the criteria listed above):

Books, E-books and E-audio books – will be selected to support the curriculum and the academic information requirements of the MCoE. Duplicate copies may be purchased as required. If available the initial copy will be purchased in hardcover, additional copies may be procured in paperback or in e-format.

Serials & Periodicals – are continuing publications that are published and issued on regular or irregular basis in various formats and include journals, newspapers and magazines.

Magazines included in the collection will support the curriculum, provide news coverage of world events and encourage scholarly inquiry. Interdisciplinary titles with the widest appeal will be given priority. Subscriptions will include national, international and local publications of interest that support the curriculum, provide news coverage and a sampling of viewpoints on current events.

A limited collection of subject interest & professional development type newspapers such as the ARMY TIMES will be carried.

Journals are published to document research efforts in academic and professional fields. They are scholarly in nature and provide a forum for peer groups in a particular field. Journals such as ARMOR and Infantry Journal will be included in the collection and retained indefinitely.

Serials & Periodicals available only through electronic databases may be considered.

Media – Videos, DVDs, audio books and language tapes may be purchased as required. Priority will be given to titles that support the curriculum. Entertainment titles that enhance the students' understanding of subject matter may also be considered.

Microforms – Microforms will be purchased to support requirements to archive materials. Digital collections are preferred.

Maps – Maps will be purchased as required to support the training requirements of the MCoE. Maps must be accurate or of historical significance.

Manuscripts and Archival Materials – The purpose of the MCoE Archives Collection is to collect and preserve material of historical significance and publications authored within the MCoE. All manuscripts and archival material added to the collection must serve a historical purpose and reflect the MCoE Libraries mission. Material that meets the following specific criteria will be considered for addition:

Material of historical significance published in the local community or on-post such as, The Bayonet & Saber

Student yearbooks

Unit histories

After Action Reports

Topographical maps

Hard to find, Army publications that are historical, rare or are mission requirements of the MCoE

Student papers

Programs of Instruction

Software, Databases and Electronic Resources – Searching capabilities, organization and navigation tools should enhance information retrieval. Copyright and licensing agreements must be considered before inclusion in the collection.

Electronic resources should be limited to those generally accepted in the library field as being accurate, authoritative and reliably maintained.

Pamphlets & Vertical Files – Information that supports the collection may be added to the vertical files in loose leaf or pamphlet format. This information is arranged by subject or it may be cataloged and classified into the collection. Military specific FMs, DA Pamphlets, for Armor/Infantry/MCoE Proponents, may be added to the collection as required; no effort will be made to collect comprehensive collections.

Gifts & Donations:

The MCoE Libraries will consider adding donations based on the same criteria as items purchased for the collection. Individuals who would like to donate material should contact the Library Director at 706-545-8591. All donations become the property of the Army and may be added as appropriate or discarded in accordance with Army Library Program guidelines. The library cannot provide monetary appraisal for gifts or donations. Individuals requesting receipts will be provided a dated description of the number and type of items donated. The library retains unconditional ownership of all gifts and donations and makes the final decision on the use, housing, display, access or disposition of the gift.

A detailed sample of a donation statement can be found in the MCoE Libraries Standard Operating Procedure (SOP).

Maintaining the Collection & De-selection:

Materials that are out of date, worn or damaged will be removed from the collection and withdrawn from the accountability records. AR 735-17 provides standards and procedures for disposition of library materials. Librarians, staff and faculty will periodically review the library's collections for currency, quality of content and condition. The same criteria used to select material to add to the collection will be used to evaluate materials already in the collection.

A detailed guide for withdrawing material can be found in the MCoE Libraries Standard Operating Procedure (SOP.)

Complaints & Censorship Issues:

Censorship is not practiced in Army Libraries, www.libraries.army.mil/index.htm.

Information resources will cover different views of controversial subjects. Materials added to the MCoE Libraries Collections will present a wide range of viewpoints on public issues (AR 25-96, para 2-5.b and AR 600-20, para 5-9.)

Individuals with complaints about items in the collection may address their concerns to the Chief, MCoE G/3 Library Division.

Copyright:

Library staff will conform to the Copyright Act of 1976, Title 17 of the US Code, and to the digital Millennium Copyright Act, 1998. The Army point of contact for copyright issues is the Intellectual Property Counsel of the Army and Chief, Intellectual Property Office, Regulatory Law and Intellectual Property Division, U.S. Army Legal Services Agency, Arlington, VA.

This policy will be revised as times and circumstances require. For comments or questions please contact the undersigned.

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