

COLLECTION DEVELOPMENT POLICY STATEMENT

CLASSIFICATIONS:

C (AUXILIARY SCIENCES OF HISTORY)
D (HISTORY: GENERAL AND OLD WORLD)
E, F (HISTORY: AMERICA)

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General Purpose: To support undergraduate level coursework and research in history, faculty research projects, and instructor preparation for teaching assignments. Academic majors utilizing these materials include, but are not limited to, History, International Affairs, Geography, Social Sciences, and Humanities. Materials needed for faculty Ph.D. research and having little bearing on USAFA curriculum will be ordered through Interlibrary Loan. (See Table I for a list of courses taught at USAFA.)

Collection Level Intensity: The collection level intensity will vary according to the following schedule of LC classes. Subjects (or countries grouped together within a single LC class may or may not be developed at the same intensity level. This breakdown serves as a broad guideline only

- I. Basic Information
 - CC Archaeology (material specific to the Shroud of Turin will be collected at all levels through Introductory Research)
 - DX Gypsies

- II. Basic Information and General Support
 - C General auxiliary sciences of history
 - CB General history of civilization and culture
 - CD Diplomats; archives; seals
 - CJ Numismatics
 - CR Heraldry
 - CS Genealogy
 - CT Biography
 - D1-203 General, ancient, and medieval history
 - DB Austrian, Czechoslovakian, Hungarian history
 - DC French history
 - DE Mediterranean regional and Greco-Roman history
 - DF Greek history
 - DG Italian history
 - DH-DJ History of the Netherlands, Belgium, and Luxemburg
 - DJK Eastern European history
 - DL Northern European and Scandinavian history
 - DP Spanish and Portuguese history
 - DQ Swiss history
 - DR History of the Balkan peninsula
 - DT African history

- DU Oceania (South Seas), Australian, and New Zealand history
- E 11-29 General American history
- E 51-199 History of North American Indians
- E 301-453 American Revolution to American Civil War history
- E 482-735 Confederate, late 19th Century American, and Spanish-American War history
- F 1001-3799 History of the nations of North, Central, and South America

III. Basic Information through Introductory Research

- D 204-1075 Modern history; history of World Wars I and II; general European history
- DA History of Great Britain and Ireland
- DD German history
- DK History of Russia, the USSR, Poland, Finland
- DS Asian history
- E 31-46 North American history
- E 201-298 History of the American Revolution
- E 456-655 History of the American Civil War
- E 740- Twentieth Century American history
- F 1-975 United States local history

IV. Out-of-Scope; sufficiently covered in related works:

- CE Technical chronology; calendar
- CN Epigraphy; inscriptions

Geographical Areas and Chronological Periods: Table II summ
lientele.)

Types of Material Collected:

1. Historical dictionaries and encyclopedias; digests of historical events.
2. Bibliographies and bibliographic curriculum guides.
3. Monographs, including treatises and compendiums.
4. Serials, including newspapers, newsletters (which contain substantive historical information), serially published monographs, congresses, proceedings, and professional publications.
5. Dissertations which support course offerings to the same extent as other monographs; also, dissertations authored by USAFA instructors.
6. Manuscripts, typescripts, letters, and private papers meeting other selection criteria and unavailable in published form.
7. Microforms which contain course-related information not available in paper copy; also, microforms costing significantly less than paper equivalents. Periodical backfiles will be purchased on microfilm whenever possible. Important historical documentary collections on microfilm will be purchased to support Historical Methods classes.
8. Pamphlets appropriate for the vertical file will be purchased on a limited basis.
9. Sound recordings of historical merit.

10. Indexes and abstracts.
11. Directories of historical organizations, museums, professionals, etc.
12. Handbooks and manuals describing historical methods and techniques.
13. Guidebooks and tour books for the United States (by state) and many foreign nations. AAA and commercially published guidebooks and maps are collected if they provide substantially more than travel advertisements.
14. Documents from U.S. and foreign governments as well as international bodies insofar as they contain substantive historical information and meet other geographical and chronological criteria.
15. Research or technical reports as appropriate.
16. Catalogs of historical collections or displays if illustrations are accompanied by substantive historical text.
17. Maps, atlases, charts, and gazetteers that meet other selection criteria.
18. Article reprints if the library does not own the original article and the information merits treatment as a monograph.
19. Special studies as appropriate.
20. Photographs, pictures, newspaper and magazine clippings, posters, and display materials appropriate for reference and vertical files..
21. Court, legislative, constitutional, and other legal materials in monographic or serial form containing interpretive information of historical significance.
22. Electronic sources include online databases, CD-ROMs, and evaluated Internet web sites.

Types of Material Excluded:

1. Dissertations which do not support USAFA coursework.
2. Textbooks, laboratory manuals, lecture notes, student reports, tests, and other classroom materials.
3. Audiovisuals.
4. Equipment manuals.
5. Music scores.
6. Paintings, sculpture, original prints, portfolios, iconographic material, signatures, scrolls, private files, albums, scrapbooks, programs, models, and other artifacts of a historical nature but more appropriate for Special Collections.

Other Factors:

1. Other academic majors to consider when selecting history materials include International Affairs, Geography, Social Sciences, and Humanities. Some history resources will be useful in military training courses as well.
2. Certain materials useful in historical research are more appropriate for inclusion in Special Collections than in the circulating collection.
3. Audiovisual materials are generally collected by and housed in Visual Information Services.
4. Interlibrary Loan personnel might suggest materials for potential acquisition. Suggestions will be based on periodic scrutiny of ILL records.
5. Some consideration is given to collection strengths of other local libraries,

specifically UCCS and Colorado College. Purchase of an expensive item that will receive little use at USAFA (e.g., a multi-volume set of papers authored by a relatively minor historical figure) might be avoided if USAFA patrons are assured of the material's availability at one of these libraries. This consideration of holdings in other libraries is the exception rather than the rule. No formal shared acquisition agreements presently exist between USAFA and other libraries.

6. When a book is available in both paper and hardcover, hardcover is generally preferred. Exceptions include frequently updated reference items, books with low anticipated use (e.g., bibliography), and paperbacks priced well below hardcover.

7. Books and other materials are selected from the following sources: books reviews, bibliographies, departmental recommendations, Books in Print, publisher's catalogs, professional reading, and gift book donations.

Subjects and Collecting Levels:

1. Subject areas of great and continuing interest to historians at USAFA include (but are not limited to): political, diplomatic, social, cultural, economic, and virtually all military history; biography and chronology; history of civilization, of geographic exploration and discovery; history of the Renaissance and modern worlds; history of the geographic areas and chronological periods outlined in Table II; history of science and technology; and historical methods and historiography.

2. Also subject to ongoing, although less intense study are: history of American Indians and other ethnic groups and minorities; history of American local, regional, and urban areas.

3. Academic interest in the following subjects fluctuates, but recurs with enough regularity to justify continued, although moderate collection practices: history of the ancient and medieval worlds; significant prehistoric episodes (e.g., Stonehenge, Olduvai Gorge, etc.); heraldry, medals, and medallions; legal, industrial, and labor history; women's studies as they relate to the subjects listed in paragraphs 1 and 2 above; and popular culture.

4. Faculty interest in expanding the curriculum in the following areas indicates a need to direct future collection development efforts along these lines: world history (especially since 1500); area studies (possibly emphasizing Africa, Latin America, Asia, the Middle East, and other third world nations); and historical research using manuscripts, letters, diaries, reports, and other published and unpublished documentary sources. History 335 (Regional History of the US) is an example of a course emphasizing a different geographical area each term (e.g., the West, the South, or urban areas). Collection development efforts will aim at anticipating subject needs in history and related courses through communication with faculty members and consultation of the Curriculum Handbook.

5. Retrospective purchases are made as necessary to provide materials for coursework. Out-of-print materials will be sought if the information they contain is necessary for course support, but every effort will be made to locate the same information in print in advance.

6. Generally excluded are materials dealing with the following subjects: ecclesiastical, linguistic, and quantitative history; and genealogy. Many intellectual history materials are also excluded, although some at the undergraduate level are definitely appropriate for the USAFA collection (i.e., history of socialism, history of the European enlightenment, etc.).

7. Materials in English as the original language are preferred. Books translated into English are acceptable provided other collection criteria are met. Foreign language publications require faculty or curriculum justification and are accepted on a case-by-case

basis.

Weeding Criteria:

1. History books are more generally kept than withdrawn. Standards of currency applied to science and technology books are inappropriate for most history materials. Nonetheless, the history collection should be periodically reviewed and books should be judged for their continuing usefulness in the USAFA curriculum. In general, it is wise to keep:

- a. Books that are too new to show use (purchased within the last five years).
- b. Older books that reflect the expectations of another era, regardless of the accuracy of predictions made in them about the future. These are useful in lending perspective to present day expectations of our own future.
- c. Otherwise inappropriate books if bibliography, appendices, maps, illustrations, or other supplementary features are still useful.
- d. Multiple copies if the books were placed on reserve within the last four years.
- e. Earlier editions of classic or standard texts (at least one copy), regardless of current curriculum usefulness.

2. The decision to withdraw a book should be based on the individual merit of each title. Some general guidelines will help assess this merit. In all cases, the application of these guidelines and the decision to withdraw a book are secondary to any perception of the book's present or future usefulness in the curriculum. Consider withdrawing:

- a. Books acquired more than five years ago and apparently unused.
- b. Multiple copies (beyond copy 1) if all copies together show only one or two circulations, the multiple copies are more than five years old, and the subject is only marginally relevant to the curriculum. (Keep copy 1 unless another copy is in better physical condition.)
- c. All copies of books more than five years old, unused and irrelevant to current course requirements. Projected course developments should be considered whenever possible, as subjects come back into the curriculum.
- d. Books whose text and supplementary materials are obsolete or superseded.
- e. Books aimed at graduate students and above, more than five years old, and showing no apparent use.

3. Other considerations when weeding books:

- a. Accumulated circulation statistics for LC classes C, D, E, and F are not necessarily prescriptions for weeding (or collection building) in those areas of the collection, but an overall knowledge of circulation patterns is useful background for the weeder.
- b. Information regarding a newer edition of a book, such as a review or an approval slip, might be an indication for weeding older versions.
- c. A book's physical condition may make it a candidate for withdrawal.
- d. Books requiring reclassification should be scrutinized for possible removal from the collection.

4. Weeding standards for periodicals are similar to those used for books. In general, periodicals should be kept if the library maintains a current subscription, if they appear to have been used in recent years, if they reflect important observations from other eras, if they contain useful illustrative or other supplementary material, or if they relate in any way to current or predictable future coursework requirements. The information contained in a single periodical title will usually cover a much broader scope than that of a single book title. For that reason, individual periodical issues should be closely examined before making any decision to weed numerous bound volumes. If only scattered articles in a few issues of a bound periodical set relate to USAFA curriculum concerns, this may be enough reason to keep the entire run.

5. In general, favor retention of periodicals:

- a. That are indexed by journal indexes, abstracts, and bibliographies in the USAFA collection.
- b. That have been recommended for retention by USAFA faculty.
- c. That may become useful as future curriculum plans develop.
- d. That appear to be somewhat unique to the USAFA collection.
- e. That are not available for interlibrary loan in this region and that have present or foreseeable future application to USAFA faculty research.

6. Barring any consideration suggesting continued usefulness of a periodical, weeding that title might be appropriate:

- a. When shelf space becomes an acute problem.
- b. For short runs of periodicals not currently received at USAFA.
- c. For journals that relate entirely to subjects no longer taught at USAFA and for which there is no foreseeable future need.
- d. For journals showing no use in recent years (via a periodical-use survey).
- e. For journals in very bad physical condition (and of subject matter that does not merit rebinding).
- f. For bound journal holdings also owned at USAFA in microform and showing very little apparent use.

Last updated by Elwood White, Subject Specialist

TABLE I

LIST OF HISTORY COURSES TAUGHT AT USAFA

History 101	Modern World History
History 202	Modern Warfare and Society
History 303	The US in a Changing World: Critical Issues
History 325	History of Christianity
History 330	Historical Methods
History 332	History of US Foreign Relations
History 335	Regional History of the United States
History 340	History of Colonial Latin America
History 341	History of Latin America
History 342	History of Traditional East Asia
History 343	History of East Asia
History 344	Medieval and Early Modern European History
History 345	Modern European History
History 346	History of Russia and the Soviet Union
History 347	History of Modern Russia
History 351	United States History to World War I
History 352	History of Modern America
History 363	Unconventional Warfare
History 367	Ancient, Medieval, and Early Modern Warfare
History 368	Twentieth Century Warfare
History 369	Limited War in the Twentieth Century
History 370	World War I
History 371	Air Power and Modern Warfare
History 372	History of the Middle East and North Africa
History 373	History of Sub-Saharan Africa
History 374	Foundations of Middle Eastern History
History 375	Modern Middle Eastern History
History 376	History of Space Power
History 382	Science, Technology, and Warfare
History 394	The American Way of War
History 457	History of Military Thought
History 480	History of the American Way of Life
History 482	History of Science and Technology
History 483	Great Americans
History 495	Special Topics
History 498	Global Dimensions of History
History 499	Independent Study
Humanities 430	The Holocaust

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TABLE II
GEOGRAPHICAL AREAS AND CHRONOLOGICAL PERIODS

Geographical Area	20th Century	19th Century	18th Century	Renaissance	Middle Ages	0-800 AD	BC	Pre-history
Area of US	1	2	2	3	3	4	5	6
Area of US Territory	1	2	3	4	5	5	6	7
Canada Mexico	1	2	3	3	4	4	5	6
Eastern Europe	1	1	2	2	3	4	8	10
Western Europe	1	1	2	2	2	3	8	10
Great Britain	1	2	2	2	2	3	4	5
Southeast Asia	1	3	3	3	4	5	6	8
Russia USSR	1	1	2	2	2	4	8	10
Middle East	1	3	3	3	2	4	8	10
South America	1	2	3	4	4	5	8	10
Central America	1	2	3	4	4	5	8	10
Caribbean	1	2	3	4	4	5	8	10
Africa	1	3	3	3	4	6	8	7
Mediterranean	1	2	3	2	3	3	4	9
South Asia	2	3	3	4	5	6	7	9
Australia	2	3	3	4	5	6	7	9
New Zealand	2	3	4	5	6	7	9	10
Arctic	3	4	6	8	10	10	10	10
Antarctica	3	4	6	8	19	10	10	10
Greenland	3	4	5	8	10	10	10	10
Iceland	3	4	5	6	10	10	10	10
Scandinavia	2	3	4	5	6	8	10	10
East Asia	1	2	4	4	4	10	10	10

Areas and periods of the highest interest and collection priority are marked with a "1."
Lowest priority areas and periods are marked with a "10."

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