

COLLECTION DEVELOPMENT POLICY STATEMENT

CLASSIFICATION: REPORT LITERATURE

July 1999

General Purpose: To support academic majors, undergraduate courses, Academy agencies, faculty research, and general library collecting.

Collection Level Intensity: Basic information through introductory research.

Geographical Areas: No limits.

Chronological Periods: No limits.

Types of Materials Collected: Bibliographies, indexes and abstracts, monographs, congresses and proceedings, handbooks, guidebooks, directories, and research reports. Predominantly those reports which are created as a result of DoD funded research and are disseminated by the scientific and technical literature network (i.e., DTIC and NTIS) are collected.

Format is chosen on the basis of its potential use, type of publication, content, library space available, equipment required, and expertise required to support reference. Due to space constraints, the majority of the reports purchased are received in microfiche format. Much of the supporting literature (predominantly indexes) is only available in electronic format.

Types of Materials Excluded: Brochures, short-term feasibility reports, interim reports, advertisements, and classified materials.

Other Factors: Materials received direct from various laboratories in paper copy sometimes duplicate copies on microfiche received from DTIC. Retention of any duplicate copies and original reports received direct will be determined by the Government Documents Librarian, taking into consideration format, space, and curriculum support. Subject librarians and faculty are consulted as appropriate. Reports from selected originating agencies such as AGARD and NASA are kept in both paper and microfiche formats. Cadets and faculty may make specific requests for research reports not held by the Academy Library. These are researched and permanently added to the Report Literature Collection.

Subjects and Collecting Levels: Materials are chosen in support of all academic disciplines, especially for Engineering, Aeronautics, other science majors at the 300 and 400 level as well as for Military Arts and Sciences. Services that supply the report literature that covers all disciplines are: DTIC, NTIS, NASA, and RAND. All reports from these services, except NTIS, are received on automatic distribution. Reports are purchased from NTIS on an individual basis, based on user needs. Indexes necessary to access the report literature are only available in electronic format, except for RAND, which is also received in print. Unsolicited reports are kept on the basis of support for all academic disciplines. Some

reports are restricted in distribution. If retained, they are shelved in the FOUO Room in the Government Documents Workroom and are only available to authorized DoD personnel.

All selected SAE and ERIC microfiche are housed in the Report Literature Collection, even though they are not acquired through the scientific and technical literature network.

Weeding Criteria: Superseded materials and replacement copies are weeded. Entire report series in paper copy are evaluated periodically to see if use justifies retention or cancellation. No report series on microfiche are weeded.

Last updated by Sharon Johnson, Subject Specialist