

Military Science

Information Access Policy

Clemson University Libraries

Priscilla Munson (wprisci@clemson.edu)
Reference Librarian for Military Science

April, 2012

- I. Purpose:** To support curriculum, student research and teaching needs for minors in Aerospace Studies (Air Force Reserve Officer Training Corps) and Military Leadership (Army Reserve Officer Training Corps). These departments are part of Clemson University's College of Business & Behavioral Science.

The **Aerospace Studies** program is offered by Air Force ROTC Detachment 770, whose objective is to prepare students to become officers in the United States Air Force. The departmental website is: <http://www.clemson.edu/cbbs/departments/air-rotc/>. 15 credits are required for the minor in courses on the contemporary U. S. Air Force, the development of air power through history, written and oral communication, Air Force leadership and management, and U. S. national security policy.

The **Military Leadership** minor also requires a minimum of 15 credit hours and is offered by Clemson's Army ROTC "Fightin' Tiger Battalion. The department's website is: <http://business.clemson.edu/Armyrotc/index.htm>. Freshman students focus on individual leadership skills such as time management, leadership character, values, setting goals and conducting meetings. Sophomore courses emphasize teamwork, team leading, communication/briefings, decision making, and organizational culture, vision, and team values. Juniors primarily learn planning and conducting training for large groups and are evaluated on leadership exercises. Seniors focus on organizational leadership: planning for and running the activities of the entire cadet corps organization, conducting individual counseling, and evaluating the juniors; leadership exercises.

A. Primary Users:

Air Force ROTC (minors): 100 students ; Army ROTC (minors): 170 students
Aerospace Studies faculty: 4 members fall 2011; Military Leadership faculty: 7 members, fall 2011
Students enrolled in courses on military history, U. S. foreign policy, international relations, global issues.

B. Secondary Users:

University and community patrons seeking materials on the U.S. armed forces, aircraft, military ships, weapons systems, nuclear disarmament, espionage, national security, etc.

II. Scope of In-House Collection

A. Format Guidelines

- Print Sources: Books/monographs will be acquired primarily in print; only those periodicals not available online will be collected in print
- Electronic Sources: online journal subscriptions preferred; electronic books for narrower, more technical topics; documentaries, etc., in DVD or other formats appropriate to users' viewing capabilities; databases purchased for the reference collection.

B. Language Guidelines

Only materials written in English will be purchased.

C. Geographical Guidelines

- Activities of the U. S. armed forces in any location may be covered
- International security forces that include U. S. personnel may be covered

D. Chronological Guidelines

Works on any era may be purchased.

E. Publication Date Guidelines

Only books published within the last three years will be selected routinely. New editions or translations of classics in military strategy will be considered individually.

F. Special Types of Materials Included

Online Indexes to Articles (databases purchased from electronic serial funds)

Air University Library's Index to Military Periodicals

Military & Government Collection

America: History & Life

Business Source Premier

19th Century MasterFile

New York Times (Historical Newspaper Archive)

Washington Post (Historical Newspaper Archive)

Times (London)

Directories, Dictionaries, Encyclopedias, Handbooks:

Americans at War: Society, Culture, & the Homefront (electronic book, 2005)

Dictionary of Battles & Sieges D25 .J33 2007

Encyclopedia of the American Armed Forces UA23 .A875 2005

Encyclopedia of the U. S. Army UA25 .A94 2006

Encyclopedia of the U. S. Air Force UG633 .A94 2006

International Encyclopedia of Military History D25 .A2I58 2006

Jane's All the World's Aircraft Oversize TL501 .J32 (1909 to date)

Jane's Fighting Ships Oversize VA40 .J34 (1905 to date)

Government Publications:

The Clemson University Library maintains an extensive collection of Federal Documents on the 3rd floor of Cooper Library. This collection has a special call numbering system, with these initial classifications: D101 -- Army; D201 -- Navy & Marine Corps; D301 -- Air Force.

G. Types of Materials Excluded

Textbooks: Books assigned as required texts for Clemson University classes will not be purchased intentionally. Other textbooks may be acquired when they support the curriculum.

H. List of Core Journals/Magazines/Electronic Journals (current subscriptions only):

All titles are online, except those followed by a call number:

- Air & Space Power Journal
 - Air Force Magazine - call number UG633 .A29f
- Airforce Magazine
- Army
- Aviation History
- Civil Wars
- Defense Monitor
- Fortitudine: Bulletin of the Marine Corps Historical Program
- Infantry: A Professional Bulletin for the U. S. Army Infantryman
- International Journal of Intelligence & Counterintelligence
- Joint Force Quarterly: JFQ

- Journal of Military History
- Journal of Strategic Studies
 - Leatherneck: The Magazine of the Marines - call number D731 .L4
 - Marine Corps Gazette - VE23 .A1M37
- MHQ: the Quarterly Journal of Military History
- Military History
- Military Review
- Naval History
- Naval War College Review
- Parameters: the U. S. Army's Senior Professional Journal
(www.carlisle.army.mil/USAWC/Parameters/)
- Sea Power
- Small Wars & Insurgencies
- Soldiers (www.army.mil/soldiers/archives/)
- Special Warfare
- Survival
- U. S. Naval Institute Proceedings
- War & Society
- War in History
- World War II

III. Call Numbers, Primary Subject Classifications, and Collecting Levels:

<u>Call Number Range</u>	<u>Description</u>	<u>Collecting Level</u>
D25-27	Military & Naval History	Basic Information, Introductory
D501-680	World War I	Intermediate Instructional Support
D 731-838	World War II	Advanced Instructional Support
TL500-777	Aeronautics/Aeronautical Engineering	Basic Instructional Support
U	Military Science (General)	“
UA	Armies: Organization...Military Situation	“
UB	Military Administration	“
UC	Maintenance & Transportation	Basic Information, Introductory
UD	Infantry	Basic Instructional Support
UE	Cavalry. Armor	“
UF	Artillery	“
UG	Military Engineering. Air Forces	“
UH	Other services	Basic Information, Introductory
V	Naval Science (all subclasses)	Basic Information, Introductory
VE	Marines	“

IV. Access to Information Not On-Site

- A. PASCAL Delivers & Interlibrary Loan: These services are freely available to Clemson University students, faculty, and staff. PASCAL permits patrons to order books from other academic libraries in South Carolina and receive them quickly via courier. Interlibrary Loan borrows books, articles, conference proceedings, media, microfilm, etc., that are not available in our library. Articles often arrive in electronic format.
- B. Commercial Document Suppliers
Ingenta provides full-text online articles that the Clemson Libraries do not own. The Libraries pay for

this service for students, faculty and staff.

- C. Selected Quality Digital Collections on the World Wide Web:
- U.S. Department of Defense www.defense.gov
 - Official Homepage of the United States Army www.army.mil
 - Official Web Site of the U.S. Air Force www.af.mil
 - Official Website of the United States Navy www.navy.mil
 - Official U.S. Marine Corps Web Site www.marines.mil
 - US Army War College www.carlisle.army.mil
 - U.S. Army Heritage Collections Online www.ahco.army.mil
 - Military History Encyclopedia on the Web www.historyofwar.org
 - Encyclopedia Smithsonian: Military History
www.si.edu/encyclopedia_si/History_and_Culture/Military_History.htm

V. Selection Tools

- A. Faculty requests and recommendations
- B. Yankee Book Peddler's quarterly "Core" collections lists; *Choice* annual "Outstanding Academic Titles" list
- C. Reviewing Sources
New York Times "Notable Books"; the *Chronicle of Higher Education*; librarians' lists as published in *American Libraries*, *Library Journal*, etc. Lists of literary/journalism prizes.
- D. Publishers' Information
Catalogs and web sites of major publishers; Academic presses and selected trade publishers.
Includes books and lists viewed at conferences.
Other online sources for publisher information: Amazon.com, BarnesandNoble.com, Alibris.com, etc.
- E. Weeding (Discarding)/Storage Guidelines
- Weed all bound volumes of cancelled or ceased journals where we have holdings of fewer than 5 years or if holdings are duplicated in JSTOR
 - Some long runs of journals (for example, law reviews) may be stored if duplicated in HeinOnline or Project Muse
 - Books that are damaged, brittle or worn beyond repair will be discarded; replacements will be sought for high-use items.
 - Duplicates: if a trade or popular publication, weed second copy if item has not circulated within the past 5 years; if from an academic press, store second copy unless items have circulated frequently within the past 2 years. If more than two copies of a book, weed additional copies unless circulation is high.
 - For books more than 20 years old by publication date, store or weed unless recently circulated
 - If rare materials are discovered, they will be moved to Special Collections (or stored, depending upon space concerns).

VI. Evaluation Tools

- A. Faculty Teaching and Research Interests:
- Consult department faculty web pages: <http://www.clemson.edu/cbbs/departments/air-rotc/about-us/cadre.html> and <http://business.clemson.edu/Armyrotc/cadre.htm>
 - Each year, review Undergraduate Announcements
 - Note course additions/deletions from curriculum committee reports
 - Each semester, check Schedule of Classes to see current course offerings

VII. Collection Assessment and Planning

A. Qualitative Measures

1. Review *Magazines for Libraries* list of recommended serials in Military Science
2. Benchmarking projects. Institutions offering similar programs are: many universities in the United States offer Army and Air Force ROTC programs

B. Quantitative Measures

1. Interlibrary Loan activity by department
2. Circulation statistics for titles within call number ranges