

COLLECTION DEVELOPMENT POLICY

MSU Billings Library

Purpose

There are two purposes for this document:

1. To guide staff in selecting materials for inclusion in the Library collections
2. To inform the Library's various publics (including university students, faculty, staff, and members of the community at large) about the rationale for making such selection decisions.

Mission

The Library's main mission is to provide materials to satisfy the informational and educational needs of MSU Billings students, faculty, and staff. In keeping with the mission of the university, the library:

- Supports excellence in teaching and engagement in individual learning
- Provides a center for intellectual, cultural, social, and economic enhancement of the university and greater Billings communities
- Supports the quest to translate knowledge into practice
- Nurtures a community of learners
- Supports the research initiatives of all programs
- Responds to requests from students and faculty for improving Library collections
- Identifies needs of Library users through surveys, focus groups, and other means, and modifies current practice to fit user needs
- Teaches a three-credit information literacy class as part of General Education

Intellectual Freedom

The Library recognizes its role in contributing to the vibrant intellectual life of the university. As such, it seeks to provide access to a wide variety of resources on many topics, realizing the importance of providing materials that address all sides of a given issue.

When Library users find objectionable materials, they may report this to any Library staff member. The Library staff member will consult with the Library Director, who may confer with other Librarians or with university administration, and who retains final decision authority regarding the retention or removal of challenged materials.

Background

MSU Billings is an urban, comprehensive state university, comprised of five colleges:

College of Arts & Sciences
College of Education
College of Business
College of Allied Health Professions
City College

The university offers numerous degrees, from one-year certificate and two-year degree programs at City College to the following graduate programs:

Athletic Training (M.S.)
Clinical Rehabilitation and Mental Health Counseling (M.S.)
Education (M.Ed.)
Health Administration (M.H.A.)
Psychology (M.S.)
Public Administration (M.P.A.)
Public Relations (M.S.P.R.)
Special Education (M.S.S.E.)

MSU Billings is a regional leader in providing online education. Several programs are offered entirely online, including the degree-completion B.S. in Liberal Studies (B.S.L.S.), the B.S. in Business Administration (B.S.B.A.), the Masters of Health Administration (M.H.A.), and the M.S. in Public Relations (M.S.P.R.).

Target Audiences: Patron Needs & Services

The university is located in Billings, Montana, population 154,000, which is the Yellowstone County seat, the largest city in the state, and a regional transportation and health care hub.

The Library's primary service community is MSU Billings students, faculty, and staff (numbers are approximate):

Students: 3,353 FTE

Needs and Services: Students have wide-ranging needs. As revealed in recent surveys, students value electronic access to library resources, reference assistance, technology access (in the Information Commons), meeting space, and basic study areas. Students also utilize printing services and Interlibrary Loan services.

Faculty: 225 FTE (116 tenured/tenure-track)

Needs and Services: Faculty value electronic access to information very highly, and encourage the Library to expand electronic journal offerings. They value Interlibrary Loan and are heavy users of this service. Finally, faculty utilize reference services.

Staff: 327

Needs and Services: MSU Billings staff members use the library. As significant numbers of staff also take classes (from MSU Billings as well as other institutions), electronic access to research materials is also valued highly by this group. Staff members use the library for recreational reading and media check-out as well.

Community: Approximately 154,000

Needs and Services: As an urban university whose mission includes outreach, and with the Library's designation as a Federal Depository Library, the Library welcomes visitors from the general community, and provides the same prompt, careful service as it does for its primary

service populations. Community patrons utilize free Internet access, reference services, and print services. The Library offers a Courtesy Borrower Card for community members. To obtain a card, visitors must provide a photo ID, complete an application, and return a mailing address verification postcard. Visitors under 18 must be accompanied by a parent or legal guardian (with photo ID). Generally, school groups will check out materials under a teacher's card.

Responsibilities

Every effort is made to make collection development an inclusive process. Faculty members, who are considered experts in their own disciplines, are regularly invited to make recommendations for new acquisitions and for assessment of the quality of the collection.

Librarians share in the responsibility for building the collection by:

- Regularly reviewing approval plan notices and books received
- Establishing and maintaining liaisons with academic departments, regularly updating faculty members on new acquisitions of interest
- Soliciting requests from faculty members for new purchases
- Making recommendations for modifications of the Library's approval plan
- Participating in de-acquisition and quality assessment projects

The Librarian assigned to oversee collection development is the primary contact for selection and accession of new materials. The Acquisitions Technician, who reports to the Technical and Access Services Librarian, is the main liaison with the book vendor. The librarians and other library staff members all contribute to the development of the Library's approval plan. All library staff members are invited to participate in regular Collection Development meetings, where approval plan slips, faculty recommendations, and current collection-related projects are discussed.

Ultimately, responsibility for the Library collection, including the selection, acquisition, and weeding of materials, rests with the Director of Library Services.

Approval Plan

The Library utilizes the services of a book vendor (currently YBP Library Services), which sends approval notices for review on a weekly basis. Library staff members develop a profile with the vendor, based on Library of Congress (LC) classification, and centered on current and approved academic programs. They further designate LC areas where curricular offerings are strong and request that related notices be sent for review.

The approval plan is regularly monitored and updated by librarians to ensure that it accurately reflects current academic offerings.

The Library makes purchases from other vendors as needed.

General Selection Criteria

The following general principles guide the selection of materials at the MSU Billings Library (more detailed, department- and college-focused selection criteria follow in the Current Collection Levels section):

- Select materials that will support current instructional programs offered at MSU Billings.
- Select materials to support anticipated academic programs.
- Select materials that will support the research needs of MSU Billings students, faculty, and staff.
- Select materials that document the history of MSU Billings (University Archives) and the local community (Special Collections).
- Select materials that provide balanced, research-based perspectives on current issues.
- Select primarily English language materials. Select non-English materials as needed to support foreign-language students and international students.
- Prioritize the selection of newer materials, rather than purchasing retrospective materials.
- Do not select course textbooks.
- Because of the primarily undergraduate focus of our academic offerings, select general materials in program disciplines.
- Select fiction, poetry and plays of a high literary quality.
- Select some popular materials to support students' recreational reading.
- Review the holdings of other regional academic libraries, especially those of libraries included in our shared catalog, before purchasing expensive materials.
- Select electronic books and journals when possible to improve access.
- Review titles recommended by patrons.

In making decisions regarding material selection, Library staff members:

- Consider existing material in the subject area
- Consider usefulness of the book
- Locate reviews of the item
- Verify the credibility of the author
- Follow the general principles outlined elsewhere in this document

Budget Allocation

The Library's budget is derived from the state legislature's allocation to the university. In keeping with university budget policy, the budget is administered to support Library operations and services. The book acquisition budget resides in a capital line.

The budget is supplemented by a student Library Fee. The Library Fee is used primarily to subscribe to electronic resources.

The budget is further supplemented by interest income from an endowment in the MSU Billings Foundation, which is made up of a corpus of donations from generous donors. Foundation funds are used for the following purposes:

- Professional development
- Special projects
- Outreach efforts
- Programming/Outreach support

Finally, acquisitions funds are supplemented by overdue fines.

While the librarian assigned to oversee collection development and other librarians make recommendations for purchase, the ultimate responsibility for budgetary decisions rests with the Director of Library Services.

Format Statement

The following principles guide decisions related to questions of format:

- **Accessibility is paramount:** The format will be selected that provides the widest access to the greatest number of Library users.
- **Media.** As recommended by teaching faculty, the Library purchases DVDs and other media material to support classroom instruction. In collaboration with ASMSUB, the library purchases popular movies for student use. The Library also subscribes to packages providing streaming video material.
- **Microfilm.** The Library has reduced the amount of microfilm materials received. Currently, many government documents are still distributed in microfiche format, although the number is being reduced as more documents are made available online. In addition the Library receives the *Billings Gazette* newspaper on microfilm for retrospective use.
- **Periodicals.** Journals used for research purposes are becoming more readily available in electronic format. When feasible, the Library prefers to enhance access by subscribing to ejournals. Library staff members review paper journal subscriptions annually, considering usage (checkout, in-house, and ILL) and electronic availability.
- **Ebooks.** To enhance access to current books, the Library subscribes to online services with over 150,000 ebooks. The Library also participates in demand-driven ebook acquisitions, borrowing and purchasing ebooks when used by patrons. Based on student use, the Library continues to expand ebook offerings as needed.
- **Textbooks.** The Library does not purchase course textbooks.
- **Audiobooks.** The Library purchases few audiobooks for the physical collection. Audiobooks are also available for download through online services.

Collection Description – Print and Physical Collections

The Library is located in a three-story building at the heart of the MSU Billings campus, and houses over 314,000 items. The book collection, with sections found on each of the three levels, totals over 160,000 items.

The overall age of the collection varies. Some materials located in Special Collections have been part of the collection since the institution's founding in 1927. New materials are added to the collection each week as Approval Plan selections and other purchases are processed.

First Floor

- Information Commons and Computer classroom: 65 PCs, printing, library instruction.
- Book Collection: LC Classification areas A through N. Approximately 77,000 items.
- Yellowstone Study Area: Study tables and chairs; wireless access; small-group study room.

Second Floor

- Combined Circulation/Reference Desk.
- Public computer access: 20 PCs, printing, KIC scanner.
- Media and microform collections.
- Special Collections: Includes Reading Room and a secure, climate-controlled vault.
- Print Reference materials.
- Government Documents: Approximately 96,000 items in print and microfilm. (Documents also provides access to 112,000 online only items.)
- Children/Young Adult Collection: Approximately 5,112 items.
- Staff offices.

Third Floor

- Book Collection: LC Classification areas P through Z. Approximately 55,000 items.
- Serials Collection: Arranged alphabetically by periodical title. Approximately 214 current print subscriptions (see Format Statement, and section on Serials, for more information).
- International Collection: Approximately 684 volumes in seven foreign languages and five ESL reading levels.
- Classroom: Used for library instruction and other classes.
- Small group study/meeting rooms.

The Library makes every effort to accommodate visitors with disabilities. With Disability Support Services, the Library provides assistive technology, which includes many cutting-edge hardware and software options for those with disabilities.

A branch library is located at City College, seven miles from the University campus, which houses approximately 4,044 items that support the curricular needs of City College. The collection is comprised mainly of books with 38 periodical subscriptions. Access to databases and other digital resources is also available. Beginning in fall 2010, this collection was enhanced by partnership with the Billings Public Library and the opening of a joint community library space at City College. Collaborative staffing provides service for patrons of both libraries at a central desk.

Government Documents

The MSU Billings Library has been a selective member of the Federal Depository Library Program since 1958. The mission of the MSU Billings Government Documents collection is to serve the following groups:

- Students, faculty, and staff of MSU Billings

- Citizens of Billings, Montana
- Citizens of Yellowstone County, Montana
- Citizens of eastern Montana

The Library selects documents that will serve these populations. To facilitate access to government information, the Library uploads records for electronically available documents to its online catalog.

The government documents collection is weeded regularly using the following criteria:

1. Is the document at least five years old? Except for duplicates and superseded items, documents cannot be disposed of until they have been in the depository library for five years.
2. Is the document related to curriculum or topic of interest to MSU Billings (teacher education, etc.)?
3. Is the document related to Billings?
4. Is the document related to Montana?
5. Is the document related to states adjacent to Montana?
6. Is the document related to a topic of wide interest? Examples: stem cell research, campaign finance reform.

Computer Access. Open internet access is maintained on the main floor of the Library to ensure that members of the Government Documents service populations are able to access government information electronically, either online or in CD-ROM format. (Note: There is a small fee for printing.)

The Library's FDLDP profile is regularly reviewed by Library staff in order to ensure that materials selected are in alignment with the above-noted criteria. The U. S. Government Publishing Office (GPO) periodically conducts a public access assessment of its depository libraries and the MSU Billings Library passed its most recent assessment in March 2013.

Maps

The Library collects USGS maps for Montana and adjacent states: North and South Dakota, Wyoming, and Idaho.

Serials

Similar collection development guidelines apply to the serials collection. The primary mission of serials is to:

1. Support the curricular offerings of MSU Billings
2. Satisfy the research needs of MSU Billings students, faculty, and staff.

Print serials are added very selectively, with electronic access preferred. When possible, subscriptions to print serials are dropped when sufficient electronic coverage exists.

Subscription requests from faculty are given special consideration, and added when the publication would be useful for a wide range of Library users.

Special Collections / University Archives

The Special Collections department will collect, organize, describe, and preserve strategic records that are of historical value for the purpose of maintaining the history of the University. It will collect the history of its local people and places in and around Billings – including Eastern Montana.

International Collection

In an effort to support a growing international student population, the Library created its International Collection in summer 2011. With financial assistance from the Office of International Studies and the Schaffer Family Endowment for Cultural Understanding, the Library purchased Language Sets from OCLC and Multicultural Books & Videos in the following languages: Chinese, Arabic, Korean, Japanese, Spanish, German, and French. These materials are intended to support both international students as well as MSUB student studying these languages.

In partnership with the Office of International Studies & Outreach, the Library purchased a collection of approximately 400 ESL books. These items are arranged according to reading level. The collection currently numbers 684.

Interlibrary Loan

The reach of the Library's collection is greatly extended through Interlibrary Loan (ILL). ILL participates in regional and national consortia that foster ready exchange of library materials. This allows the Library to provide access for users to materials which would not normally be purchased.

ILL staff can make significant contributions in improving the Library's collection by:

- Informing other staff members about items that are frequently requested by MSU Billings Library patrons. These materials may be selected for purchase if they would appeal to a wide range of Library users.
- Informing other staff members about items requested by MSU Billings Library patrons which are too new for ILL circulation. These materials may be selected for purchase if they satisfy other selection principles outlined in this policy document.
- Informing other staff members about MSU Billings Library items that are frequently requested by other institutions. This informs Library staff members about high-demand items, and may guide future purchases or updates.

Reserves

Instructors may place needed materials for students at the Reserve Desk. Instructors determine the length of checkout. Reserve items may include the instructor's personal copies and materials from the Library's collection. Items obtained via Interlibrary Loan should not be placed on reserve; when possible, the Library will purchase materials instead of ordering temporarily from other libraries. Within established copyright guidelines, print materials may be scanned and

posted to eReserves within the online Library Catalog. Instructors are encouraged to upload scanned copyrighted documents to their online course shells.

Per Section 107 of the US Code Title 17, the following guidelines apply when considering whether reserve materials constitute fair use:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

All reserve materials are removed at the end of each semester.

Copyright Policy

The Library complies with all of the provisions of U.S. Copyright Law (Title 17, U.S. Code). The Library supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce copyrighted works for the purposes of teaching, scholarship, and research.

Digital Resources

To facilitate access to research materials for students, faculty, and staff, the Library subscribes (both individually and as a consortium member) to many digital resources, including periodical databases, image databases, e-journal packages, and e-book collections. Whenever possible, the Library establishes authentication by IP recognition for on-campus users, and extends remote access to off-campus students, faculty, and staff using various authentication means. To facilitate ease of use for all the various digital resources, the Library also subscribes to a discovery layer service which allows searching of multiple resources simultaneously.

Multiple Copies

The Library does not generally purchase multiple copies of books.

Standing Orders

In recent years, because of fiscal constraints, the number of standing orders has been reduced. The Library prefers to evaluate individual purchases in making selection decisions. Current standing orders are evaluated regularly.

Access to the Library Collection

Ready access to the collection is ensured by maintaining item records in a shared online catalog. The current catalog is shared by ten college, university, and tribal college libraries in central and eastern Montana. Catalog records and holdings are regularly entered in the shared catalog and in the OCLC database WorldCat.

Gifts

The Library welcomes gifts as a means of building the collection. When materials received as gifts do not meet the general principles outlined in this document, however, the Library reserves the right to offer the materials to a charity sale, or utilize a service which places, buys, or recycles discarded books. The Library Director retains final decision authority on whether donated materials should be added to the collection. Please refer to the Library's Gifts and Donations policies for further details.

Weeding

Periodically, Library staff will engage in weeding projects to improve collection areas in order to maintain a well-balanced, up-to-date collection. These general principles guide the weeding process:

- The primary consideration in retention decisions is the support for MSU Billings academic program offerings.
- Every effort is made to include subject-area faculty members in the process. Librarians share lists of potential discards with faculty in assigned colleges/departments, and potential discard items are displayed in a central location for faculty review.
- Need/demand should be considered.
- Ultimate weeding/retention decision authority rests with the Library Director.

Multiple Locations

The main Library is located at the MSU Billings University campus. A branch library is maintained at City College on the west end of Billings. This branch includes materials as described above from the Billings Public Library. Regular campus mail quickly transports requested materials between these locations.

Collection Evaluation Strategies

The Library evaluates the collection by:

- Generating circulation reports
- Generating acquisition/deaccession reports
- Generating age-of-collection reports in specific subject areas
- Comparing subject area collections against national standards and other published lists
- Obtaining information regarding new programs
- Querying Library users regarding their use of Library materials
- Querying University faculty regarding their level of satisfaction with Library materials

Current Collection Levels / Future Acquisition Priorities

Over time, materials have been added throughout the library to support the university's constantly-evolving curriculum. Two strengths and two weaknesses are immediately evident in our current collection:

Strengths:

1. For many years, faculty in the disciplines of communication, history and literature have been active participants in our materials selection and recommendation process, and as a result these areas are well developed.
2. Because of an increase in business and health-related programs, librarians have consistently reached out to faculty in these areas and made appropriate purchases.

Weaknesses:

1. Faculty in other areas, such as the biological and physical sciences, have not participated as readily in the selection and acquisitions process. As a result, we have collected good resources in these areas, but may have missed materials that would be better tuned to supporting the curriculum. Extensive weeding in the area of the sciences in recent years has opened space for acquiring more current and useful materials. More direct work with the faculty is needed.
2. Disciplines where MSUB has new programs, including Athletic Training, and Outdoor Leadership, need attention. While some materials have been acquired over the years in these areas, more concentrated efforts to align collection with curriculum is needed in order to prepare adequately for relevant program accreditations.

In addition to general principles noted above, priority is placed on acquisitions in the following areas to support programs that have recently been approved by the Board of Regents:

- Education. Because of the normal school heritage of MSU Billings, there are many education programs. Future acquisitions will support these programs.
- Criminal Justice. Because this field is rooted in sociology, which has been a program of study for many years, there is already a good base of resources. However, to support the emerging criminal justice specialization, new resources will need to be identified and purchased.
- Political Science. A full baccalaureate degree has recently been approved. While some materials have been available previously to support the political science minor, resources will need to be expanded to meet growing research needs.
- City College Programs. With regular, intensive program accreditations, there are several areas at City College which require attention. These include Nursing (a subject where updating is an ongoing process), Construction Trades, and Sustainable Energy. Librarians work closely with faculty in these areas to ensure purchase of useful resources.

GUIDELINES BY ACADEMIC PROGRAM

In this section, the following abbreviations apply:

A.A.: Associate of Arts
A.A.S.: Associate of Applied Science
A.S.: Associate of Science
C.A.S.: Certificate of Applied Science
B.A.S.: Bachelor of Applied Science
B.S.: Bachelor of Science
B.S.E.: Bachelor of Science in Education

Health-Related Programs

A.A. Programs: Rehabilitation and Related Services
A.A.S. Programs: Medical Administrative Assistant, Medical Assistant, Paramedic, Practical Nursing, Radiologic Technology, Registered Nurse
B.S. Programs: Health Administration, Health & Human Performance (Health & Wellness concentration), Health & Human Performance (Human Performance concentration), Human Services, Outdoor Adventure Leadership, Rehabilitation & Human Services
Health and Physical Education K-12 – Teacher Licensure
Masters-Level Programs: Athletic Training (M.S.), Health Administration (M.H.A.), Interdisciplinary Studies Exercise and Sport Leadership Option (M.S.), Rehabilitation and Mental Health Counseling (M.S.)

Minors: Coaching, Health and Physical Education (K-12) Teaching Minor, Health Education (5-12)

Library of Congress Classifications: R (Medicine)

Databases: Medline, Health & Wellness Resource Center, CINAHL, SportDiscus, Ovid, Health Source (Consumer and Academic editions), Global Health, Consumer Health Complete, PsycARTICLES, PsychINFO, Psychology and Behavioral Sciences Collection, ERIC

Emphasis: Programs cover a wide range, from administration to athletic training to technical applications (LPN, RN and Radiologic Technology programs).

Business-Related Programs

A.A.S. Programs: Accounting Technology, Administrative Assistant, Business Administration

B.S. Programs: Business Administration (Concentrations: Accounting, Finance, General Business, Information Systems, Management, Marketing)

Minors: Accounting, Business Administration, Business Geographic Information Systems, Economics, Finance, Information Systems, Marketing

Library of Congress Classifications: H-HJ (Social Sciences, Business)

Databases: Business Source Complete, Business Insights: Essentials, LexisNexis, CCH Tax Research Network, ProQuest (Wall Street Journal), Cabell's Directory of Publishing Opportunities, Standard and Poor's NetAdvantage, Regional Business News

Emphasis: The Library actively purchases materials that support the six areas of concentration within business administration. Many business resources are maintained to provide information to community library users as well as to the University community.

Other considerations: The College of Business received AACSB accreditation in 2010, and the Library actively collects materials for the areas of emphasis: management, accounting, marketing, finance, and information systems, as well as general business. Every effort is made to supply information needs in electronic format.

Education Programs

Bachelor of Science in Education with Teaching majors: Broadfield Major in Elementary Education; Elementary Ed/Special Ed (P-12) Double Major; Elementary Education/Reading (K-12) Double Major; Secondary Ed/Special Education (P-12) Double Major; Secondary Education/Reading (K-12) Double Major

Bachelor of Science or Bachelor of Arts Degree with Secondary or K-12 Teaching Licensure Option

Teaching Minors: Non-Endorsable Teaching Minor in Special Education (K-12)

Minor (Area of Permissive Special Competency) Early Childhood Studies

Associate of Arts Degree Program of Study in: Education

Teaching Endorsement in Special Education (P-12)

Masters-Level Programs: Masters in Education Options: Curriculum & Instruction Teacher Licensure; Educational Technology; Interdisciplinary Studies; Reading; School Counseling (K-12), Masters of Science in Special Education with options in Advanced Studies, Generalist Certificate of Teaching and Learning Online

Supervisor Endorsements: Supervisor of Reading, Supervisor of Special Education

Library of Congress Classifications: L (Education)

Databases: ERIC, PsycINFO, Academic Search Complete, Academic OneFile, Educator's Reference Complete, PsycArticles, Teacher Reference Center, Testing & Education Reference Center, Professional Development Collection, Special Ed Connection, and K-12 Databases: Primary Search, Middle Search Plus, and Mas Ultra – School Edition.

Emphasis: MSU Billings has prepared teachers since its founding in 1927. As a result, many resources (both monographic and periodical) are focused in this area. One emphasis within the College of Education is Special Education.

Other considerations: The Library collects children's and young adult literature to support reading (graduate and undergraduate) and K-12 language arts education programs. We also maintain a small collection of educational and psychological tests. Because of the expense of these tests, purchases are made only in response to specific instructor request and with approval of the Library Director.

Mathematics & Statistics

B.S. Programs: Mathematics
Minors: Mathematics, Computer Science
Teaching Minors: Mathematics

Library of Congress Classifications: QA (Math, Computer Science)

Databases: MathSciNet, JSTOR, ERIC

Emphasis: Many math majors focus on math education, and typically use ERIC for related resources. They also regularly use computer facilities in the Library to complete course assignments. Math Department faculty use Interlibrary Loan services to obtain narrowly-focused disciplinary materials.

Other considerations: Statistics courses are required for many programs in the College of Arts & Science, College of Business, and College of Allied Health Professions.

Science & Technology

A.A.S. Programs: Automobile Collision Repair, Automotive Technology, Computer Desktop/Network Support, Computer Programming and Application Development, Computer Systems Technology, Construction Technology, Diesel Technology, Drafting and Design Technology, Process Plant Technology, Sustainable Energy Technician, Welding and Metal Fabrication Technician
A.S. Programs: Allied Health, Fire Science, Networking Technology
B.A.S. Programs: Applied Science
B.A. Programs: Biology
B.S. Programs: Biology (Concentrations: Environmental Sciences and Medical Laboratory Science), Broadfield Science, Chemistry

Library of Congress Classifications: Q, T (Math, Science, Computer Technology, Engineering)

Databases: Agricola, American Chemical Society Legacy Archives, American Chemical Society Web Editions, Atomic Learning Tutorials, Biological Abstracts, Biological and Agricultural Index, Biosis, AllData Pro, Automobile Repair Reference Center, Applied Science and

Technology Abstracts, Environment Complete, GreenFILE, IEEE Explore, JSTOR, MADCAD, Nature Journals Online, Ovid, ProQuest Dissertations & Theses, Web of Science, Zoological Record

Emphasis: Many science majors are working toward teacher certification. Many are also preparing for graduate programs in their disciplines or to pursue professional programs such as Physician Assistant or medical school. Materials are collected to support general education science areas, as well as more specific research areas such as biochemistry.

Other Locations: Many of these programs are offered at City College campus, located seven miles from the main library, so materials are housed at the City College branch library. The Library utilizes campus mail services to transport materials quickly between branches, and also seeks to maximize digital offerings.

Communication

B.A. Programs: Communication Arts (Concentrations: Mass Communication, Organizational Communication,)

B.S. Programs: Public Relations

Minors: Speech Communication,

Masters-Level Programs: Public Relations (M.S.)

Library of Congress Classifications: H (Social Sciences), P (Language and Literature)

Databases: Communication & Mass Media Complete, Business Source Complete, Academic Search Complete, Academic OneFile, JSTOR, Entertainment Industry Magazine Archive, Film & Television Literature Index, Nineteenth Century Collections Online, Vogue Archive

Emphasis: Public speaking, interpersonal communication, intercultural communication, public relations.

Other considerations: Because many communication majors take classes online, resources are obtained digitally whenever possible. The subscription to Communication & Mass Media Complete was initiated in 2010 and was received very well by students and faculty alike.

Art

B.A. Programs: Art, Bachelor of Fine Arts in Arts

Minors: Art

Teaching Minor: Art (K-12)

Library of Congress Classifications: N (Fine Arts)

Databases: ArtSTOR, Art Abstracts, Art Index Retrospective, Academic Search Complete, Academic OneFile, JSTOR, Project MUSE, Vogue Archive, Film and Television Literature

Index with Full Text, Educator's Reference Complete, Teacher Reference Center, Professional Development Collection, and ERIC

Emphasis: Hands-on activity (ceramics, painting, computerized graphic arts) as well as art appreciation and art history.

Other considerations: The Art Department maintains a considerable collection of slides and other images, which the Library supplements by subscribing to ArtSTOR. There is also heavy use of art reference materials by art history and art appreciation students working on General Education requirements.

Psychology

A.A. Programs: Applied Psychology

B.A. Programs: Psychology

B.S. Programs: Psychology

Minors: Psychology, Psychology – Teaching Minor

Masters-Level Programs: Psychology (M.S.)

Library of Congress Classifications: BF (Psychology)

Databases: PsycINFO, PsycARTICLES, Psychology and Behavioral Science Collection, Social Services Abstracts, Contemporary Women's Issues, Global Health, ERIC, Mental Measurements Yearbook & Tests in Print, Medline, Academic Search Complete, Academic OneFile

Emphasis: General psychology, psychological assessment

Other considerations: The Library collects materials to support the large number of psychology undergraduates, as well as the graduate program in clinical psychology. We also maintain a small collection of psychological tests. Because of the expense of these tests, purchases are made only in response to specific instructor request and with approval of the Library Director.

Native American Studies, Political Science, Sociology, and Environmental Studies

B.A. Programs: Sociology, Environmental Studies

B.S. Programs: Criminal Justice, Political Science, Political Science Teaching Licensure Option, Sociology

Minors: Criminal Justice, Native American Studies, Sociology, Political Science (options: General, Public Administration, Pre-Law), Environmental Studies, Women's Studies

Teaching Minors: Political Science, Sociology

Pre-Professional Program: Pre-Law

Licensure: Social Science (Broadfield) Endorsement

Masters-Level: Public Administration (M.P.A.)

Library of Congress Classifications: H (Social Sciences; HV: Criminal Justice), J (Political science and public administration), E-F-G (For historical/anthropological aspects of NAS), G

(Geography), GB (Physical Geography), GE (Environmental Sciences), GF (Human ecology), Q (Science), T (Technology)

Databases: American History & Life, American Revolution Archives, Biblical Archaeology Review, Congressional Quarterly Electronic Library, Congressional Quarterly Historic Documents, Congressional Quarterly Researcher, Congressional Quarterly Weekly, Contemporary Women's Issues, Historical Abstracts, History Reference Vault, JSTOR, Lexis Nexis, Military & Government Collection, Nineteenth Century Collections Online, PapersFirst, Points of View Reference Center, ProceedingsFirst, Regional Business News, Social Services Abstracts, U.S. Congressional Serial Set, Wall Street Journal, Academic Search Complete, America: History & Life, Agricola, Biological & Agricultural Index, Biosis, Environment Complete, GreenFILE, Nature Journals Online, Web of Science, Zoological Record

Emphasis: Primarily undergraduate study. Native American Studies focus on Montana region, specifically Plains Indians. Many majors in this area are preparing to be secondary social science teachers. Emphasis for Environmental Studies: Interdisciplinary approach, focusing on both natural systems and the role of humans in the environment.

Other considerations: Native American Studies covers a broad array of fields. Political Science BA, and Criminal Justice BS, and MPA programs are new, and we are still in the process of building the collection in these areas. As a federal depository library, we receive a number of environmental impact statements which are useful for Environmental Studies students.

Music

B.A. Programs: Music
Minors: Music

Library of Congress Classifications: M (Music)

Databases: Grove/Oxford Music Online, Entertainment Industry Magazine Archive, British Periodicals, Biography Reference Center

Emphasis: Performance and pedagogy, teacher education.

Other considerations: Many students requiring music-related materials are in basic Academic Foundations courses. As a result, much of the demand for music books is for general reference materials, such as the *Oxford (New Grove) Dictionary of Music & Musicians*, available both online and in print.

English and Philosophy

B.A. Programs: English
Minors: English, Philosophy

Library of Congress Classifications: B (Philosophy and Religion – excluding BF [Psychology]), PE (English language), PN (General literature), PR (English literature), PS (American literature)

Databases: LitFinder, Literary Resource Center, MLA International Bibliography, JSTOR, Oxford English Dictionary, Project MUSE, Book Review Index, Dictionary of Literary Biography Complete, Literary Reference Center, Nineteenth Century Collections Online, Ulrichs: Periodical Directory, Vogue Archive

Emphasis: Majority of students in English classes are in basic General Education courses (College Composition or Research Writing). English majors typically focus on American or British literature, with some emphasis on Irish literature. Many majors in this area are preparing to be secondary English teachers.

Other considerations: High use of current news resources, as well as older periodicals (such as *New York Times*) for research writing courses.

Modern Languages

B.A. Programs: Spanish
Minors: Spanish

Library of Congress Classifications: PQ (French and Spanish literature), PL (East Asian literature), PT (German literature)

Databases: MLA International Bibliography, ERIC, Project MUSE, Mango Languages, Contemporary Women's Issues

Emphasis: Spanish, with classes regularly offered in French and German. Other language classes offered occasionally, include: Arabic, Japanese, and Chinese.

Other considerations: Materials in the International Collection were purchased to support students studying foreign languages. The collection may be expanded as other languages are offered.

History

B.A. Programs: History
Minors: History

Library of Congress Classifications: D (World History), E (U.S. History), F (U.S. Local History)

Databases: America: History & Life, Historical Abstracts, JSTOR, Project MUSE, American Indian Movement & Native American Radicalism Archive, Biblical Archaeology Review, British Periodicals, Cecil Archive, Civil War Era Archive, Colonial State Papers, Congressional Quarterly Historical Documents, Congressional Record, Early American Newspapers, Entertainment Industry Magazine Archive, Encyclopedia of Ancient History, ProQuest History

Vaults, Japanese American Relocation Camp Newspapers, Historic New York Times, Historic San Francisco Chronicle, Nineteenth Century Collections Online, Revolutionary War Archive, Testaments to the Holocaust, Trench Journals & Unit Magazines of WWI, US Congressional Serial Set, Vogue Archive

Other aggregators: Academic OneFile, Academic Search Complete

Emphasis: Includes Montana history. Some local materials housed in Special Collections. We make a special effort to collect U.S. and European history to support the curriculum.

Other considerations: As in other areas, we are responding to a request for more electronic access to journals. We maintain microfilm collections of historical newspapers, including the New York Times and the Billings Gazette.

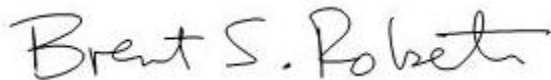
Interdisciplinary / General

The Library maintains many resources for general use by students, faculty, and staff, as well as community patrons. These general-use resources include reference materials, maps and atlases, multimedia items, and newspaper collections.

POLICY REVIEW

This collection development policy will be reviewed each summer of odd-numbered years. The next review will occur in 2017. This revision is dated March 2015.

SIGNATURE



Brent S. Roberts, Director of Library Services