

## **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

#### *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.

If 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. The Library Director 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 Liberal Arts & Social Sciences  
College of Education  
College of Business  
College of Health Professions & Science  
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 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.), and the Masters of Health Administration (M.H.A.).

### *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. Regular campus mail quickly transports requested materials between these locations.

### *Target Audiences: Patron Needs & Services*

The university is located in Billings, Montana, population 160,000, 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:** 3,042 FTE

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

**Faculty:** 301 Full & Part Time (128 tenured/tenure-track)

*Needs and Services:* Faculty value 24/7 electronic access to information very highly, and collaborate with the Library to expand electronic resources. They value Interlibrary Loan and are heavy users of this service. Finally, faculty utilize research services and librarian consultation.

**Staff:** 458

*Needs and Services:* MSU Billings staff members use the library. As significant numbers of staff 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 160,000

*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 and reference services. Print services are available for a fee. 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 Electronic Resources and Assessment 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 notices, faculty recommendations, and current collection-related projects are discussed.

Ultimately, responsibility for the Library collection, including the selection, acquisition, and removal of outdated 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 and poetry of a high literary quality.
- Select some popular materials to support recreational reading, including a subscription to a McNaughton lease program for current titles.
- Review the holdings of other regional academic libraries, especially those of libraries included in the TRAILS consortium, before purchasing expensive materials.
- Select electronic books and journals when possible and if appropriate 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 making it easier for faculty to integrate into the university's Learning Management System.
- **Microfilm.** The Library has reduced the amount of microfilm materials received. Currently, some 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*. The majority of journals used for research purposes are readily available in electronic format. When feasible, the Library prefers to enhance access by subscribing to e-journals. 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 including extensive ebooks collections. The Library also participates in demand-driven ebook acquisitions, borrowing and purchasing ebooks when requested by patrons. Based on student and faculty use, the Library continues to expand ebook offerings as needed.
- *Textbooks*. The Library does not purchase course textbooks. The Library is conscious of the issues surrounding textbook affordability and makes efforts to support faculty and administration in selecting and adopting Open Access and open Educational Resources (OER).
- *Audiobooks*. The Library purchases some audiobooks for the physical collection. In addition audiobooks are available for download through online services, such as Montana Library 2 Go.

### *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 259,000 items. The book collection, with sections found on each of the three levels, totals over 152,000 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 Library classroom: 65 PCs, printing, library instruction.
- Book Collection: LC Classification areas A through N. Approximately 70,000 items.
- Yellowstone Study Area: Study tables and chairs; wireless access; small-group study room.

#### Second Floor

- Combined circulation/reference Ask Here service desk.
- Public computer access: 17 PCs, color copying/printing, KIC scanner.
- Media and microform collections.
- Special Collections: Includes Reading Room and a secure, climate-controlled vault.
- Print Reference materials.
- Government Documents: Approximately 46,000 items in print and microfilm. The majority of government documents in the collection are now available exclusively online.
- Children/Young Adult Collection: Approximately 6,000 items.
- Individual and group study areas, small conference room, and Record & Go Studio editing room.

- Staff offices.

#### Third Floor

- Book Collection: LC Classification areas P through Z. Approximately 38,000 items.
- Serials Collection: Arranged alphabetically by periodical title. Approximately 130 current print subscriptions (see Format Statement, and section on Serials, for more information).
- International Collection: Approximately 661 volumes in seven foreign languages and five ESL reading levels.
- Classroom: Used for library instruction and other classes.
- Seminar Room for library instruction.
- Small group study/meeting rooms.
- Record & Go Studio

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 3,300 items that support the curricular needs of City College. The collection is comprised mainly of books with 14 print 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. This location also provides a book drop for returning materials and a holds shelf for item pick-up.

#### *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 evaluated 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 FDLP 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 December 2019.

### *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 stopped 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 and budget constraints allow.

### *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 select and accession materials about the local history of the people and places in and around Billings – including Eastern Montana in support of the research needs of MSU Billings students, faculty, and staff.

### *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 students 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 661.

### *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 to materials which would not normally be purchased.

ILL staff 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 support 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 print course materials on reserve for students at the Library's 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 will not be placed on reserve; when possible, the Library will consider purchasing materials instead of ordering temporarily from other libraries. The Library **does not** purchase any course textbooks to place on reserve; however, an instructor may place their personal copy of the textbook on reserve for a course.

Instructors are encouraged to upload electronic, scanned copyrighted documents to their online course shells in D2L.

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.

Library Circulation staff contact faculty at the end of each semester to inquire what their needs will be for upcoming course reserves. All reserve materials that are no longer needed for faculty course reserves are removed and returned to faculty 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, e-book collections, and streaming video. 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*

The Library prefers to evaluate individual purchases in making selection decisions. Current standing orders are evaluated annually.

### *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 24 college, university, and tribal college libraries in Montana forming the TRAILS consortium. Catalog records and holdings are regularly entered in the shared catalog and in the OCLC database WorldCat.

### *Gifts / Donations*

The Library accepts appropriate book donations from on-campus individuals and groups. Magazine and journal donations from on-campus individuals or groups are only accepted to fill gaps in the existing periodicals collection. Donations from the general public are not accepted.

Decisions to accept donations will be based on relevance to the Library's mission of supporting the MSU Billings academic curriculum. Those interested in donating materials should be directed to contact the Collection Development Librarian, who will assess the suitability of the materials for our collection prior to any items being brought to the library. The Library reserves the right to include donated materials in the collection, donate to charitable causes, recycle, or discard as needed. The Library will provide a Letter of Acknowledgment to donors indicating the number of items donated. Fixing the specific value of donated materials for tax purposes is the responsibility of the donor.

### *Collection Evaluation*

Periodically, Library staff engage in collection update projects to maintain a well-balanced, up-to-date collection. These general principles guide the evaluation 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 removals with faculty in assigned colleges/departments, and those items are displayed in a central location for faculty review.
- Need/demand should be considered.
- Ultimately updating/evaluating decisions rest with the Library Director.

### *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. Some strengths and weaknesses have been identified in our current collection:

#### Strengths:

1. Faculty in the disciplines of business, communication, history, health and human performance, literature, nursing, and technology programs have been active participants in our materials selection and recommendation process, and as a result these areas are well developed.
2. In recent years the Library has increased its outreach efforts. The library hosts two books clubs. One for students and one for faculty/staff. The Library purchases a copy of each book club title for the collection. As a part of the Library Lecture Series, the Library acquires books and other material relating to the various topics presented. In addition to the Library lecture Series the Library is sponsoring the Distinguished Discourse faculty lecture series to highlight faculty research and publication. The Library collaborates with Writer's Voice and the Billings Cultural Partners in NEA Big Read programs. The library helps plan and execute Big Read events and acquires books and materials related to each Big Read title and presentations. The Library is a longtime collaborator with the High Plains Book Awards and sponsors the Indigenous Writer category. The Library acquires all the awards finalists' book titles for the library collection.

#### Weakness:

1. Faculty in other department, have not participated as readily in the selection and acquisitions process. As a result, we may have missed materials that would be better for supporting the curriculum in those departments. More direct work with the faculty is needed.

In addition to general principles noted above, priority is placed on acquisitions to support programs that are going through accreditation.

## **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  
B.S.N.: Bachelor of Science in Nursing

## **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

C.A.S.: Ultrasound Technology

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, Psychiatric Rehabilitation

Health and Physical Education K-12 – Teacher Licensure

B.S.N. Program: Nursing

RN to BSN Degree Completion Program: Nursing

Masters-Level Programs: Athletic Training (M.S.), Health Administration (M.H.A.), Interdisciplinary Studies Exercise and Sport Leadership Option (M.S.), Occupational Therapy (M.S.), Clinical Rehabilitation and Mental Health Counseling (M.S.)

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

Library of Congress Classifications: R (Medicine)

Databases: Medline, Health & Wellness Resource Center, CINAHL Complete, SportDiscus, Ovid, Global Health, PsycINFO, Mental Measurements Yearbook & Tests in Print, Defining Gender, PubMed Central, 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, Management, Marketing)

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

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

Databases: Business Source Complete, Business Insights: Essentials, Nexis Uni, CCH Tax Research Network, ProQuest (Wall Street Journal), Cabell's Directory of Publishing Opportunities, Standard and Poor's NetAdvantage, Regional Business News, SAGE Business Cases, Sage Business and Management Videos, COSO, FASB, and GARS

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: Elementary Education Broadfield (License); 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

Content Area Majors: Art (K-12); Broadfield Science; English; Health and Physical Education (K-12); History; Mathematics; Music (K-12); Spanish (K-12)

Content Area Minors: Art (K-12); Health and Physical Education (K-12); History; Mathematics; Political Science; Spanish (K-12); Early Childhood (P-3 Endorsement); Reading (K-12)

Masters-Level Programs: Masters in Education Options: Curriculum & Instruction Teacher Licensure; Interdisciplinary Studies – Special Education; Interdisciplinary Studies – Theory & Practice; Reading; School Counseling (K-12 Endorsement), Masters of Science in Special Education Generalist Option or Advanced Studies or Advances Studies with Applied Behavior Analysis

Supervisor (Post Masters Endorsements): Special Education

Post Baccalaureate Endorsements: Special Education (K-12); School Counseling (K-12)

Library of Congress Classifications: L (Education)

Databases: ERIC, Educator's Reference Complete, Education Database, Teacher Reference Center, Testing & Education Reference Center, Sociology Database, PsycINFO, Psychology Database, Academic Search Complete, Academic OneFile, Nexis Uni

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. The Library maintains 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, Mathematics-Teacher Licensure

Minors: Mathematics, Statistics, Computer Science

Teaching Minors: Mathematics

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

Databases: MathSciNet, Statistical Insight, Sage Research Methods Videos, JSTOR, Science Direct, IEEE Xplore, 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 Liberal Arts & Social Sciences, College of Business, and College of Health Professions & Science.

### **Science & Technology**

A.A.S. Programs: Automotive Technology, Automobile Collision Repair and Refinishing, Automotive Technology, Computer Desktop/Network Support, Computer Programming and Application Development, Computer Systems Technology, Construction Technology, Diesel Technology, Process Plant Technology, Welding and Metal Fabrication Technician

A.S. Programs: Fire Science, Cyber Security/Networking Technology

C.A.S. Programs: Construction Management, Welding and Metal Fabrication Technology, Automobile Finishing Technology, Automotive Technology, Diesel Technology, Medical Coding and Insurance Billing, Ultrasound Technician

B.A. Programs: Biology

B.S. Programs: Biology, Biology-Medical Laboratory Science, Broadfield Science, Broadfield Science-Teacher Licensure, Chemistry

Minors: Chemistry, Earth Science

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

Databases: Agricola, American Chemical Society Legacy Archives, American Chemical Society Web Editions, Biology Database, Biological and Agricultural Index Plus, Biosis, AllData Pro, Applied Science and Technology Source, Environment Complete, GreenFILE, IEEE Explore, JSTOR, MADCAD, Nature Online, Ovid, ProQuest Dissertations & Theses, ScienceDirect, 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: Media Studies, Organizational Communication)

B.S. Programs: Public Relations

Minors: Media Studies, Organizational Communication

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

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

Databases: Market Research & American Business 1935-1965, American Periodicals Series Online, 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, Popular Culture in Britain and America 1950-1975, Vogue Archive, Opposing Viewpoints in Context

Emphasis: Public speaking, interpersonal communication, intercultural communication, public relations, and media studies.

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, Art Education (K-12)

B.F.A. Programs: Art

Minors: Art

Teaching Minor: Art (K-12)

Library of Congress Classifications: N (Fine Arts)

Databases: ArtSTOR, Art Abstracts, Art Index Retrospective, Arts & Humanities Database, 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, 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**

B.A. Programs: Psychology

B.S. Programs: Psychology

Minors: Psychology

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

Library of Congress Classifications: BF (Psychology)

Databases: PsycINFO, Psychology Database, Social Services Abstracts, Sociology Database, Contemporary Women's Issues, Defining Gender, Global Health, Health and Wellness Resource Center, ERIC, Mental Measurements Yearbook & Tests in Print, CINAHL Complete, 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. The Library maintains 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**

A.S. Programs: Environmental Science

B.A. Programs: Environmental Studies

B.S. Programs: Criminal Justice, Political Science, Sociology

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

Teaching Minors: Political Science, Sociology

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: America: History & Life, American Indian Histories & Culture, American Indian Movement & Native American Radicalism Archive, Biblical Archaeology Review, Criminal

Justice Abstracts, Criminal Justice Database, Congressional Record 1789-2009, Congressional Quarterly Researcher, Congressional Quarterly Weekly, CQ Press, Contemporary Women's Issues, Historical Abstracts, History Vault, JSTOR, Nexis Uni, Nineteenth Century Collections Online, Opposing Viewpoints in Context, ProceedingsFirst, PapersFirst, Regional Business News, Social Services Abstracts, Sociology Database, Social Sciences Database, U.S. Congressional Serial Set, Wall Street Journal, Academic Search Complete, America: History & Life, Agricola, Biological & Agricultural Index, Biosis, Environment Complete, GreenFILE, Nature 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. 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 (Performance Option, Teacher Licensure Option, Business Track)  
Minors: Music

Library of Congress Classifications: M (Music)

Databases: Grove Music Online, Entertainment Industry Magazine Archive, Music Index with Full Text, Oxford Music Online, Project Muse, British Periodicals, Biography and Genealogy Master Index

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, Literature Resource Center, MLA Bibliography, JSTOR, Oxford English Dictionary, Project MUSE, Book Review Index, Dictionary of Literary Biography, Biography &

Genealogy Master Index, Literary Resource Center, Corvey Collection of European Literature, Eighteenth Century Collections Online, Nineteenth Century Collections Online, LISTA, 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 Bibliography, ERIC, Project MUSE, Mango Languages, Contemporary Women's Issues, Linguistics Database

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, History-Teacher Licensure  
Minors: History, History-Teaching Minor

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

Databases: America: History & Life, Market Research & American Business 1935-1965, American Indian Histories & Culture, American West, British Periodicals 1680s-1930s, Colonial America Archives, Defining Gender 1450-1910, Early American Newspapers, Eighteenth Century Collections Online, Everyday Life and Women in America c1800-1920, The Gerritsen Collection, Historical Abstracts, JSTOR, Project MUSE, American Indian Movement & Native American Radicalism Archive, Biblical Archaeology Review, British Periodicals, Cecil Papers, Civil War Era Archive, Colonial State Papers, Congressional Quarterly Researcher, 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, Popular Culture in Britain and America 1950-1975, Revolutionary War Archive, Testaments to the Holocaust, Trench Journals & Unit Magazines of WWI, US Congressional Serial Set, Vogue Archive, ARTFL Project, Illustrated London News, Newspapers.com-West Collection, Slavery & Anti-Slavery Archive, Slavery in America and the World: History, Culture, & Law

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.

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### **POLICY REVIEW**

This collection development policy will be reviewed each summer of odd-numbered years. The next review will occur in 2021. This revision is dated December 2019.

### **SIGNATURE**

  
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Darlene Hert, Director of Library Services