Military Science (Army ROTC)
and
Aerospace Studies (AFROTC)

Information Access Policy
Clemson University Libraries

Military Science and Aerospace Librarian: Priscilla Munson

Written by B. Ellis, Summer 2000

I. **Purpose:** To support the research and teaching needs of the Army Reserve Officer Training Corps and the Air Force Reserve Officer Training Corps programs in the College of Business and Public Affairs.

A. **Curriculum:** ROTC is a series of elective courses. Students cannot "major" in military science or aerospace studies, but they can earn a minor in either one.

**Army Reserve Officer Training Corps** allows students the opportunity to become Army Officers in the Reserves, National Guard, or active Army. The first two years of the program include studies in our nation's Army, leadership, first aid, orienteering, written and oral communication, and time management. The advance program includes juniors and seniors determined to make a commitment and focuses more on tactics and leadership. In addition to the military science courses, the complete program requires three additional credits in military history. A minor concentration in **Military Science (Army ROTC)** requires at least 17 credits including M S 101, 102, 202, 301, 302, 401, 402; and M S 201 or one of the following CP SC 105, 120, ENGL 231, 304, 314, SPCH 250. One of the following is also required: HIST 390, 400, PO SC 428. Completion of Military Science Leadership Laboratory and participation in cadet activities is mandatory.

**Air Force Reserve Officer Training Corps** provides students the opportunity to earn a commission as second lieutenants while pursuing a bachelor's degree. The program includes courses in air power history, written and oral communications, leadership and management, and political science. A minor concentration in **Aerospace Studies (AFROTC)** requires AS 109, 110, 209, 210, 309, 310, 409, and 410. Completion of A S Leadership Laboratory and participation in cadet activities are mandatory.

Undergraduate Programs (from the [Undergraduate Announcements](http://www.registrar.clemson.edu/publicat/catalog/sections/colleges/cbpa.htm))

Undergraduate Minors (see [Undergraduate Minors](http://www.registrar.clemson.edu/publicat/catalog/sections/minors/minors.htm))
B. **Primary Users:**

<table>
<thead>
<tr>
<th><em>Army ROTC students:</em></th>
<th>140 students (1999/2000)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>AFROTC students:</em></td>
<td>127 students (Fall 2000)</td>
</tr>
<tr>
<td>Army ROTC &amp; AFROTC</td>
<td>9 (2000/2001 Undergraduate Announcements)</td>
</tr>
</tbody>
</table>

*figures from the departments

C. **Secondary Users:**

Undergraduate and graduate students majoring in other subjects
Community members

II. **Scope of In-House Collection:**

The collection overlaps with government documents, management, human resource development (HRD), history, political science, and communications. Inclusion of material is based primarily on support of academic programs. Many of the needs of the undergraduates are met by the Reference Collection. Selected non-academic current issues at a popular reading level for use in all areas of study are also included.

A. **Formats Guidelines**

1. **Print Resources**

Collecting efforts will focus primarily on purchasing print sources (books, journals, and loose leaf materials). Books accompanied by computer discs will also be selected.

2. **Electronic Resources**

Electronic information sources are generally very expensive. Therefore, these sources will be evaluated for their wide appeal and will generally be purchased from REF funds.

3. **Audio-Visual**

Audio and Video tapes will be purchased on a highly selective basis.
B. **Language Guidelines**

Only English language materials will be purchased.

C. **Geographical Guidelines**

Generally, information focusing on military and management issues involving the United States will be purchased. Topics in international security will be purchased on a selective basis in support of classes offered.

D. **Chronological Guidelines**

Selecting will focus on current, up-to-date information. Books of historical importance will also be selected/retained.

E. **Publication Date Guidelines**

Generally the selector will purchase materials published within the last two years. Materials requested by a faculty member, or highly recommended in a review source, will also be considered, regardless of publication date.

F. **Types of materials included in the Military Science and Aerospace Studies Collection:**

*Almanacs and Yearbooks:* Are purchased for the Reference Collection. No effort is made to select beyond the scope of that collection.

*Bibliographies:* Narrow subject scope bibliographies will be selected as appropriate to the focus of the collection.

*Biographical Sources:* Are purchased for the Reference Collection. No effort is made to select beyond the scope of that collection.

*Career guidance and job-seeking guides:* will be purchased for *Army ROTC and AFROTC only*. Books on general career information should be purchased from Ref or Misc funds.

*Electronic Databases:* Purchased through REF funds. Several of the electronic databases in Reference or on CU Explorer are of special interest to management and MBA students:

*Expanded Academic ASAP* (on CU Explorer) contains citations to articles on topics in all subject areas, as well as article abstracts and full text articles with graphics.
Clemson University Information: Any material relating to the College of Business and Public Affairs will be retained.

Dictionaries: Are purchased for the Reference Collection. No effort is made to select beyond the scope of that collection.

Directories: Are purchased for the Reference Collection. No effort is made to select beyond the scope of that collection.

Guidebooks and Workbooks: Books which are targeted for military personnel in the field will be purchased selectively as needed. Books consisting of checklists, or books which are primarily worksheets to fill in will not be purchased.

Handbooks and Manuals: The circulating collection will include current, authoritative handbooks and manuals to support the Reference Collection.

Journals: Every effort will be made to preserve the current journal collection, and to add new titles as funds allow. Because of limited funds, no new journals will be added if they are available electronically in full-text via Expanded Academic ASAP or General BusinessFile. Evaluation tools will be used to identify core journals, to ensure that they will not be cut. Also, core lists from recognized sources, journals deemed important by the Military Science and Aerospace Studies faculty, will also be retained.

Periodical Indexes: Air University Library Index to Military Periodicals, Business Periodicals Index, and PAIS, an international index to articles in the field of public affairs, will be retained.

Textbooks: Textbooks which are used in classes taught at Clemson will not be purchased unless specifically requested by one of the business faculty. Other textbooks may be purchased, if they are deemed appropriate in supporting the curriculum.

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Call Number Range</th>
<th>Level of Collecting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arms Control</td>
<td>JX1974+ ; UA12.5</td>
<td>undergrad</td>
</tr>
<tr>
<td>Biological Warfare</td>
<td>UG447.8</td>
<td>undergrad</td>
</tr>
<tr>
<td>Military Administration</td>
<td>UB1-900</td>
<td>undergrad</td>
</tr>
<tr>
<td>Military Education &amp; Training</td>
<td>U400-714; UG637-639</td>
<td>undergrad</td>
</tr>
<tr>
<td>Military Enlistment &amp; Recruitment</td>
<td>UB320-338</td>
<td>undergrad</td>
</tr>
</tbody>
</table>
### IV. Access to Information not On-Site

#### A. Interlibrary Loan

The primary access point for books and journals not owned or accessible by the Libraries will be Interlibrary Loan. This service is free to Clemson University students, faculty, and staff. This service is not available to the general public.

#### B. Commercial Document Suppliers

Document Delivery via commercial document suppliers (such as Carl Uncover) will be offered free of charge to Clemson University students, faculty, or staff if the needed information is not available from interlibrary loan sources by the deadline needed. This service is not available to the general public.
C. Full-text Databases

Many of the databases offered through CU Explorer ([http://www.lib.clemson.edu/ref](http://www.lib.clemson.edu/ref)) include full-text journal, magazine, and newspaper articles.

D. Electronic Journals

The library subscribes to both electronic collections of full-text journals as well as individual full-text journals.

E. Internet Sites

Additional military-related resources are available on the internet. Good sources include the [U.S. Airforce](http://www.usaf.mil) and [U.S. Army](http://www.army.mil) websites as well as the websites for [Clemson's Army ROTC program](http://www.armyrotc.com) and [Clemson's AFROTC program](http://www.afrotc.com).

V. Selection Tools

A. Review Sources

   *Choice*  Z1035. A1 C5
   *Library Journal*  Z671. L698

B. Approval Slips

The library receives notification slips for newly published titles meeting our selection criteria from Yankee Book Peddler (YBP). Slips may be reviewed by any faculty member. Slips for books which were not selected are kept for one year.

C. Publishers' Catalogs

D. Faculty and Student Requests

VI. Deselection (Weeding) guidelines

The initial phase of weeding the collection of books relating to military programs centered on removing duplicate copies of books published prior to 1980 which had not circulated. Copies of older books were kept for historical research, even if they had never circulated. They receive in-house use, and future projects may involve their use. The current weeding project is focusing on journals no longer received. SAS reports are being used to target journals for evaluation to determine if they should be kept, stored remotely, or weeded (discarded).
VII. Evaluation, Assessment, and Planning Tools

A. SAS Reports

List of titles received in 1993/94 as monographic series
Numbers/Percentages of periodical and book titles by call numbers

B. Bibliographies


C. Benchmark Institutions (Amigos Reports)

Comparison of CU Libraries’ collection to "benchmark" institutions.

<table>
<thead>
<tr>
<th>Clemson Benchmark Institutions</th>
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<tbody>
<tr>
<td>Auburn</td>
</tr>
<tr>
<td>Iowa State</td>
</tr>
<tr>
<td>North Carolina State</td>
</tr>
<tr>
<td>Texas A&amp;M</td>
</tr>
<tr>
<td>Virginia Tech</td>
</tr>
</tbody>
</table>

D. Social Science Citation Index (SSCI) Journal Citation Reports

E. Journal Lists for Indexes and Abstracts

Expanded Academic ASAP (electronic)
PAIS (electronic)

F. Faculty Teaching and Research Interests

G. Interlibrary Loan Activities

H. Circulation Statistics

Includes using the online catalog to check use of specific titles, as well as analysis of various circulation usage reports.