

COLLECTION DEVELOPMENT PLAN

For the

The Library of the Marine Corps

Consisting of

The James Carson Breckinridge Library

The Archives and Special Collections

The Virtual Library

The Quantico Base Library

Marine Corps University

Quantico VA

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Library of the Marine Corps Mission:

1. The mission of the Library of the Marine Corps (LoMC) is to support the study of joint, combined, expeditionary and amphibious warfare at the Marine Corps University and throughout the Marine Corps by providing comprehensive storage, retrieval, analysis, and distribution of warfighting-related information. Its intent is to provide world-wide patrons with ready access to an extensive collection of monographs and journals, historically significant archival documents, operational lessons learned, products of current scholarly research, and access to a variety of digital and web-based resources to support Professional Military Education (PME) and stimulate the development and implementation of concepts, doctrine and plans for current and future USMC operations.
2. The LoMC has 4 branches tasked with supporting its mission:
 - A. The James Carson Breckinridge Library, an academic library, which supports the PME of the University, both resident and non-resident. Hereafter referred to as the “University Library”.
 - B. The Archives and Special Collections, which collects and makes available record and non-record copies of selected USMC official documents, personal papers and records of the Commandants and of Marines of all ranks throughout Marine Corps history as well as rare books. Hereafter referred to as the “Archives”.
 - C. The Virtual Library, which develops and maintains the LoMC web pages, purchases, develops, maintains and updates the library and archival management infrastructure, and oversees the digital resources of the LoMC.
 - D. The Quantico Base Library, which supports lifelong learning and recreational pursuits of Marines and their families stationed at Quantico. Hereafter referred to as the “Base Library”.

Marine Corps University Strategic Plan: The Marine Corps University Strategic Plan has two goals that have a direct impact on the LoMC Collection Development Plan and have been incorporated into the Plan. They are:

1. To acquire and maintain collections of library and archival information sources adequate to support the curriculum as well as needs of other researchers.
2. To incorporate effective and efficient technologies into the delivery of resources, services, and instruction when appropriate.

Funding for Collection Development:

1. The quality and scope of the LoMC's University, Archival and Virtual Library collections is directly related to funding received from the MCU or the USMC.
2. Funding for Quantico Library materials comes from Quantico Marine Corps Community Services (MCCS) funds. The ability to purchase materials for the Base Library will be determined by the level of funding received from MCCS.
3. Whenever possible the Library will purchase library resources and services through contracts established and managed by FEDLINK, the purchasing arm of the Federal Libraries and Information Centers Committee (FLICC), authorized to purchase library related goods and services for all federal libraries.

Collection Development Responsibilities:

1. The Librarians and Archivists of the Library of the Marine Corps under the guidance of the Library Director will have primary responsibility for collection development.
2. The Archives Branch and the University Branch will establish Collection Development Committees and SOPs for collection development of their respective collections based on policies and guidelines established in this Plan.
3. The joint Virtual and University Branches Collection Development Committee will select, update, manage and withdraw digital and web-based resources based on the guidelines established in this Plan.
4. The joint Rare Books and Special Collections Development Committee, consisting of representatives from the University, Archives and Virtual Branches will evaluate donations, and potential purchases, as well as items in the academic collection for inclusion in the Special Collections, and select items from Special Collections for digitization.
5. The joint Digital Collections Committee, consisting of representatives from the Virtual, Archives and University Branches will evaluate the LoMC's collections and develop subject focused digital repositories combined with web-based resources that will broaden access to USMC history and activities and enhance knowledge of the USMC.

Faculty, Staff, and Student Participation in Collection Development:

1. MCU faculty students and staff are encouraged to submit suggestions for purchase directly to the Library staff.
2. Suggestions for purchase from faculty, staff, and students will receive the same review as all other purchases. Purchase of recommended resources is always subject to budget constraints.

University Library:

1. Whenever possible the University Library abides by the American Library Association's [Library Bill of Rights](#) and its [Freedom to Read](#) statement and does not exclude materials based on the race, nationality, sex, social, political or religious views of the author, editor(s) or publisher(s).
2. This basic policy may be constrained by security or contracting restrictions placed on the LoMC by USMC, Navy or DoD security or acquisitions regulations.
3. The University Library will collect, organize, maintain, preserve and provide access to physical and digital books, journals, databases, websites, web documents, blogs and other resources. Selection and retention will be based on the following criteria:
4. Selection Criteria:
 - A. Relevance to present and known potential MCU curricula or areas of study
 - B. Accuracy and objectivity
 - C. Availability of information on the subject
 - D. Author's reputation and significance
 - E. Publisher's reputation
 - F. Cost
 - G. Inclusion of indexing, bibliography, footnotes, illustrations and other features
 - H. Format
5. Withdrawal and Retention Criteria:
 - A. Materials are withdrawn in order to maintain a current, active, and useful collection reflecting the guidelines established in this Plan.
 - B. In line with national standards, the University Library will attempt to withdraw 3%-5% of the book collection annually.
 - C. Items will not be withdrawn based solely upon any controversy surrounding the material.

D. Withdrawal Criteria:

- 1) Works containing obsolete or misleading information
- 2) Superseded editions that are not considered seminal works in their field
- 3) Worn damaged or extensively marked materials
- 4) Excess multiple copies of seldom used titles
- 5) Works no longer relevant to the curriculum, research or other needs of MCU
- 6) Items available in digital form where the digital form is considered to be sufficient

E. Retention Criteria:

- 1) Requested on ILL by other libraries
- 2) Recommended for retention by MCU faculty
- 3) Viewed as potentially useful for future curriculum development
- 4) Rare or unique to the LoMC collections
- 5) Considered seminal works in an area in which the University Library is collecting at the Comprehensive or Research level

6. Collection Level Criteria: Collections levels are used to determine the intensity and depth of collection and retention for specific subject areas. Intensity and depth is determined by the curricula of the colleges and schools of the MCU.

A. Comprehensive - Attempts to include all significant published or recorded work in the areas of:

- 1) Marine Corps history, doctrine, and operations
- 2) Military strategy and planning with a focus on the strategic and operational levels of war
- 3) US military history, doctrine and operations
- 4) Organization, functions, deployment and employment of the uniformed services

- 5) Organization and functions of the Joint Chiefs of Staff; development and use of the joint doctrine system
 - 6) War and its conduct in the light of politico-military situations
 - 7) Terrorism and counterterrorism doctrines and operations
 - 8) Counterinsurgency doctrines and operations
- B. Research - Includes important reference works, a wide selection of specialized monographs, essential journals, databases, web-sites and other resources in:
- 1) National Defense
 - 2) National and international affairs
 - 3) Potential allies and enemies
 - 4) Military history, including specific campaigns
 - 5) Geographic areas of the world, particularly as defined by the unified command structure
 - 6) Macroeconomics as it relates to international relations, the military planning process and military operations
 - 7) Joint, coalition and interagency planning and operations for the entire spectrum of war, including military mobilizations, air operations, logistics planning, non-state actors, counterinsurgency, nation-building, war termination, peacekeeping and humanitarian efforts, and special operations
 - 8) US and World history with emphasis on strategic conflict, operations, and resolutions
 - 9) International relations, regional studies, cultural anthropology and related fields
- C. Study - Includes a broad range of basic works, key journals with a military focus, selected journals of a general nature, relevant reference works, databases and web resources:
- 1) General military arts and sciences

- 2) Cultural awareness, including language capabilities, customs, religion, etc.
 - 3) Leadership and ethics
 - 4) Management of people and organizations
 - 5) Scientific and technical subjects having military applications
 - 6) War-gaming/simulations
 - 7) Military tactics
 - 8) Developments in weapons systems
- D. Minimal – Includes only the most basic works or works that relate to or support areas covered by the Comprehensive, Research and Study guidelines:
- 1) Sociology
 - 2) Psychology
 - 3) Computer Science

7. Materials Not Acquired:

- A. Resources in subject areas that do not support the curricula and research needs of the MCU or the Marine Corps at large (such as English Literature, Art, Music, etc.)
- B. Text books
- C. Copies for distribution to students and/or faculty
- D. Materials for Marine Corps units or for individuals

8. Multiple Copies:

- A. Multiple copies of known or projected heavy demand titles will be purchased within budgetary limitations.
- B. The University Library will purchase a minimum of 6 copies (if available) of all titles on the current Marine Corps Reading List and other established reading lists whose subject areas fall within the comprehensive, research or study collection level guidelines.

9. Foreign Language Titles:

- A. On a highly selective basis, the library will acquire foreign language monographs, periodicals and newspapers or databases in areas of particular relevance to the collection.
- B. Titles in other languages are considered if their subject matter is important to the University mission or curricula.

10. Military/Government Publications:

- A. US Government Publications: The University Library is a partial depository for the US Government Printing Office (GPO) and receives some items on distribution from GPO. The majority of GPO produced items are available via the GPO website. The University Library links to the GPO website on its main web-page.
- B. A large number of DOD and Services generated GPO documents are not available on the GPO site. The University Library will continue to collect paper or microfilm copies of those documents that meet selection criteria.
- C. USMC Doctrinal Publications: The Library collects and holds multiple copies of USMC doctrinal publications including obsolete versions.
- D. Joint and Sister Service Publications: The Library does not collect or hold Sister Service publications. The Library provides access to the Joint Doctrine, Education and Training Electronic Information System (JDEIS) to authorized users.

11. Donations:

- A. The Library does not guarantee that any or all of the donated items will be included in its collections. Donated items added to the collection will undergo the same selection process that governs the purchase of materials.
- B. Gifts from International Fellows or special visitors will be accepted with the understanding that the Library will determine their location and future disposition.
- C. A letter will be given to the donor acknowledging the donation.
- D. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.

12. Physical Disposal of Materials from the University Library:

- A. No de-accessioned items or collections will be given to any individuals.
- B. Any items with government property stamps on them may be disposed of by:
 - 1) Donation to another federal institution
 - 2) Hardbound books by turn-in to the Defense Re-Utilization and Marketing Service
 - 3) Paperbacks may be ripped and recycled
 - 4) Audiovisual media by breaking or scratching and placing in the trash
- C. Items marked as Limited or FOUO will be disposed of IAW established USMC disposal guidelines.

Archives and Special Collections Branch:

Archives:

1. The Archives and Special Collections Branch collects archival records in four primary areas:
 - A. Command Chronologies and Selected Record Copies of official Marine Corps Documents:
 - 1) Record copies are documents considered by the National Archives and Records Administration (NARA) to be permanent records of the US government that will be transferred from the originating agency to NARA on a regular established schedule.
 - 2) The Archives is tasked with collecting, maintaining and transferring to NARA the record copies of all Marine Corps Command Chronologies, the official unit records for all Marine Corps Units.
 - 3) The organization, format, contents and schedule for submission to the Archives is established by Marine Corps Order (MCO) 5750.1G or its successor.
 - 4) Command chronologies may carry with them security related issues that will have an impact on processing, access and reproduction.
 - 5) Ultimate disposition of these command chronologies is governed by the MCO 5750.1G and the National Archives and Records Administration.
 - 6) The Archives may elect to collect record copies of other official Marine Corps documents to support study and research by the MCU and other entities. Guidelines for selection of other record copies will be the same as for non-record copies.
 - 7) The Archives will coordinate with the USMC Records Manager when acquiring and holding non-command chronology record copies. These copies will remain under the jurisdiction of the USMC Records Manager during the time they are held at the Archives.
 - B. Personal papers:
 - 1) Personal papers are comprised of, but not limited to, letters, memoirs, diaries, scrapbooks, albums, ephemera, maps, plans, photographs,

film footage and audio media, recordings of personal reminiscences, emails, blogs, web-sites, etc.

- 2) These collections primarily enter the collection via donation from individuals, families or unit veteran's associations on an irregular basis.

C. Marine Corps University Records:

- 1) MCU records are comprised of, but not limited to, student papers, curricula materials, institutional research and effectiveness evaluations or reports, faculty research materials, academic regulations, briefs and syllabi, etc.
- 2) MCU records are given to the Archives by the MCU Headquarters and the individual colleges and schools of the MCU.

D. Selected non-record copies of official records of the United States Marine Corps:

- 1) Non-record copies are duplicates of USMC records whose collection retention and ultimate disposition is the responsibility of other USMC units or organizations.
- 2) They are comprised of but not limited to, studies, reports, orders and lessons learned files.
- 3) They enter the collection via a variety of sources on an irregular basis.
- 4) They may carry with them security related issues that will have an impact on processing, access and reproduction.
- 5) The Archives Branch is not responsible for the retention or retirement of non-record copies held in its collections.

2. Accession Criteria: The following criteria apply to all non-record copies of archival records and all personal papers collections considered for inclusion in the Archives Branch:

- A. Relevance to and consistency with the purpose and mission of the MCU
- B. Relevance to resident collections
- C. Evidential or informational value to the USMC
- D. Historical significance for the USMC

- E. Long term value to the USMC
- F. Authenticity and provenance
- G. Accuracy and quality as a historical document
- H. Uniqueness
- I. Ability of the LoMC to support, digitize, or migrate digital items for posterity
- J. Copyright and other legal or ethical restrictions

3. De-accession Criteria:

- A. Normally materials accepted by the Archives will remain part of the permanent collections.
- B. In certain circumstances, the Archives may selectively de-accession and dispose of items of inferior importance, usefulness, quality, condition or authenticity.
- C. The following criteria apply to the evaluation of all non-record archival records or collections considered for de-accessioning:
 - 1) No longer relevant to the research needs of the MCU or the USMC
 - 2) Damaged or deteriorated beyond repair and cannot be digitized
 - 3) Are found to be forgeries or drastically altered
 - 4) Physical copies have no intrinsic value and digital copies will suffice
- D. A complete record of the conditions and circumstances of each de-accession will be retained in perpetuity in the file of each affected collection.

4. Gifts and Bequests:

- A. Donations and bequests of collections are welcomed and encouraged as long as they are consistent with the Archives Branch's mission and purposes and fit within the scope of the LoMC Collection Development Plan.
- B. Potential donors by bequest should coordinate with the Archives as the will is being drawn so that staff may determine whether the donation is suitable and establish an appropriate record.

- C. The Archives reserves the right to decline any gift or bequest offered.
- 5. The Archives and Special Collections Branch may acquire materials by purchase through public or private sources subject to funding availability and approval of the Collections Committee.
- 6. Transfers: The Archives may acquire materials by transfer only from DoD or other Federal agencies or organizations.
- 7. Materials Not Collected:
 - A. Artifacts and artwork collected and maintained by the National Museum of the Marine Corps, including uniforms, insignia, weapons, etc.
 - B. Published books and journals, which are collected and maintained by the University Library. The Archives will include books in their personal papers collections if they:
 - 1) Meet the criteria for inclusion in Rare Books and Special Collections
 - 2) Contain historically valuable annotations or other marginalia by the donor or someone considered important to the USMC
 - C. Duplicate copies of military publications that do not add any research value to the collection.
- 8. USMC Unit Veterans Associations Records:
 - A. The Archives collects select materials from the various Marine Corps unit veterans associations.
 - B. These materials are comprised of, but not limited to, newsletters, programs and photographs and unit histories.
 - C. When a veteran's organization disbands the Archives will, if asked, receive and keep the official records of the organization including, minutes, correspondence and other associated internal organizational records.
- 9. Personal Papers:
 - A. A legal instrument of conveyance, usually a Deed of Gift, establishing the description of the collection and conditions of the acquisition will accompany all gifts or bequests.

- B. Normally, only collections that have a clear and licit provenance with free and clear title and without restrictions on use or future disposition will be acquired.
- C. Generally, collections will be accepted only if the collection can be stored, digitized, accessed, researched, conserved, migrated, photographed, published or disposed of at discretion of the Archives.
- D. In some cases the Archives will agree to limiting access to some or all of a donation for a specified number of years. The limitation, with a date at which time the limitation will be lifted and the collection made accessible to all, must be established in writing, signed by all parties involved prior to acceptance of the donation and copies included in the Collection and the Donor files.
- E. Once a collection has been accepted donors/suppliers may not impose any new or additional limitations or restrictions on the collection.

10. Marine Corps University Records:

- A. MCO 5750.1G designates the Archives as the repository for materials produced by the schools of Marine Corps University but does not place requirements on types or scheduling of materials to be collected.
- B. MCU Headquarters and School Directors or their designees decide what to transfer to the Archives. Recommended transfers are:
 - 1) Course syllabi
 - 2) Coursepacks
 - 3) Curriculum development guidelines
 - 4) Grading rubrics
 - 5) Faculty research and writings
 - 6) Special studies, projects or reports completed by MCU staff and faculty
 - 7) Institutional effectiveness rubrics and reports
 - 8) Institutional research surveys and reports
 - 9) President, MCU visitor logs
 - 10) Student papers

11)Background/research information used by the History Division Press authors

12)Student papers

C. Prior to de-accessioning MCU materials the Archives will prepare a Decision Paper for the current head of the organization responsible for the items or the President, MCU if the creating organization no longer exists, explaining the rationale for de-accessioning and requesting documented approval for continuing with the de-accession process. If approval is given, the item(s) will be de-accessioned.

11. Selected non-record copies of official records of the United States Marine Corps - The Archives may establish regular collections of materials from specific organizations or offices via a Memorandum of Understanding that establishes:

A. Types and formats of items to be collected.

B. Schedule of transmission.

C. Documentation that items transferred are non-record copies and may be disposed of at will by the Archives.

12. Physical Disposal of Records from the Archives: The following rules will apply to the physical disposition of items from the Archives:

A. No de-accessioned items or collections will be given to any individual except the original donor.

B. A collection may be disposed of by donation to another federal institution.

C. Media will be disposed of by breaking or scratching prior to placing in the trash.

D. Classified, Limited or FOUO items will be disposed of following established USMC guidelines.

Rare Books and Special Collections:

1. The Rare Books and Special Collections of the Library of the Marine Corps, although located in the Archives is under the operational control of the University Library, which is responsible for collection development.

2. Subject to sufficient funding levels and/or additional funding specifically for Special Collections the Library may purchase either individual items or collections of interest to the MCU or the larger USMC.
3. The Library accepts donations for Rare Books and Special Collections but makes no guarantee that that any or all donated items will be retained or included in Special Collections.
4. The Library does not accept and will not establish “Named” collections that are separate from either the normal circulating collection or set aside from the overall Special Collections.
5. General Criteria for Inclusion in Special Collections:
 - A. Decisions to add items into Rare Books and Special Collections are generally subjective. The following criteria will be considered when evaluating purchases and gifts for inclusion in Special Collections.
 - 1) Quality of material
 - 2) Rarity Age (age alone is not sufficient for inclusion although generally any titles printed before 1800 are put into Special Collections)
 - 3) Condition
 - 4) Authoritativeness
 - 5) Provenance
 - 6) Circumstances of creation
 - 7) Cost of retention (processing, storage, preservation, technical support)
 - 8) Ensuring value (evidential, informational, intrinsic)
 - 9) Format appropriateness (reprints are normally not included in the collection)
 - 10) Relevancy of content for the MCU or the USMC
 - B. An author’s signature alone, except in cases of rare autographs by major figures in USMC or military history is not sufficient to warrant inclusion in Special Collections.

- C. Memoirs written by Marines and either self-published or published by “vanity presses” will automatically be included in Special Collections. These titles are generally published in very small numbers and have a significant risk of quickly becoming unavailable. Although they may not have been considered appropriate for publication by major publishers, they provide a snapshot of one Marine’s view of life in the Corps and its impact on his or her life and, as such, have long term value for the USMC.

Classified Vault: The Classified vault located in the Archives and Special Collections area of the Library of the Marine Corps will hold the following:

1. Classified (up to Secret) USMC Command Chronologies.
2. Classified (up to Secret) MCU generated materials that MCU or its colleges, schools or divisions have asked the LoMC to retain as part of MCU’s official records.
3. Any non MCU generated classified documents (up to Secret) that EDCOM, TECOM or MCCDC ask the LoMC to collect and hold for them. Requests must:
 - A. Be in writing to the GRC Security Manager.
 - B. Describe exactly what is to be collected and held including SSIC codes.
 - C. Provide clear guidelines on how long the LoMC is to hold the material (statements such as “until no longer needed” are not acceptable).
 - D. State the organization, with POCs, responsible for adding to, using, or withdrawing items from the collection.
 - E. List the organizations responsible for transferring the materials to NARA by SSIC codes.
 - F. State the responsible party for receiving the materials when they are removed from the Archives vault at the end of the retention period.

Virtual Library:

1. In support of the MCU goal of incorporating effective and efficient technologies into the delivery of resources, services, and instruction the Virtual Library will:

- A. Purchase, provide technical oversight and management of leased and/or purchased digital information resources of the LoMC.
- B. Purchase, provide technical oversight and management of the systems infrastructure used to organize, catalog and provide access to the LoMC's collections.
- C. Ensure the effective delivery of digital information and research resources to the MCU campus and broader community of students, staff, and researchers throughout the University and the Marine Corps on the open Internet as well as through appropriate portals, intranets, extranets or other delivery methods.
- D. Continually update and improve information and research support through evaluating new technologies and concepts for organizing and providing access the LoMC's resources.
- E. Plan, execute and manage an active digitization program for the LoMC collections and make digitized items available to the widest possible audience within funding and access guidelines.
- F. In coordination with Archivists and Librarians collect, evaluate and catalog web-based resources and digital collections and repositories.
- G. Provide oversight and management of the creation of subject focused and web-based digital collections created from the various collections of the LoMC as well as linking in appropriate resources from outside the LoMC supporting the subject areas of the digital collections.
- H. Ensure that the Library's web site provides access to as many library resources as possible to the broadest spectrum of LoMC users allowable under funding and licensing restrictions and guidelines.
- I. Develop, establish and maintain common metadata for cross-searching in the Library and Archival collections.

2. Digital Resources:

- A. Digital resources include but are not limited to:

- 1) Leased or purchased databases
 - 2) Leased or purchased e-books and journals
 - 3) Leased, purchased or web based e-books or journals
 - 4) E-books, journals or papers in the public domain
 - 5) Born digital or digitized archival documents, photos, audiovisuals
 - 6) Digital maps, photos, audios
 - 7) Digitized books from the Library's collection
 - 8) Web-pages
 - 9) Blogs
 - 10) Streaming video
- B. The Virtual Library will generally follow the NISO Recommended Practice "A Framework of Guidance for Building Good Digital Collections" in its current edition when developing and maintaining its digital collections.
- C. The following criteria will be used in evaluating choices between digital or analog versions of resources or collections:
- 1) Collection level and subject criteria are applied across resources regardless of format
 - 2) Digital resources can be accessed by the primary users of the collections within the security guidelines/regulations established by USMC, DON and DOD
 - 3) A balance is maintained between formats (printed, audio-visual, and digital resources have different but equally important purposes and users
- D. Digital resources will be given priority when they offer economies of scale in some of the following areas:
- 1) Availability and timeliness
 - 2) Access to more relevant content

- 3) Better functionality (24/7 access, linking to additional sources, portability across platforms or access tools, linking to teaching technologies used within the MCU)
- 4) Increased remote access
- 5) Ease of use, archiving, preservation or replacement
- 6) The financial commitment necessary for acquiring and maintaining access to the digital resources for the out years seems reasonable
- 7) The technology to provide access to the resources is available at the time of purchase

E. Whenever possible the Virtual Library will:

- 1) Purchase rather than lease digital resources to secure permanent access
- 2) Acquire digital resources directly from the publisher rather than from a vendor or aggregator in order to provide maximum security and stability in access and content
- 3) Avoid duplication of content as much as possible between digital and print or between competing vendors
- 4) Pursue opportunities to digitize archival and academic library print collections in order to broaden access to their content
- 5) Evaluate, select, catalog and link to non-copyrighted books, journals, streaming videos, transcripts, web sites and other resources from the web that meet the guidelines established elsewhere in this Plan

3. Digital Collections:

- A. A Digital Collection is defined as a collection of digital objects from one or more of the collections or branches of the LoMC organized around a subject or area of study of value to the MCU or the Marine Corps at large.
- B. The LoMC's digital collections will be accessible via the LoMC's management systems and /or web-site. They will have sufficient established metadata to ensure access to the contents. (An example of at LoMC Digital Repository is the "Marines in Beirut 1982-1984" web page <http://www.tecom.usmc.mil/mcu/MCRCweb/Archive/Beirut/intro.html>)

- C. The Joint Digital Collection Development Committee will evaluate the LoMC collections as well as the curricula of the MCU to look for areas to create digital repositories.
- D. Creation of digital repositories is dependent on adequate funding and staffing.

The Quantico Base Library

1. The Collection Development Policy of the Quantico Base Library is based on the following principles:
 - A. The freedom to read, hear and view is protected by the First Amendment to the Constitution of the United States of America.
 - B. Inclusion of items and materials in the Base Library collection does not constitute or imply library staff agreement with or approval of the content, viewpoint, implications, or means of expression of those items or resources.
 - C. The Base Library and its staff do not serve *in loco parentis*. Parent(s) and/or legal guardian(s), and only the parent(s) and /or legal guardian(s), may restrict their own children from access to library information resources. For purposes of this policy *child, children, or minor* shall mean anyone under 18 years of age.
 - D. Base Library information resources selection and access will not be inhibited by the possibility that resources may inadvertently come into the possession of minors.
 - E. The Library upholds the principles of the American Library Association's [Library Bill of Rights](#) and its [Freedom to Read](#) statement and does not exclude materials based on the race, nationality, sex, social, political or religious views of the author, editor(s) or publisher(s).
2. Using these principles as guidelines the Base Librarian is responsible for collection development of the Base Library collection using funds supplied by Marine Corps Base Quantico Marine Corps Community Services.
3. Funding will never be adequate to ensure that all subject areas, viewpoints and formats can be purchased. Within funding limitations, the Base Librarian will:
 - A. Make selections that support diversity, including purchasing:
 - 1) Materials for all ages and educational levels
 - 2) A variety of viewpoints
 - 3) Classic literature as well a popular fiction

- 4) Materials representing the racial and cultural diversity of the Quantico community
- B. Ensure quality by applying established standards for selection of materials and by using established professional selection aids, including reviews in professional review journals and web-sites, booklists and recommendations by established authorities and award granting organizations, including but not limited to: Pulitzer Prize, American Book Award, Caldecott Medal, Newberry Award; PEN/Faulkner or Hemingway Awards, Nobel, Booker, etc.
- C. Ensure responsiveness to interest patterns by considering requests for purchase and patterns of use. Responsiveness to the interests of one individual or group will not be restricted on the basis of the dislike or disinterest of another individual or group.
- D. Use rental or leasing plans to make current best-sellers and short-term high interests books available to Base Library patrons in a timely and economic fashion.

4. General Selection Criteria:

- A. Current and anticipated needs and interests of the Quantico community
- B. Accuracy of content
- C. Readability
- D. Timeliness of information or topic
- E. Author's reputation or significance
- F. Publisher's reputation
- G. Evaluations in review media
- H. Contribution to diversity or breadth of collections
- I. Presentation of unique or controversial points of view
- J. Inclusion of title in standard bibliographies or indexes
- K. Receipt of or nomination for major awards or prizes
- L. Inclusion of indexing, bibliography, footnotes, illustrations and other features

M. Cost

N. Format

5. Withdrawal and Retention Criteria:

A. Materials are withdrawn in order to maintain a current, active, and useful collection reflecting the guidelines established in this Plan.

B. In line with national standards, the Base Library will attempt to withdraw 3%-5% of the book collection annually.

C. Items will not be withdrawn based solely upon any controversy surrounding the material.

D. Withdrawal Criteria:

1) Works containing obsolete or misleading information

2) Superseded editions

3) Worn damaged or extensively marked materials

4) Excess multiple copies of seldom used titles

E. Retention or Replacement Criteria:

1) Requested on ILL by other libraries

2) Receipt of awards by recognized authorities

3) Popularity

6. Internet Access:

A. The Base Library cannot control the content of resources available on the Internet nor guarantee that access to disturbing or offensive sites will be avoided. The Library expressly disclaims any liability or responsibility arising from use of the Internet.

B. The Base Library does provide "Family Friendly" web pages on its public access terminals.

7. Reference Material:

- A. The Base Library reference collection will not duplicate materials held in the University Library reference area.
- B. The Internet is used as a reference tool to supplement information already available in either library's collection.

8. Periodicals:

- A. The Base Library periodical collection focuses on popular general interest and children's periodicals.
- B. It does not duplicate the print or digital collections available in the University Library.

9. Donations:

- A. Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection.
- B. Accepted donations become the property of the Base Library and may be added to the collection or disposed of as deemed appropriate.
- C. The Base Library reserves the right to refuse offered donations of materials.
- D. Upon receipt of gift material a receipt can be given to the donor acknowledging the gift item.
- E. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation.