

Maneuver Center of Excellence Libraries

Collection Development Policy

(Updated 7 March 2025)

1. The Maneuver Center of Excellence (MCoE) Libraries fall under the G-3, Library Division and consists of unique, specialized, academic, and technical collections that support students, faculty, and staff of the MCoE as well as researchers worldwide. Collections include current publications, books, newspapers, journals, archival/rare materials, documents, and student papers, in various formats. DA Policies that govern Army Libraries and impact collection development are available at the following website:

<https://www.benning.army.mil/Library/>

Army Regulation (AR) 370-2 Libraries-Information Centers - The Army Library Program, dated 05 March 2024, addresses Army Library Collections. The proponent for this regulation is Deputy Chief of Staff, G-1. The following excerpt is taken from AR 370-2 para 2-4 Library designations and types and para 3-7 Collections:

a. (b)(2) Academic libraries. Academic libraries support teaching and learning and are essential to the professional military and civilian educational programs of Army schools, colleges, and universities. They serve the students, faculty, and staff of Army educational institutions. Library services to student populations are extended to nonresident students and the operational Army as determined by the library director. The collection may be extensive and cover a broader subject range than that of the school curriculum. The library may include special collections and archives. Academic libraries support the curricula of the parent schools. The library supports educational and doctrinal operations of the school or parent organization. Mission requirements may require the librarians to possess a specific skill or knowledge. Academic libraries will not operate as fully virtual libraries. They must include physical collections and physical space to support services, events, learning, and collaboration. Libraries will have a written collection development policy statement, updated annually.

3–7. Collections

a. Libraries develop and maintain sustainable collections in a variety of formats to keep pace with community needs and mission requirements. The size and scope of library collections are determined by assessing the quality and currency of materials, community needs, funding, and physical space.

b. Libraries must have a written collection development policy. Libraries will comply with commandwide collection development policies when a standard collection development

policy is established for all libraries within a command.

c. Libraries will evaluate collections regularly to withdraw obsolete and worn materials in accordance with AR 735–17.

d. Library collections may consist of physical materials, digital collections, licensed commercial databases, or a combination of the three. Even libraries focused heavily on providing access to electronic resources may need to acquire physical materials due to mission requirements, unavailability of books or other materials in electronic format, license restrictions, and cost considerations. Libraries will maintain physical collections and provide access to online information ensuring timely availability of current and retrospective materials in formats needed by the community served. Collections will be kept current through regular acquisition of appropriate materials and services. The use of electronic resources, including downloadable materials and streaming services, is a viable supplement to print collections.

e. General libraries will include materials to support mission requirements, professional military and voluntary education programs, lifelong learning, and the well-being of the military community. Academic library collections are determined by curricula, accreditation standards, and local mission requirements. Special libraries will provide current, in-depth materials in direct support of the parent organization's mission.

f. Libraries adhere to the ALA Library Bill of Rights to ensure that the selection process is free from censorship. Libraries will also apply the principles of intellectual freedom for all library services by implementing the interpretations of the Library Bill of Rights.

g. Libraries will address complaints regarding library materials and follow command guidance when library materials are challenged. Libraries may obtain legal review of any proposed action that would violate the Library Bill of Rights. Library managers and commanders should consult their servicing legal advisor prior to taking any action to remove challenged library materials. Legal advisors should assess the challenge in light of the First Amendment, DoD/DA policy, and applicable case law. Additional guidance is available from the ALA Office for Intellectual Freedom (see <https://www.ala.org/tools/challengesupport>).

h. Gifts and donations will be accepted in accordance with AR 735–17 and AR 1–100.

2. The MCoE Libraries Collection Development Policy supports AR 370-2 and is intended to help implement the Army's Mission to train Soldiers at the MCoE. The Policy will guide MCoELibrarians in the selection process and will inform the MCoE and Fort Benning Community about the principles of selection and how decisions are made. This policy does not replace the judgment of professional librarians, but states goals and boundaries that will assist them in choosing from a vast array of available materials. Materials will be added or excluded based on the principles outlined in this policy. Collection development is not based on the library's budget, although budgetary limitation may from time-to-time limit acquisitions.

3. While the final responsibility for collection development lies with the MCoE G/3 Library Division Director, the selection process involves all staff members. The primary objective is to collect materials of significant and permanent value that will enrich the collection and maintain balance. Selections will be based on reviews found in current Army professional journals, standard selections tools, bibliographies, and recommendations from experts in the field. To build a collection of merit and significance, all acquisitions whether purchased or donated will be considered in terms of one or all of the following standards. Priority will be given to materials that directly support the curriculum of the MCoE or are on the reading lists established by the Commanding General and the Department of the Army.

4. Selection Criteria Regardless of Format:

- a. Present and potential relevance to the Mission of MCoE.
- b. Importance/relevance to current issues in the world or as a document of the times.
- c. Of historical or regional setting.
- d. Relation to existing collection and other materials on the subject.
- e. Reputation or significance of the author.
- f. Materials authored by former Soldiers and Commanders of Fort Benning, Armor and Infantry related.
- g. Authority, comprehensiveness, and depth of treatment.
- h. Statement of challenging or original point of view.
- i. Demand is also a valid factor; items in demand that do not meet the specific criteria listed above may be selected.
- j. The library will not attempt to acquire textbooks unless information is only available in a textbook.

5. Selection Criteria by Format (in addition to the criteria listed above):

- a. Books, E-books, and E-audio books – will be selected to support the curriculum and the academic information requirements of the MCoE. Duplicate copies may be purchased as required. If available the initial copy will be purchased in hardcover, additional copies may be procured in paperback or in e-format.
- b. Serials & Periodicals – are continuing publications that are published and issued on regular or irregular basis in various formats and include journals, newspapers, and magazines.

(1) Magazines included in the collection will support the curriculum, provide news coverage of world events, and encourage scholarly inquiry. Interdisciplinary titles with the widest appeal will be given priority. Subscriptions will include national, international, and local publications of interest that support the curriculum, provide news coverage and a sampling of viewpoints on current events.

(2) A limited collection of subject interest & professional development type newspapers such as the ARMY TIMES will be carried.

(3) Journals are published to document research efforts in academic and professional fields. They are scholarly in nature and provide a forum for peer groups in a particular field. Journals such as ARMOR and Infantry Magazine will be included in the collection and retained indefinitely.

b. Serials & Periodicals available only through electronic databases may be considered.

(1) Media – Videos, DVDs, audio books and language tapes may be purchased as required. Priority will be given to titles that support the curriculum. Entertainment titles that enhance the students' understanding of subject matter may also be considered.

(2) Microforms – Microforms will be purchased to support requirements to archive materials. Digital collections are preferred.

(3) Maps – Maps will be purchased as required to support the training requirements of the MCoE. Maps must be accurate or of historical significance.

c. Manuscripts and Archival Materials – The purpose of the MCoE Archives Collection is to collect and preserve material of historical significance and publications authored within the MCoE and per AR 11-33 Army Lessons Learned Program and TRADOC Regulation 350-13 Military History and Heritage Education Program. All manuscripts and archival material added to the collection must serve a historical purpose and reflect the MCoE Libraries mission. Material that meets the following specific criteria will be considered for addition:

(1) Material of historical significance published in the local community or on-post such as:

Historical Post Newspapers such as the Bayonet & Saber

Student yearbooks

Unit histories

After Action Reports

Maps

Student papers

Programs of Instruction

(2) Hard to find, Army publications that are historical, rare or are mission requirements of the MCoE.

d. Software, Databases and Electronic Resources – Searching capabilities, organization and navigation tools should enhance information retrieval. Copyright and licensing agreements must be considered before inclusion in the collection.

e. Electronic resources should be limited to those generally accepted in the library field as being accurate, authoritative, and reliably maintained.

f. Pamphlets & Vertical Files – Information that supports the collection may be added to the vertical files in loose leaf or pamphlet format. This information is arranged by subject, or it may be cataloged and classified into the collection. Military specific FMs, DA Pamphlets, for Armor/Infantry/MCoE Proponents, may be added to the collection as required; no effort will be made to collect comprehensive collections.

6. Gifts & Donations:

a. The MCoE Libraries will consider adding donations based on the same criteria as items purchased for the collection. Individuals who would like to donate material should contact the Library Director at 706-545-8591. All donations become the property of the Army and may be added as appropriate or discarded in accordance with Army Library Program guidelines. The library cannot provide monetary appraisal for gifts or donations. Individuals requesting receipts will be provided a dated description of the number and type of items donated. The library retains unconditional ownership of all gifts and donations and makes the final decision on the use, housing, display, access, or disposition of the gift.

b. A detailed sample of a donation statement can be found in the MCoE Libraries Standard Operating Procedure (SOP).

7. Maintaining the Collection & De-selection:

a. Materials that are out of date, worn, damaged and of no archival value will be removed from the collection and withdrawn from the accountability records. Material will be removed from the collection IAW AR 735-17 and IAW the MOU that is established between the library and the Garrison Recycling office. Librarians, staff, and faculty will periodically review the library's collections for currency, quality of content and condition. The same criteria used to select material to add to the collection will be used to evaluate materials already in the collection.

b. Materials selected for removal will be disposed of IAW AR 735-17, 370-2, the MOU established with the Garrison Recycling office and/or AR 735-5.

c. A detailed guide for withdrawing material can be found in the MCoE Libraries Standard Operating Procedure (SOP.)

Complaints & Censorship Issues:

d. Censorship is not practiced in Army Libraries, IAW AR 370-2 para 2-7 (b).

e. Information resources will cover different views of controversial subjects. Materials added to the MCoE Libraries Collections will present a wide range of viewpoints on public issues (AR 370-2, para 2-7.b and AR 600-20, para 5-9.)

f. Individuals with complaints about items in the collection may address their concerns to the Chief Librarian, MCoE G/3 Library Division.

8. Copyright:

a. Library staff will conform to the Copyright Act of 1976, Title 17 of the US Code, and to the digital Millennium Copyright Act, 1998. The Army point of contact for copyright issues is the Intellectual Property Counsel of the Army and Chief, Intellectual Property Office, Regulatory Law and Intellectual Property Division, U.S. Army Legal Services Agency, Arlington, VA.

9. This policy will be revised as times and circumstances require. For comments or questions, please contact the undersigned.

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