MONTANA TECH LIBRARY

COLLECTION DEVELOPMENT POLICY

DOCUMENT UNDER REVIEW, SPRING 2017

INTRODUCTION

Montana Tech Library Mission Statement

Montana Tech Library is an integral part of Montana Tech. Its highly trained staff of information experts advances the university's mission by providing access to resources, support for research, and a range of interpersonal services to meet the information needs of students, faculty, staff and the community.

Library Bill of Rights

Montana Tech Library adheres to the American Library Association's *Library Bill of Rights* which "affirms that all libraries are forums for information and ideas…" (Appendix C). The library uses the *Library Bill of Rights* to guide its services.

Purpose of Collection Development Policy

The purpose of the Collection Development Policy is to provide a systematic method for the management, development and assessment of the library's collections in all formats. This includes identifying staff responsibilities, identifying user groups and their needs, defining selection and de-selection criteria and providing written policies regarding donations, preservation, copyright and intellectual freedom.

The objective of this policy is to provide current, diverse, balanced collections that support the instructional, institutional and individual needs of students, faculty and staff. It will ensure purposeful acquisitions by specifying selection criteria. This policy is also intended to establish continuity for collection improvement, ensure faculty input, and assist in fiscal planning and fund raising.

OVERVIEW

Collection Development Responsibilities

The Library Director's Collection Development responsibilities are varied. The Library Director has final authority for collection development policy decisions but may authorize Faculty Librarians to interpret and guide the application of the policy and make decisions regarding acquisitions and withdrawals. During the fall semester the Director informs all faculty that funds are available for print books and DVDs which support their courses and research. Members of the university's Library Committee are responsible for informing their departmental faculty of the availability of these funds. In turn, faculty members are responsible for submitting their title requests to the librarians or the Director.

It is the responsibility of librarians to ensure the integrity of the collection by identifying and evaluating its strengths and areas that need improvement. Evaluation is conducted using discipline-specific criteria (Appendix E), and by analyzing new and changing academic programs, usage statistics and interlibrary loan requests.

Each academic department is assigned a librarian whose responsibility it is to oversee collection development for that department. The librarian works closely with departmental faculty to evaluate and develop the collection by subject area. One faculty member from each department serves on the Library Committee, and is the designated library liaison for their department. Librarians and liaisons are jointly responsible for maintaining communication between the academic department and the library, including changes to programs and initiatives, policies, and the collection.

The campus Curriculum Review Committee also requires faculty requesting new courses or changes in current course content to contact their assigned librarian for approval of the proposed changes. The librarian must evaluate the current collection and determine whether physical and electronic resources are sufficient for the support of the new course. This results in faculty being informed of existing resources or the need for increased acquisitions with ensuing costs to the library.

Librarians are expected to develop subject knowledge in the areas for which they are responsible by keeping informed of major news and scholarship within these fields. Librarians meet regularly with the Library Director to discuss general collection development issues, update the collection development policy, and negotiate major acquisitions.

ACCESS

An important aspect of Collection Development is developing systems that enable access. The Electronic Resources Librarian and the Library Systems Support person are responsible for maintaining the systems that provide online access. In addition, the Technical Services Department staff ensures timely cataloging, processing, and shelving of print materials and DVDs.

The library meets the demand for unlimited access to online resources by providing faculty, students and staff on- and off-campus access to subscription databases via the library's website. Community members may access digital resources within the library building.

The Circulation Department facilitates access by providing services and policies for loaning and returning items (Appendix B). Circulation staff also help maintain the collection by tracking lost or missing books.

USER GROUPS

Primary user groups include undergraduate, graduate, and PhD students, faculty and staff of Montana Tech, and researchers at the Montana Bureau of Mines and Geology. Library users also include distance education students who access the library remotely and rely heavily on the library's electronic resources. Students and staff of Highlands College, the university's two-year school, use the library as well.

Montana Tech Library supports the research of off-campus patrons, typically community members. These patrons are authorized to use the library's electronic resources from within the library. Local citizens may obtain an off-campus library card which allows them to check out regularly circulated items; however, off-campus access to the library's electronic collections is unavailable to these patrons.

PROGRAMS SUPPORTED

The Library supports academic programs at four colleges/schools within the university including: the School of Mines and Engineering, the College of Letters, Sciences and Professional Studies, Highlands College, and the Graduate School. The degree programs include: 1 Doctorate, 10 Masters, 29 Bachelors, 15 Associates, and 12 Certificates. Also supported are more than 50 researchers and staff of the Montana Bureau of Mines and Geology.

<u>School of Mines and Engineering</u>
The supported Bachelors programs in the School of Mines and Engineering include Safety, Health and Industrial Hygiene, and the following Engineering fields: Electrical, Environmental, General, Geological, Geophysical, Mechanical, Civil, Metallurgical, Materials, Mining, and Petroleum.

SME Masters level Engineering degrees offered by the Graduate School and supported by the library include: Civil, Electrical, Environmental, Geological, Geophysical, Hydrogeological, Mechanical, Mineral Processing, Mining, Petroleum, Project Engineering and Management, and Welding. Non- engineering Masters Degrees include: Geoscience (geochemistry), Geology, Hydrogeology, and Industrial Hygiene.

Montana Tech supports two PhD programs, Interdisciplinary Studies and Materials Science.

<u>College of Letters, Sciences and Professional Studies</u>
The supported Bachelors programs in the College of Letters, Sciences and Professional Studies include: Biological Sciences, Business and Information Technology, Chemistry (see also Subject Statements), Computer Science, General Science, Health Care Informatics, Liberal Studies, Mathematical Sciences, Network Technology, Nursing (see also Subject Statements), Pre-Professional Health, Professional and Technical Communication, Software Engineering and Statistics.

CLSPS Masters programs offered by the Graduate School and supported by the library include: Interdisciplinary Master of Science, Health Care Informatics, and Technical Communication.

Highlands College
Students in Associate of Sciences, Applied Sciences and Certificate programs at Highlands College, the university's two-year institution, have access to all print and online library resources at the main campus (see also Subject Statements). In addition, there is a small, discipline-specific library of print resources located in the Highlands Learning Center supported with funds from Highlands College.

Montana Bureau of Mines and Geology
Researchers at the Montana Bureau of Mines and Geology enjoy library support for the research in Earthquake Studies, Energy, Environmental Assessment, Geology, Groundwater, Hydrogeology and Minerals.

RELATION TO OTHER LIBRARIES

The library is part of the University of Montana (UM) which includes UM Missoula, UM Western, and a pair of two-year schools, Helena College and Missoula College. Montana Tech Library regularly collaborates with the UM libraries by sharing collections through Interlibrary Loan and joint purchasing of electronic resources. Montana Tech Library shares its holdings with UM and its affiliates via an integrated library system which all the campuses share. Collaborative relationships between UM Mansfield Library in Missoula, Montana State University Renne Library in Bozeman, and the smaller schools in the Montana University System have resulted in the formation of Treasure State Academic Information & Library Services (TRAILS), a consortium for Montana academic libraries.

Montana Tech is located in Butte Silver Bow County which is home to the nationally recognized Butte Silver Bow Public Archives. The Butte Archives hold millions of resources related to the history of mining and labor unions. Its historical social collections are an excellent complement to the library's historical technical collections in mining. The county also has a public library, and Montana Tech's academic collections do not duplicate theirs. Library patrons are routinely referred among the three institutions.

The library also receives access to statewide resources via the Montana State Library, including the Montana Shared Catalog, a shared ebook collection, and state-wide database subscriptions.

SIZE of the COLLECTION

The library's print collection contains 137,000 book titles and 187 current journal titles. Users have access to 155 databases containing primarily scholarly journal articles and books related to the institution's academic programs. The databases contain 67,191 electronic serial titles and 214,872 electronic books.

FUNDING

The public universities in Montana are funded by the State, tuition, and student fees.

The library also receives varied amounts of funding from indirect cost recovery (IDC) to support research. The IDC fund was initially administered by the Associate Vice Chancellor for Research and is now allocated by Montana Tech's Executive Budget Committee. Like many libraries, some IDC's are

used for fixed costs such as the purchase of electronic resources. This practice is implemented with the approval of the Executive Budget Committee.

In the past the library has requested and received funding from the university's "one-time-only" monies for carpeting, furniture and remodeling. On an irregular basis, the library has received up to $35,000 from corporate donors, smaller donations from the Friends of Montana Tech Library, and minor library contributions (less than $1000).

BUDGETS

The Library Director and staff prepare an annual budget and make recommendations to Montana Tech's Executive Budget Committee for approval. The budget calculations are based on fluctuations in State funding, past budgets, enrollment, and annual percentage projections estimated by the Book Industry Study Group and the library's major serials vendor, EBSCO.

From 2007 to 2017, the library's total capital budget for subscriptions, books and binding increased by 41.52%. Total capital funds for FY 2017 are $263,244 (Appendix A). During the same time period, the subscriptions portion of the budget increased by 55.55% and more than 99% of subscriptions are now in electronic format. Conversely for the same time period, the book portion of the budget decreased by 18%. Future book budgets expenditures are expected to continue to shift to electronic format. The binding budget has not changed in ten years.

The Fiscal Year 2017 library Subscription Budget is $232,800, Book Budget is $26,944, and Binding Budget is $3500.

SELECTION CRITERIA

Selection of Materials

Librarians consider numerous factors when adding any resource to the collection. They base their decisions on the following criteria.

- Relevance to the curriculum and the collection as a whole
- Appropriateness/reading level
- Depth of current holdings
- Availability in other libraries
- Currency, accuracy and lasting value
- Cost relative to budget and other available material
- Ease of access
- Suitability of format
- Demand, including interlibrary loan frequency or circulation statistics
- Where indexed
- Author's reputation
- Type (general, basic, core, spectrum, specific, books, journals, reference)
- Frequency of collection evaluation

- Withdrawal
- Retention of historically significant items

Librarians select materials that augment programs of study and support academic research and scholarship. Librarians consult faculty and read reviews, bibliographies, and catalogs when evaluating potential additions to the collection.

Guidelines for selection vary among departmental collections; each program of study at Montana Tech has individualized needs. Subject specific criteria are determined through collaboration between library and departmental faculty (see Subject Statements below).

The Library also collects material based on undergraduate student information needs that are largely related to course work. The library does not collect textbooks, but instructors may place textbooks and course supplements on course reserve for use within the library.

De-selection of Materials

Librarians periodically assess the individual collections for currency and relevance using pre-defined criteria (See Appendix F). Faculty also make recommendations for item removal, with the final decision made the librarian. Materials that are deselected are withdrawn from the library catalog and donated to the Friends of Montana Tech Library book sale.

Languages

English is the predominant language of library materials. Some materials in the Foreign Documents Collection are in the language of the issuing country, this material usually contains an English summary. There are also a few classic mining and metallurgy monographs in French and German.

Foreign language material will only intentionally be collected upon faculty request.

Multiple Copies

Generally, items are acquired as single copies. New editions replace older editions. Some multiple editions are kept for historical value or by faculty request.

MAJOR COLLECTION & FORMATS

Electronic Resources

The library collects electronic books and journals that support the academic disciplines of Montana Tech. The electronic books and journals reside in 155 online databases which Montana Tech students, faculty, and staff may access 24/7 on-campus or remotely with a Digger ID. Individual databases have unique features, policies, and content. Yearly coverage for ejournals and access to specific ebooks are subject to change.

When compared to the library's physical collections, the electronic collections are growing exponentially; they are the main component of the library's broadening information resources.

Books

The collection consists of approximately 137,000 volumes arranged according to the Library of Congress Classification system. Because of the historic educational role and scope of the institution, the collection has particular strengths in engineering and the sciences. Literature, history and economics also make up a relatively large proportion of the collection. A growing collection is in the health sciences and leisure reading.

The books collection also consists of reference books including encyclopedias, handbooks, directories and other summary-type publications. All instructional and research areas of the institution are included. Additions and deletions to the collection are recommended by the reference librarians or faculty. The great majority of recent additions to this collection are from standing orders that provide up-to-date additions and replacement material for existing handbooks and directories.

Serials

The serials collection consists of both print and electronic resources. The majority of this collection is comprised of electronic serials. Print serials are purchased/retained when an electronic copy is cost prohibitive or for historical and accreditation value. The majority of serials purchased in both formats serve the research, teaching, and classroom needs of the campus. A small number of print serials are purchased for leisure reading. Serial titles are retained indefinitely. De-selection and weeding of serials is conducted by the librarians who consult usage statistics and when necessary consult with departmental faculty.

Special Collections

This collection contains approximately 1800 volumes of Montana history, works of fiction by Montana writers, and older mining, geology and metallurgy works. These items are considered classics, and would be difficult to replace regardless of cost. All of the material in this collection would normally be included in other collections, but due to rarity it is housed in the Special Collections room to control access. Patrons may only use these materials under the supervision of library staff. Direct access to Special Collections is limited to staff only.

The collection is nearly at capacity so that additions, which are made by the Library Director in consultation with the librarians, may require removing material to other collections. Purchases are not usually made specifically for this collection. All items are cataloged.

Archives

The intent of the Archives is to preserve an historical record of the institution. The collection presently consists of about 132 shelf-feet of material including the following:

- College catalogs
- Student newspapers
- Alumni Association publications

- Tech Foundation publications
- College yearbooks
- Scrap books and folders of historic newspaper clippings
- Montana University System Board of Regents policies and meeting minutes.
- Files of pictures
- Publications and limited edition reports of other organizations about this college.
- Publications and limited edition reports by Tech faculty staff and students.
- Regular and irregular publications by the college.
- Other miscellaneous material including artifacts.

Material in this collection may be used in the Library but not taken from the building unless special permission is granted by the Library Director. The library staff will copy material (including pictures) for use out of the building. With the exception of the student newspaper, additions to this collection have been made on an ad-hoc basis. The concept of sending copies of material to the library has not been institutionalized. There is no inventory of material in this collection; however, an index to the picture file has been compiled. As time permits an inventory and holdings list will also be compiled. College offices that issue publications on a regular basis are being asked to send one copy to the Library. Other additions will be made on an ad-hoc basis with the Library Director being responsible for the additions.

In addition to the institutional archival material the library also has archival copies of Montana Tech Masters Theses, Montana Tech Bachelors Theses, United States Geological Survey, United States Bureau of Mines and the Montana Bureau of Mines and Geology publications. All of the Masters Theses have been digitized and are available through the database *Montana Tech Theses*. The library still retains a physical copy of all Masters Theses.

Material from the above resources that reside in the circulating collection may be checked out. If a patron requests a volume that is checked out, they may use the archival copy in the library. If a circulating volume is lost, a reproduction will be made from the archival copy for patron use.

Digital Commons

In 2012 the library implemented an online institutional archive called Digital Commons @ Montana Tech. Faculty and Student Scholarship is uploaded there and made accessible globally via the internet. Scholarship includes articles, book chapters, posters, Bachelors & Masters Theses and reports, Senior Design projects, Undergraduate Research Projects and public lecture recordings. Digital Commons also holds the historically significant World War II newspaper, *Copper Commando*. This collection currently includes more than 1,500 works continues to grow. In Fiscal Year 2016, works downloaded from Digital Commons @ Montana Tech 34,653 times.

Government Documents & Maps

Federal Library Depository Collection

Montana Tech Library is a regional depository for government documents and participates in the Federal Depository Library Program. The government documents collection includes State of Montana and United States federal government documents in both print and electronic formats including:

- Papers
- Folios
- Microfiche
- CDs
- Posters
- Technical Reports
- Maps

Additions and deletions are made through consultation of the *Instructions to Depository Libraries* and through consultation with faculty, staff, off-campus patrons and directors and staff of other depository libraries in the state. The library selects documents with an emphasis toward the needs and interests of its patrons, and there is a focus on documents published by US departments of the Interior, Commerce, Energy, and Environmental Protection Agency (EPA). Key materials within this collection include the US Geological Survey and US Bureau of Mines documents, such that the library houses backup copies of these items within the archives.

Foreign and U.S. State Documents

As a result of the library's participation in the Montana Bureau of Mines and Geology document exchange program it has acquired a significant number of US documents from 49 states, and foreign documents from 48 countries. These materials have not been cataloged but may be checked out by patrons. Only single copies are retained; material in any language is also retained. The retention of publications entirely in other languages is examined on an individual basis. The U.S. State Documents collection is believed to be the only collection of its size in the state.

Superfund

The Superfund Collection has been in existence since Superfund remediation activity began in Montana in the 1980s. Material in this collection relates to the remediation activity at the following Superfund sites:

- Anaconda
- Anaconda Mineral Company Special Study
- Milltown Reservoir Sediments/Clark Fork River
- Montana Pole Plant
- Silver Bow Creek/ Butte Area

The EPA provides material for this collection on an irregular basis. The collection is cataloged but does not generally circulate. Librarians determine if materials are allowed to circulate to individual Montana Tech students, faculty, and staff.

Maps

About 80,000 maps are in this collection. They include mostly topographic maps of the western states published by the U. S. Geological Survey, and planimetric maps issued by the Geological Survey, Bureau of Land Management and Defense Mapping Agency. In addition to topographic coverage of the western states various other types of maps of the rest of the world are included. Indexes to the various map series are also available.

Patents

The Montana Tech Library participates in the Patent and Trademark Resource Center Program and is the designated Center for the state of Montana. As a Resource Center the Montana Tech Library disseminates patent, trademark and intellectual property information. Material for this collection is acquired from both the U.S. Depository Program and the Patent and Trademark Program of the Department of Commerce. This collection consists of historical Official Gazettes for patents and trademarks as well as Indexes of Patents and Trademarks. The Library continues to receive physical copies of Plant Patents. Patents and Trademarks are now available online through the USPTO website as well as through the database PubWest which is available in the library.

COLLECTION SUPPLEMENTS & ISSUES

Arrangement & Classification

The library uses the Library of Congress Classification system to catalog and shelve books. Journals are shelved alphabetically by title. The library receives selected government publications on a regular basis which are cataloged and shelved according to the Superintendent of Documents Classification system (SuDocs). State and Foreign Documents are shelved by state or country, then by department or agency. The Superfund Documents Collection Classification system, developed internally, is classified by Site and then by Operational Unit.

Cooperative Agreements

To ensure access to resources beyond the library's capability to obtain or maintain in-house, the library enters into cooperative purchasing agreements with institutions, consortia (primarily TRAILS), or groups. Written agreements are negotiated and managed by the library's Computer Support Specialist in consultation with the Library Director.

Copyright

The library adheres to the U. S. Copyright Law and makes every effort to keep current on changing legislation affecting libraries. Journal article borrowing is automatically monitored through the library's interlibrary loan software, ILLiad. Once legal use-limits are reached, the library or academic department pays royalty fees.

Donations

Montana Tech Library regularly receives donations of books, journals, miscellaneous papers, and other publications and accepts them with the understanding that they will be added to the collection only if they meet Collection Development Policy criteria. Donors must agree that the library reserves the right to the means for the disposition of donations not added to the collection. Large or non-library donations, including artifacts, must relate to the collection of the institution in some way, and acceptance of them must be approved by the Library Director. The library acknowledges donations with a receipt that indicates the total count of items donated. According to Federal regulations, no appraisal of donations is provided by the library.

Reference Librarians determine which donated books will be added to the collection using criteria specified in this policy. Some journal titles are regularly received as donations and are kept in Technical Services until they are a year old before being added to the collection. Other donated journals are added to the collection if needed to replace missing issues.

Highlands College

Books at Highlands College

The primary purpose of the Highlands College Books Collection is to support the instructional programs offered at Highlands College.

The Highlands College Learning Center Director is responsible for collection development and the Highlands College library budget, which is administered separately from the Montana Tech Library. Additions to holdings are based primarily upon faculty recommendations/requests. To assure a balanced collection representing all programs, funds are allocated equally to each program area. However, increased funding may be allotted for the first year of any new program to provide sufficient information resources.

Reference at Highlands College

The Highlands College Reference Collection is curricular based and consists primarily of dictionaries, encyclopedias, directories, handbooks, registers and government regulations. Since the 1994 merger of Montana Tech with the College of Technology (now Highlands College), the collection has benefited from the transfer of superseded reference materials withdrawn from the Montana Tech Reference Collection at the North Campus. Such materials are relatively current (1-2 years old) and provide resources otherwise unavailable on site because of funding limitations.

Serials at Highlands College

Highlands College has discontinued their serials collection.

As noted above, Highlands College faculty, students and staff also have access to all resources offered at the main library on the North campus. Also, anyone at Highlands may request items from the main library which are then sent to the Highlands Learning Center for check-out and return.

Intellectual Freedom

Resources are not excluded from the library's collection because of race, religion, nationality, gender, sexual orientation, political or social viewpoints, the author or intended audience. Individual items, which may be controversial or offensive to some, may be selected if they strengthen the collection and contribute to a range of viewpoints.

The Library follows the American Library Association *Library Bill of Rights* (Appendix C) and does not condone any form of censorship. If any person raises objections to the library's holdings they are required to complete the "Request for Review of Library Materials" form (Appendix D) and submit it to a library staff member. The staff member receiving complaints immediately refer the patron to the Head of the Public Services Department. If the complaint cannot be resolved, it will then be forwarded to the Library Director. Complaints not resolved by the Library Director are referred to the Vice Chancellor for Academic Affairs and Research.

Interlibrary Loan

The library supports user needs by obtaining both print and electronic resources through its interlibrary loan service. Many articles are made available within 24-48 hours of the request. Physical items such as books and visual media typically arrive within 14 business days.

Preservation

For preservation of electronic resources, the library is a member of Portico, an electronic archiving service whose mission is to "preserve scholarly literature published in electronic form and to ensure that these materials remain accessible to future scholars, researchers and students."

Most print materials are restored in house; however, the restoration of rare or historical materials is out-sourced to specialists.

Until approximately 2010, the library was a repository for all Montana Bureau of Mines and Geology print publications and kept duplicate copies in storage. Since then MBMG has converted to digital format and the library refers patrons to the MBMG website for access to those materials.

A comprehensive collection of current and historic Montana geology and mineral resource development is also maintained in the library.

ACADEMIC DEPARTMENT PROGRAM PROFILES and SUBJECT STATEMENTS

Biological Sciences

Program Description

The Department of Biological Sciences administers two degree programs, a Bachelor of Science degree in Biological Sciences and the Bachelor of Applied Science (BAS) degree in Biology. The BS degree is offered in two tracks and prepares students for graduate and professional schools. The BAS allows students with an Associate of Applied Science degree to earn a four-year degree with a minimum of additional college work. With either degree, students may be employed as professionals in various biological science disciplines.

Biological Sciences also offers a 5-17 credit Certificate in Restoration providing the professional knowledge and practical expertise needed to reestablish native ecosystems on damaged landscapes.

Teaching and Research Areas

Natural History, Evolution, Ecology (especially Alpine & Restoration Ecology), Biodiversity, Anatomy & Physiology, Zoology, Botany, Genetics, Biostatistics, Microbiology, Cell & Molecular Biology, Immunology, Virology (especially Hantavirus), Pre-Medical

Collection Focus

Full-text research articles from peer-reviewed journals. Standard reference volumes in Biology. The library maintains access to databases intended to support business and information technology including JSTOR (Botany), Annual Reviews, NetAnatomy, PubMed, Birds of North America, AGRICOLA, Nature, ASM, Environment Complete, Science Direct, SpringerLink.

Collection Analysis

Montana Tech's Biological Sciences program is recognized and accredited by the Northwest Association of Accredited Schools (NAAS). Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library owns a significant number of the Top 20 Journals in the following biological science subject areas: Biochemistry / Molecular Biology 20/20; Biology 20/20 (Updated October 2016, AK).

Notes

Major reference works include Bergey’s Manual of Systematic Bacteriology, and The Prokaryotes (available via SpringerLink eBooks).

Business & Information Technology

Program Description

The Business Department at Montana Tech offers two degrees, a Bachelor of Science (BS) in Business and Information Technology and a Bachelor of Applied Science (BAS) in Business. The Bachelor of Science is a traditional four-year degree program that allows students a course of study under five options: Accounting, Health Information Technology, Information Technology, Management, Marketing, & Natural Resource Management.

The Bachelor of Applied Science is a two year program designed to allow students, who have completed their Associate of Applied Science degree, an opportunity to continue and complete a baccalaureate degree. Students can choose between two tracks under the Bachelor of Applied Science Degree: Accounting & Management.

Teaching and Research Areas

Accounting, Economics, Management, Marketing, Management Information Systems, Entrepreneurship, Enterprise Systems, Information Technology, International Business

Collection Focus

Electronic resources (journals and books) are the highest collection priority due to the time sensitive nature of the industry. Print books and journals are collected at regular intervals. The library maintains access to databases intended to support business and information technology including Business Source Complete, Business Insights, Communication & Mass Media Complete, Emerald, Europa World, JSTOR, LexisNexis Academic, Mergent Online, and Reference USA. Safari Technical ebooks provides resources for IT books.

Trade journals that publish business case studies such as *Harvard Business Review* are very important. The library currently does not have access to Value Line, or Almanac of Business and Industrial Financial Ratios.

Collection Analysis

Montana Tech's Business and Information Technology program is recognized and accredited by the Northwest Association of Accredited Schools (NAAS). Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library owns 20 of the Top 20 Journals in the subject area of Business and Information Technology. (Updated October 2016, AK)

Notes

The Business Program is looking to be considered for accreditation by the International Association for Collegiate Business Education (IACBE).

Chemistry

Program Description

Chemistry faculty members are experienced in the classroom and the research laboratory and engage students in both settings. Faculty members and their students are actively involved in both fundamental and applied research that extends beyond the classical areas of chemistry; analytical, biochemical, inorganic, organic and physical, into exciting interdisciplinary areas, such as, computational chemistry, biotechnology, biogeochemistry, and materials science.

The chemistry department offers undergraduate American Chemical Society (ACS) certified BS degrees in Chemistry, Biochemistry, Environmental Chemistry, Geology-Geochemistry and Professional.

Teaching and Research Areas

Chemistry, Organic Chemistry, Inorganic Chemistry, Biochemistry, Professional Chemistry, Environmental Chemistry, Geology-Geochemistry

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain accreditation with the ACS. Print journals will only be collected to maintain ACS accreditation.

Collection Analysis

The Montana Tech Library meets the ACS Guidelines for Bachelor Degree Programs; additionally the Library meets the ACS CPT-Recommended Journal List. Both of these guidelines are followed to maintain accreditation with the ACS. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to a significant number of the Top 20 Journals in the following chemistry subject areas: Analytical Chemistry 17/20, Applied Chemistry 20/20, Chemistry Inorganic/Nuclear 16/20, Medicinal Chemistry 17/20, Multidisciplinary Chemistry 13/20, Organic Chemistry 16/20, and Physical Chemistry 17/20. (Updated September 2016, MG)

Notes

In order to retain its accreditation for the chemistry Bachelor's Degree programs, the library is required to follow ACS accreditation criteria for maintaining access to several print and electronic resources.
Whenever possible the library works to expand access to electronic books and journals to augment the existing collection. The library continually adjusts to meet the new research and subject areas of the chemistry department and other departments that rely on chemistry resources. Montana Tech Library purchased access to the database SciFinder in 2013 in anticipation of the implementation of a PhD in Materials Science.

Computer Science and Software Engineering

Program Description

The Computer Science & Software Engineering bachelor degrees begin with a Freshman Seminar course designed to introduce first year students to the fields of computer science & software engineering, the research of department faculty, & to professionals in the field. The students are introduced to programming and calculus in their first year. In their sophomore year students study discrete structures, embedded systems, and database management. Students build on their programming knowledge with a full year of data structures & analysis of algorithms. In upper division courses students branch into areas such as software engineering, computer architecture, operating systems, theory of programming languages, artificial intelligence, networking, web science & the theoretical foundations of computing.

Teaching and Research Areas

High Performance Computing, Data Visualization, Artificial Intelligence, Robotics, Programming Languages, Embedded Systems, Databases, Network Technology, Software Design, Machine Learning, Data Science.

Collection Focus

Electronic resources (journals and books) are the highest collection priority due to the rapid development of computer technologies. The library maintains access to databases intended to support computer science and software engineering including ACM, SpringerLink, Safari Books, Wiley Online, ScienceDirect and Arxiv.org.

Collection Analysis

Montana Tech's Computer Science and Software Engineering program is recognized and accredited by the Northwest Association of Accredited Schools (NAAS). Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library owns 15 of the Top 20 Journals in the subject areas of Computer Science and Software Engineering. (Updated October 2016, AK)

Notes

High-Performance Computing cluster on campus. Accredited by ABET.

Engineering

Electrical Engineering

Program Description

The Electrical Engineering program at Montana Tech provides a quality education that stresses the fundamentals of engineering, mathematics, and science in order to prepare graduates to enter and continue the practice of electrical engineering at the professional level.
The Electrical Engineering department offers Bachelor of Science and Master of Science degrees.

Teaching and Research Areas

Signals and systems, controls, electrical power systems

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village.

Collection Analysis

The Electrical Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to 12 of the top 20 Electrical & Electronic Engineering journals. (Updated September 2016, MG)

Notes

Environmental Engineering

Program description

Environmental engineering students earn a broad-based science and engineering education in one of the oldest and most established environmental engineering degree programs anywhere in the world. Students use computers extensively for engineering design and problem solving, and learn in an environment that includes hands-on laboratory classes and classroom discussion as they study how pollutants are generated, measured and controlled.
The Environmental Engineering department offers Bachelor of Science and Master of Science degrees.

Teaching and Research Areas

Air and water pollution control, hazardous wastes, soils remediation, pollution prevention, health risk analysis, and land reclamation.

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village. Environment Complete is a database of particular interest to Environmental Engineering.

Collection Analysis

The Environmental Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to all 20 of the Top 20 Environmental Engineering journals. (Updated September 2016, MG)

Notes

Freshman Engineering Program

Program Description

The Freshman Engineering program enables incoming students with an interest in engineering to be exposed to a broad range of general disciplines without declaring a specific major in their freshman year.
All FEP students must complete a common curriculum their first year prior to applying to a specific engineering department. The courses in FEP create a strong foundation for basic engineering and assist the student with selecting one of Montana Tech's engineering disciplines. FEP students meet with advisors on a regular basis and are encouraged to interact with other FEP students through team projects and campus activities.

Teaching and Research Areas

Calculus, chemistry, physical geology, physics, and introductory engineering.

Collection Focus

The FEP is served by the collections established for individual engineering disciplines. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village.

Collection Analysis

The Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to a significant number of the Top 20 Journals in the following engineering subject areas: Civil Engineering 16/20, Environmental Engineering 20/20, Electrical Engineering 12/20, Geological Engineering 16/20, Metallurgy and Materials Engineering 19/20, Petroleum Engineering 13/20. (Updated October 2016, MG)

Notes

General Engineering (Mechanical and Civil concentrations)

Program Description

The Montana Tech General Engineering provides students with a broad-based interdisciplinary engineering education with a focus on science, mathematics, computers, and engineering, which prepares graduates for a challenging and successful career in many areas of modern engineering. Students are exposed to courses with laboratories that emphasize applied engineering concepts and modern design methods.
Then General Engineering program offers Bachelor of Science degrees with specializations in Civil, Mechanical, and Welding Engineering. A Master of Science in General Engineering degree is also offered.

Teaching and Research Areas

Energy production, manufacturing, aerospace, construction, robotics, chemistry, physics, engineering design, engineering mechanics, programming, circuits, fluid mechanics, thermodynamics, materials, and economic analysis.

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village.

Collection Analysis

The General Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to a significant number of the Top 20 Journals in the following engineering subject areas: Civil Engineering 16/20, Environmental Engineering 20/20, Electrical Engineering 12/20, Geological Engineering 16/20, Metallurgy and Materials Engineering 19/20, Petroleum Engineering 13/20. (Updated October 2016, MG)

Notes

Geological Engineering

Program Description

Geological Engineering graduates work all over the world searching for mineral resources and evaluating rocks, soils, and environmental impacts for construction, resource development, and industrial projects. The program stresses field-based course work and solution of real world problems. The department is home to a state-of-the-art triaxial testing lab, an underground mine facility, a computer lab equipped with geo-technical engineering and groundwater modeling software, and offers a 6-week summer field camp.

The Geological Engineering department offers Bachelor of Science degrees with concentrations in geotechnical, hydrogeological, mining, and petroleum engineering, and Master of Science degrees in Geoscience.

Teaching and Research Areas

Geotechnical, hydrogeological, mining, and petroleum engineering. Teaching areas include geology, soil mechanics, geomechanics, geomorphology, and particulate systems.

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village. Other databases of relevance to Geological Engineering include Environment Complete, GeoScienceWorld, GeoRef, OneMine, and OnePetro.

Collection Analysis

The Geological Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to 16 of the top 20 Geological Engineering journals. (Updated October 2016, MG)

Notes

Geophysical Engineering

Program Description

Geophysical Engineering students measure, map and image the physical properties of the Earth's crust just as the medical profession uses a variety of techniques to measure and image the human body's interior. They prepare maps, cross sections and images of physical properties of the Earth for economic, engineering, safety and environmental reasons.
Geophysical Engineering is offered as an undergraduate Bachelor of Science Degree, and is also offered in a Master's Degree in Geoscience with an option in Geophysical Engineering.

Teaching and Research Areas

Chemistry, geophysics, physical geology, calculus, physics, surveying, mineralogy-petrology, electronics, seismic prospecting, electrical prospecting, and economic analysis.

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village. Other databases of relevance to Geophysical Engineering include Environment Complete, GeoScienceWorld, GeoRef, OneMine, and OnePetro.

Collection Analysis

The Geophysical Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to 19 of the Top 20 Geochemistry/Geophysics journals. (Updated October 2016, MG)

Notes

Metallurgical and Materials Engineering

Program Description

As one of the oldest programs at Montana Tech, the Metallurgical & Materials Engineering (M&ME) program continues to fulfill the historical mission of The School of Mines and Engineering as well as the needs and interests of mineral- and metal-related industries while simultaneously addressing those of the materials industries in order to provide a broad and quality education with an appropriate blend of theory and practice so students can successfully and confidently enter into a career and contribute to the profession and society.

The Metallurgical and Materials Engineering department offers Bachelor of Science and Master of Science degrees, as well as a PhD degree in Materials Science.

Teaching and Research Areas

Mineral processing, extractive metallurgy, physical metallurgy, materials processing, joining/welding, energy resources, chemistry, systems processing, hazardous element remediation, biomaterials, composite materials, and nanoscale materials.

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, American Chemical Society (ACS) Journals, Academic Search Complete, and Engineering Village.

Collection Analysis

The Metallurgical and Materials Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to a 19 of the Top 20 Metallurgical and Materials Engineering journals. In regards to Materials Science, the library has the following journal coverage, according to the same standard: 13/20 Biomaterials, 16/20 Ceramics, 17/20 Characterization Testing, 11/20 Coatings & Films, 15/20 Composites (Updated October 2016, MG).

Notes

Mining Engineering

Program Description

Mining Engineering students receive a comprehensive engineering background with specialized training in the mechanics of geologic materials, blasting, materials handling, mine valuation, ventilation, environmental considerations, and the design and operation of surface and underground mines.

Montana Tech offers a Bachelor of Science and a Master of Science in Mining Engineering.

Teaching and Research Areas

Geologic materials, blasting, materials handling, geostatistics, chemistry, calculus, physical geology, engineering programming, physics, mapping & surface modeling, plane surveying, mining methods, mineralogy-petrology, safety management, fluid mechanics, particulate systems, geomechanics, mineral economics, mine design, and environmental management.

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village. To specifically support Mining Engineering, the library maintains access to GeoScienceWorld, GeoRef, and OneMine.

Collection Analysis

The Mining Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. J.C.R. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to a 17 of the Top 20 Mining and Mineral Processing journals. (Updated January 2017 MG).

Notes

Petroleum Engineering

Program Description

Petroleum Engineering students develop an in-depth understanding of natural resource recovery, the economics of the industry, and respect for the environment. They also gain hands-on practice through five high-tech labs on campus and in field experiences across the state and beyond.
Students may earn a Bachelor of Science (B.S.) or Master of Science (M.S.) degree in Petroleum Engineering, with specializations available in Reservoir Engineering, Drilling Engineering, and Production Engineering.

Teaching and Research Areas

Mathematics, fluid mechanics, materials science, thermodynamics, well system design & analysis, drilling, geoscience, reservoir engineering, project economics, and production engineering.

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain ABET accreditation. The library maintains access to databases intended to support engineering programs, including ScienceDirect, Academic Search Complete, and Engineering Village. To specifically support Petroleum Engineering, the library maintains access to GeoScienceWorld, GeoRef, and OnePetro.

Collection Analysis

The Petroleum Engineering department is accredited by the Engineering Accreditation Commission (EAC) of ABET. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library provides access to 13 of the top 20 Petroleum Engineering journals. (Updated October 2016, MG).

Notes

Health Care Informatics

Program Description

Health Care Informatics is an emerging specialization in the healthcare industry that joins the disciplines of information technology, communications, and health care. Students learn to bridge the technology transfer gap between those professionals entrusted to provide clinical care and those who manage the complex information systems required to operate today's health care system. Graduates become

trained in a career that marries the technical world of computer applications and the varied environment of the healthcare provider.

The Montana Tech Health Care Informatics department was the first program in the nation to offer a bachelor degree in Health Care Informatics. The department also offers a graduate certificate in Health Care Informatics, and a Health Informatics Technology Certficate.

Teaching and Research Areas

Medical Classification Systems, Informatics, Data Mining, System Design, Health Care Decision Support, Health Care Ethics, Health Care Regulations, Databases

Collection Focus

Electronic resources (journals and books) are the highest collection priority, due to the large number of distance students in the HI programs. Electronic resources are therefore strongly preferred. The library maintains access to databases intended to support Healthcare Informatics including Safari Books, CINAHL, SpringerLInk, ACM, Emerald Management, LISTA, PubMed. (Updated October 2016, AK).

Collection Analysis

Montana Tech's Health Care Informatics Program is recognized and accredited by the Northwest Association of Accredited Schools (NAAS). Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library owns 16 of the Top 20 Journals in the subject area of Health Care Informatics. (Updated October 2016, AK).

Notes

The Health Care Informatics Department formed an Industrial Advisory Committee (IAC) in July of 2009. The Department strives to maintain close ties with the Healthcare Industry in Montana and the region. The IAC includes leading representatives of the major health care systems and facilities in Montana. The HCI Industrial Advisory Committee is composed of Hospital and Clinical Chief Information Officers, former HCI students employed in the healthcare field and clinical staff (e.g., physicians and nurses) active in implementing electronic systems within their facilities.

Offers AA extension through partnership with Missoula College.

Highlands College

Program Description

Highlands College of Montana Tech offers associate degree and certificate programs, continuing education, and customized training.

Two-year associate of applied science (AAS) degrees are offered in medical assistance, radiologic technology, surgical technology, business, accounting, health care, network technology, automotive

technology, civil engineering, construction technology/carpentry, drafting technology, historic preservation, and metals fabrication. Certificates of applied science (CAS) are offered in aerospace welding technology, construction technology/carpentry, machining technology, pre-apprenticeship line program, and welding technology. Highlands also offers a Certified Nursing Assistant (CNA) program.

Teaching and Research Areas

Science, Business & Accounting Technology, General Studies, Health Programs, Network Technology, Trades & Technology

Collection Focus

Highlands College maintains a small reserves collection, but is served by the library on the main Montana Tech campus. Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at very low levels. Print books are collected upon specific title request or to maintain accreditation.

Collection Analysis

The Montana Tech Library does not maintain a collection specifically for Highlands programs, but does collect materials in the appropriate fields. Many fields of study offered at Highlands are covered by collections developed for degrees offered on the main campus, such as engineering, nursing, computer science, and business (Updated January 2017, MG).

Notes

Liberal Studies

Program Description

The Liberal Studies Program continues a Montana Tech tradition of offering quality courses in the Humanities and Social Sciences. The program stresses self-expression, self-definition, and self-fulfillment. Students are encouraged to develop their intellectual capacities as well as the ability to think analytically, creatively, and critically. Personal advising attention, abundant electives, and systematic career planning help prepare LS students for rewarding careers. The Liberal Studies department offers the degree of Bachelor of Science (BS) in Liberal Studies.

Teaching and Research Areas

Psychology, Anthropology, American History, World History, Black History, Holocaust, Humanities, Philosophy, Literature, Sociology, Political Science, Geography, Communication, Film, Foreign Language, Creative Writing

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books, films (DVDs) and journals are collected at regular intervals. Print books are collected upon specific title request or to maintain NAAS accreditation. The library maintains access to databases intended to support liberal studies, including Academic Search Complete, Academic Onefile and JSTOR.

Collection Analysis

Liberal Studies at Montana Tech of the University of Montana is recognized and accredited by the Northwest Association of Accredited Schools (NAAS). Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library owns a significant number of the Top 20 Journals in the following liberal studies subject areas: Anthropology 20/20; History 18/20; Political Science 20/20; Psychology 14/20. (Updated October 2016, AK).

Notes

A minor and certificate in Addiction Treatment Services is offered through UN-Reno.

Mathematical Sciences

Program Description

The Mathematics curriculum features both pure and applied mathematics. The department offers a BS in Mathematical Sciences.

The continuing rise in computer automation requires professionals with training in mathematics and data analysis, and students emerge from our campus fully prepared to excel in these fields. Offering a major, minor and teaching certificate, Montana Tech prepares students for graduate school or careers in the private sector, medicine, law, education or government.

Teaching and Research Areas

Applied Mathematics, College Algebra, Differential Equations, Geometry, Linear Algebra, History of Mathematics, Mathematical Modeling, Calculus, Statistics, Probability Theory.

Collection Focus

Print books and journals are collected at regular intervals. Print books are retained longer as the information is typically not as time sensitive as other scientific fields. Electronic resources (journals and books) are also collected. The library maintains access to databases intended to support mathematical sciences, including Academic Search Complete, MathSciNet, Project Euclid, Arxiv.org, JSTOR and Science Direct.

Collection Analysis

Mathematical Sciences at Montana Tech of the University of Montana is recognized and accredited by the Northwest Association of Accredited Schools (NAAS).). Based on Thomas Reuters Journal Citation

Reports (as measured by Impact Factor) the Library owns 17 of the Top 20 Journals in the subject area of Mathematical Sciences. (Updated October 2016, AK)

Notes

Teaching certificates in secondary mathematics are offered in a dual program with the University of Montana Western.

Nursing

Program Description

Montana Tech is one of only two public universities in the state to offer a pre-licensure Bachelor of Science in Nursing degree. The Montana Tech Nursing Program offers two degrees:

- Bachelor of Science in Nursing Pre-Licensure
- Bachelor of Science in Nursing Post Licensure Completion

Montana Tech of the University of Montana Nursing Department is dedicated to preparing generalist nurses by exposing them to a diverse array of nursing roles through a variety of community settings. The Nursing Department stresses the importance of being an intellectual leader and role model in the profession of nursing.

Teaching and Research Areas

Adult Nursing, Anatomy, Biostatistics, Clinical Care Planning, Community Health Nursing, Electrocardiography, Evidence based care, Family Nursing, Fundamentals of Nursing, Gerontology, Health Assessment, History of Nursing, Hospice & Palliative Care, Nursing Leadership & Management, Legal Issues in Nursing, Maternal & Child Nursing, Mental Health Nursing, Microbiology, Nursing Certification & Testing, Nursing Ethics, Nursing Research, Nursing Theory, Nutrition, Pathophysiology, Pharmacology, Physiology, Surgical Nursing

Collection Focus

Primary materials selected include peer-reviewed nursing journals and print books, particularly reference books. Secondary materials include multimedia and point -of-care reference tools. Electronic resources (journals and books) are the highest collection priority. Journals include *International Journal of Nursing Studies, Oncology Nursing Forum, Nursing Outlook*, and others.

Collection Analysis

Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library has access to 18 of the Top 20 Journals in the field of Nursing. (Updated October 2016, AK)

Notes

Examples of documents referenced for developing the Nursing collection include the Interagency Council on Information Resources in Nursing Essential Nursing Resources, *American Journal of Nursing* annual best book awards, and the Medical Library Association's Nursing and Allied Health Resources Section.

Occupational Safety, Health & Industrial Hygiene

Program Description

The mission of the Montana Tech Safety, Health and Industrial Hygiene Department is to serve students by supplying knowledge and research opportunities that provide high quality, accessible, science and technology curricula with program educational objectives focused on preparing students for successful safety and health careers.

Bachelor of Science offered for Occupational Safety & Health (OSH) and Applied Health and Safety Sciences (AHSS). Master of Science offered in Industrial Hygiene, as well as a Master of Science Distance Learning/Professional Track.

Teaching and Research Areas

Industrial Hygiene, Safety Science, Occupational Health, Toxicology, Public Health, Ergonomics, Hazard Management, Noise

Collection Focus

Databases: Environment Complete, PubMed, SafetyLit, ScienceDirect, Toxline, Wiley. Master of Science Distance Learning/Professional Track necessitates focus on electronic resources. Several print reference works of note need to be kept up to date, *including Patty's Toxicology & Industrial Hygiene; The Occupational Environment.*

Collection Analysis

Montana Tech's Occupational Safety and Health program is ASAC/ABET accredited. (Updated October 2016, AK).

Professional & Technical Communication

Program Description

The Professional and Technical Communication Program (PTC) prepares students to enter the exciting and dynamic work of Technical Communication. This field includes technical writers, editors, graphic designers, videographers, multimedia artists, and web developers. Students are able to choose a concentration from Health Communication, Interactive Media, Public Relations, Rhetoric, or Science and Environmental Communication. Degrees offered are a Bachelor of Science in Professional and Technical Communications or a Master of Science in Technical Communications.

Teaching and Research Areas

Rhetoric, Intercultural Communication, Ethics, Technical Writing, Professional Communication, History of Communication, Media Studies, Digital Production, User Experience Design, Marketing

Collection Focus

Focus is on peer-reviewed journal articles, but specialized topics still make print books still high-priority. Databases: CMMC, Project MUSE, Taylor & Francis, SAGE.

Collection Analysis

Montana Tech of the University of Montana is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education. Based on Thomas Reuters Journal Citation Reports (as measured by Impact Factor) the Library owns 20 of the Top 20 Journals in the subject area of Communications. (Updated October 2016, AK)

Statistical Sciences

Program Description

Statistics students deal with the study of data that arise in scientific research, social and economic investigations, in business and industry, and in government work. Students receiving a BS in statistics can become applied statisticians. The applied statistician designs experiments and sampling plans, explores and analyzes data, builds models from observed data, and interprets the results of the data analysis.

Teaching and Research Areas

Data Science, Biostatistics, Statistical Modelling, Visualization, Analysis, Probability, Algorithms, Data Mining, Experimental Design, Big Data

Collection Focus

Electronic resources (journals and books) are the highest collection priority. Print books and journals are collected at regular intervals. Print books are collected upon specific title request or to maintain NAAS accreditation. The library maintains access to databases intended to support statistics and probability including Academic Search Complete, MathSciNet, Science Direct, SpringerLink Arxiv.org, Statistical Insight, LISTA, ACM.

Collection Analysis

Montana Tech of the University of Montana is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education. Based on Thomas Reuters

Journal Citation Reports (as measured by Impact Factor) the Library owns 19 of the Top 20 Journals in the subject area of Statistics and Probability. (Updated October 2016, AK)

Notes

The degree in Statistics is in full compliance with the American Statistical Association's guidelines for an undergraduate degree in Statistics.

A new Data Science Bachelor's Degree and certificate program is currently being developed in partnership with the Computer Science department.

POLICY IMPLEMENTATION, EVALUATION, AND REVISION

Every two years in Spring/Summer, the policy will be evaluated by the reference librarian(s) in consultation with library staff, faculty members and the Library Director. The policy is implemented immediately by the Library Director.

Record of Implementation

_____ _____

Library Director Date

APPENDIX A

Collection Development Snapshot: FY 2007 & FY 2017 - Ten Year Comparison

Collection Factors	FY 2007	FY 2017
Capital Budget	$ 186,009	$ 263,244

	Holdings	
Books (print)		
Bibs	56,345	54,729
Items	80,070	80,887
Journals (print)		
Bibs	2,370	1,859
Items	89,032	55,882
Active Subscriptions		
Journals print	414	187
E-journals	-	34,219
E-books	-	214,872
E-Serials (Congressional Serials Set)	16836	67,191
E-Theses	-	1,093
Microforms units:	108,403	61,224
Audiovisual Materials		
Electronic non-circ (benc)	79	0
CD-ROM (bmcd)	3,573	4,463
Media (bmmedia)	94	910
Archives (Linear feed of material)		132
Interlibrary Loan Service	Net Borrower	Net Borrower

Collection Development Allocations	FY 2016	FY 2017
Capital Budget	$ 263,244	$ 263,244
Binding	$ 3,500	$ 3,500
Book Budget	$ 26,944	$ 26,944
Subscriptions	$ 232,800	$ 232,800
IDC Budget	$ 45,318	$ 45,318
Document Delivery		

APPENDIX B

Circulation and Use Policies

Most of the material in the Library may be checked out although some exceptions exist and are shown in Table 1. Routine check out is four weeks (28 days) for any student in the Montana University System, four weeks (28 days) for Montana Tech graduate students, three months for Montana Tech faculty and staff, and four weeks (28 days) for interlibrary loan and off-campus non-University System patrons.

Table 1 - Exceptions to Routine Checkout

Reference Books	Check out must be approved by a Reference Librarian, Head of Public Services or Library Director. No ILL
Reference Desk	Check out must be approved by a Reference Librarian. No ILL.
Special Collections	May not be checked out of the Library. Must be checked out for in-house use. No ILL.
Superfund	Check out must be approved by a Reference Librarian, Head of Public Services or Library Director. These items only circulate to current Montana Tech students, faculty and staff. No ILL.
Reference at Highlands College	Check out must be approved by Highlands College Librarian.
Archives – College	May not be checked out of Library. Must be checked out for in-house use.
BS Theses	May not be checked out of Library. Must be checked out for in-house use.
Archives Theses, USGS,USBM,MBMG	May not be checked out of Library. Must be checked out for in-house use.
Study Rooms	May be checked out by students for a two-hour period, with reservations permitted within the 24-hour period prior to reservation. Check out not permitted for faculty or staff.

Material limited to in-house use may be copied by staff.

APPENDIX C

American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

APPENDIX D

Request for Review of Library Materials

The Montana Tech Library provides a collection of materials in many formats in support of Montana Tech's curriculum, institutional and personal research, and the pursuit of knowledge and truth that is the quest of the educated person. While the Library serves a diverse clientele of adults, there may be an item which an individual considers inappropriate for the collections. In that instance, this form may be completed to request the librarians to re-examine a particular title. Such an evaluation will be done in the light of the Collection Development Policy and the mission of the institution.

ITEM DESCRIPTION:

TITLE_____

AUTHOR:_____ PUBLICATION DATE_____

1. What brought this item to your attention?

2. Did you review the entire item? If not, what parts have you reviewed?

3. Specifically, to what do you object?

4. Do you see any value in this item (literary, instructional, self-development)?

5. What resource(s) do you suggest that would convey an equal perspective of the subject treated?

REQUESTOR's INFORMATION:

User Status (Circle One): FACULTY STAFF STUDENT OTHER

Name: _____ Email: _____

Address: _____

City: _____ State:_____

Please answer all the above questions and return the completed form to the Information Desk at the Montana Tech Library. You may expect a response in writing within a month.

APPENDIX E

Collection Depth Indicator Definitions

The following codes are used to describe the comprehensiveness of the collection:

0 = Out of Scope

The library does not intentionally collect materials in any format for this subject.

1 = Minimal Level Collections

Supports minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected. The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

1a = Minimal, Uneven Coverage Few selections, and an unsystematic representation of the subject; supports limited, specific service needs. Consistently maintained even though coverage is limited.

1b = Minimal, Even Coverage Few selections, but a systematic representation of the subject; includes basic authors, some core works and a spectrum of points of view; consistently maintained

2 = Basic Information Level

Supports general library users through first two years of college

Collections that introduce and define a subject, indicate the varieties of information available elsewhere, and support the needs of general library users through the first two years of college instruction include:

- A limited collection of general monographs and reference tools
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2a = Basic Information, Introductory Limited collections of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic

- General works about the field and its important personages
- General encyclopedias, periodical indexes and statistical sources

2b = Basic Information, Advanced Supports basic informational and recreational reading needs of an educated general public or students through the first two years of college

Collections of general periodicals and a broader and more in-depth array of introductory monographs and reference tools that include:

- Basic explanatory works
- Histories of the development of the topic
- General works about the field and its important personages
- A broader array of general encyclopedias, periodical indexes, and statistical sources
- A limited collection of representative general periodicals
- Defined access to a limited collection of owned or remotely accessed electronic bibliographic tools, texts, data sets, journals, etc.

This collection is sufficient to support the basic informational and recreational reading needs of an educated general public or students through the first two years of college.

3 = Study or Instructional Support Level

Supports general library users through college and beginning graduate instruction. Collections that provide information about a subject in a systematic way, but at a level of less than research intensity and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals
- Limited collections of appropriate materials in languages other than the primary language of the collection and the country, for example, materials to aid in learning a language for non-native speakers or literature in the original language, such as German poetry in German or Spanish history in Spanish
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors
- Defined access to a broad collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of retrospective materials.

3a = Basic Study ~ Supports undergraduate courses and lifelong learner independent study

Resources adequate for imparting and maintaining knowledge about the primary topics of a subject area that include:

- A high percentage of the most important literature or core works in the field
- An extensive collection of general monographs and reference works
- An extensive collection of general periodicals and indexes/abstracts
- Other than those in the primary collection language, materials are limited to learning materials for non-native speakers and representative well-known authors in the original language, primarily for language education
- Defined access to appropriate electronic resources

This collection supports undergraduate courses, as well as the independent study needs of the lifelong learner.

3b = Intermediate Study ~ Supports upper division undergraduate courses

Resources adequate for imparting and maintaining knowledge about more specialized subject areas which provide more comprehensive coverage of the subject with broader and more in-depth materials that include:

- A high percentage of the most important literature or core works in the field, including retrospective resources
- An extensive collection of general monographs and reference works and selected specialized monographs and reference works
- An extensive collection of general periodicals and a representative collection of specialized periodicals and indexes/abstracts
- A selection of resources in other languages, including well-known authors in the original language

Defined access to a broad range of specialized electronic resources

This collection supports upper division undergraduate courses.

3c = Advanced Study ~ Supports master's degree programs and other specialized inquiries.

Resources adequate for imparting and maintaining knowledge about all aspects of the topic which are more extensive than the intermediate level but less than those needed for doctoral and independent research that include:

- An almost complete collection of core works including significant numbers of retrospective materials and resources
- A broader collection of specialized works by lesser-known, as well as well-known authors
- An extensive collection of general and specialized monographs and reference works
- An extensive collection of general and specialized periodicals and indexes/abstracts

- A selection of resources in other languages, including well-known authors in the original language and a selection of subject-specific materials in appropriate languages.
- Defined access to a broad range of specialized electronic resources

This collection supports master's degree level programs as well as other specialized inquiries.

4 = Research Level ~ Required for doctoral study and independent research

Collections that contain the major published source materials required for doctoral study and independent research include:

- A very extensive collection of general and specialized monographs and reference works
- A very extensive collection of general and specialized periodicals
- Extensive collections of appropriate materials in languages other than the primary language of the country and collection
- Extensive collections of the works of both well-known and lesser-known authors
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

5 = Comprehensive Level ~ Serve the needs of historical research, may serve as a national or international resource

Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i. e. , "special collections"), in all applicable languages include:

- Exhaustive collections of published materials
- Very extensive manuscript collections
- Very extensive collections in all other pertinent formats

Older material is retained and systematically preserved to serve the needs of historical research. A comprehensive level collection may serve as a national or international resource.

APPENDIX F

DESELECTION PROCEDURE

What are the assessment criteria?

Place one flag in each book in your discipline to indicate:

KEEP – Green
Condition of book is good
Content is relevant to academic programs, teaching and research
Publication date is current or does not need to be considered

WITHDRAW - Red
Out-of-date, irrelevant to academic programs, teaching or research

INTERDISCIPLINARY - Yellow
Book should be reviewed by faculty in another discipline
Librarians will notify appropriate faculty

HISTORICAL - Blue
Book has historical significance, should be designated with historical spine label

REPAIR - Pink
Book spine is broken, pages torn, etc. but should be kept
Librarians will determine if new copy should be purchased