

Naval War College Library



**FACULTY
GUIDE
2004/2005**

Introduction

This pamphlet outlines the specialized library services available to the faculty of the Naval War College. Areas which require cooperation between faculty or staff and library personnel are defined so that effective and timely library support can be provided. The library staff should be informed of curriculum content early in the planning stages so that library holdings may be identified and new materials procured and processed before the courses begin. Only then can students be given the library assistance necessary to pursue their studies and do their research work. The Library, which is named after Henry E. Eccles, is available for research from 0600 until 2300 hours. The Library is staffed with services provided Monday to Friday from 0730 to 1630.

The Library Catalog

The Library's online book and document catalog, the **Horizon Information Portal (HIP)**, is accessible through a link on the library homepage. Its items may be searched by keyword (title, subject, author, general), and alphabetically. A booklist may be then created, and the results may be either printed or emailed.

The automated **Circulation** system enables the library user to obtain information on the status of all library materials in the Library Catalog. Registered library users can place a "request" for checked-out items from his/her computer and view his/her own circulation information (items out; blocks; requests placed) at any time. Please see the Circulation Desk staff for questions on requests placed and also for items you cannot locate.

As part of the automated process, Circulation has available the **3M SelfCheck** system located adjacent to the Circulation Desk. This system can be used by library patrons to check out their library items. The selfcheck interacts with the circulation system to complete the loan transaction and can be used any time of the day. Please see the personnel at the Circulation Desk for assistance or questions on the operation of this system.

Bibliographic Assistance

Bibliographies in support of the curriculum, including the Electives Program, are compiled by the reference librarians. They are familiar with the content and organization of the Library's collections and have knowledge of information sources for materials not held by the Library. Requests for bibliographic assistance should be submitted to the Head Reference Librarian as far in advance

as possible so that there is sufficient time to do the best possible job. Requests should include a definition of the topic, its scope, time frame, and intended use so that the bibliography compiled will meet your needs. If revision of an older bibliography is required, a copy of it should be provided.

Electronic Searching

The Library tries to keep abreast of the latest changes in the electronic retrieval of information, and of ways to incorporate those changes into the services offered by the Library. This is a rapidly changing area. Internet access is currently the preferred means of access for researchers, which is quite a change from dial-up database searching of just a few years ago.

Internet

Internet searching is available via the PCs in the Library or through any C-NET accessible computer in the Naval War College. Just click the Internet Explorer icon. Check the Library's section of the Naval War College home page for some interesting web sites for beginning your Internet searching, and links to database services.

Many database providers are now offering Internet access to their services. You may be interested in searching the following:

FirstSearch gives the user access to about 40 databases covering a wide-range of topics and materials. It is a good choice for searching for periodical articles, some of which are available in full text. Books, documents, and reference materials are also searchable via **FirstSearch**.

MERLN (Military Education Research Library Network) <<http://MERLN.NDU.EDU>> Provides access to the online public access catalogs and homepages of military educational institutions. Its group catalog interface can search the holdings of all participating institutions in a single search. In addition, it offers access to the ***Air University Library Index to Military Periodicals***.

A number of other databases are searchable via the web and accessible through any C-NET PC. No passwords are needed. The Library currently subscribes to 39 online databases. Some of the more popular ones are considered to be ***ProQuest, LexisNexis Academic, LexisNexis Congressional, Jane's Online, Inside the Pentagon/Inside the Navy, STRATFOR, and Columbia International Affairs Online (CIAO)***.

A separate username and password are required for access outside of the Naval War College. At the Library homepage, click "Databases," "External Access," any database, and you should reach the access page. Here you can either use your online password, or apply for one.

See a reference librarian for any information about database access, database choice, and database usage.

CD-ROMs

The Library has a number of CD-ROM databases on a variety of topic and reference sources. They are cataloged with Library of Congress or Superintendent Documents classification numbers; and are searchable through iPac (NWC on-line book catalog). The CD-ROMs are shelved in back of the Multimedia Room. They may be used there, or checked out at the Circulation Desk.

Videotapes and DVDs

A small collection of videotapes and DVDs is available at the Circulation Desk. These materials may be checked out, or viewed in a specially-marked carrel in the microform area on the lower level of the Library. Titles in these formats are searchable in iPac.

A **book scanner** is located in the Reference area near the windows. It will scan images and text, which can then be used in PowerPoint or Microsoft Word. A **standalone scanner** capable of scanning both color, and black and white pages is located in the Multimedia Room.

Other Electronic Services

Please see the reference librarian for any further information and assistance. Through consultation with a reference librarian, the researcher can explore other research options, including customized online searching performed by a reference librarian from additional database services.

Course Syllabi

Faculty and library staff should work together so that students will find reserve books and other library materials readily available to them. The draft copy of the syllabus is an effective means of making curriculum needs known to the library staff. Knowledge of course content and research methods permits staff members to prepare for student demands of resources and services. The reference librarians can provide input to the syllabus by preparing bibliographies, as described above, or by identifying individual titles. Library holdings can be determined and action taken to procure and process missing items. In addition, reference librarians can edit the bibliographic citations used in reading lists to conform to standard bibliographic formats. This facilitates retrieval of items by the students.

If special assignments or projects are required of students, advance notice to the Head, Reader Services, will ensure that library materials which support these projects are identified and listed. Response to student requests for assistance can then be prompt and efficient, since unforeseen demands will not be placed on resources and services.

The Electives Program

The guidelines described above are also applicable to elective courses. NAVWARCOL Instruction 1520.9 series describes and outlines the procedures for the Electives Program.

Tutorials

Instructors of elective courses may request tutorials conducted by the reference staff. This library instruction program goes beyond the library tour given to the students, since it identifies specific reference materials and other resources necessary for research in a particular elective. The content of each presentation varies depending on the nature and requirements of the course.

Faculty and staff may also request custom one-on-one tutorials from the reference librarians. These tutorials can be especially useful for determining which databases will be the most appropriate to use for one's research.

RESERVE BOOKS

Faculty members are urged to encourage students to find pertinent works available on library shelves instead of restricting them to a few reserve readings. However, when required works are not available in sufficient quantity, the reserve book system should be used. This ensures equitable distribution of limited materials to all students. The Head, Circulation Branch, must be notified at least two weeks in advance so that all titles can be assembled prior to the required date.

Reserve books listed in syllabi, including those of the Electives Program, should be clearly identified as reserve materials. Instructors teaching elective courses should identify reserve materials when working with the Electives Program Coordinator, and should contact Head, Circulation Branch, to arrange to have those materials placed on reserve.

Academic Library

The closed reserve book shelves are located at the Circulation Desk on the main level of the Library. Open reserve book shelves are located near the online catalogs, also on the Library's main level. Since space is at a premium, choice of reserve items should be selective and should be limited to required readings only. Specific procedures for circulation of reserve books will be explained by the Circulation staff.

In order to comply with the Copyright Acts, the Library will accept photocopies of copyrighted materials for course reserve only if they are accompanied by a written release from the copyright holder.

It is the responsibility of the faculty to request such releases through a Naval War College copyright technician.

Materials on Closed Reserve may be handled in the following ways:

Loan Period	Criteria for Selection
3 Hours/Overnight Loan	Limited number of copies (1-5). Fairly large number of students (50 or more).
48 Hours	More copies available (6-9). Smaller number of students (15-30).

Materials on Open Reserve are for use in the Library only. They do not circulate. The department's Academic Assistant and Head, Circulation Branch, should confer to determine which category is most appropriate.

Classified Library

The Classified Library also maintains a 3-hour reserve system for classified documents and limited access documents which are placed on reserve because of heavy demand. Provision is made for overnight (1600-0830) and over-weekend use of such documents if the requestor has access to an authorized safe in which to store them.

Faculty Recommendations/ Requests For Books And Documents

Faculty members are encouraged to make suggestions for the purchase of books which they feel should be added to the library collection. Complete citations should be submitted to the reference librarians, who will forward them to the Collection Development librarian for review. If so desired, the requestor will be notified when the books are received.

Books for personal use (including Government Printing Office publications) may be obtained through the College Bookstore.

Requests for official documents, both classified and unclassified, should be submitted to reference librarians. Personal requests which are made directly to the issuing agency rather than through the Library can adversely affect Naval War College distribution. Documents requested through the Library receive high priority to ensure prompt receipt by the requestor.

Reference librarians should be notified well in advance of the time documents are needed. Documents held by the Defense Technical Information Center can usually be obtained in about two weeks. However, those which must be obtained from other issuing agencies require a much longer time for delivery.

The Classified Library

The Classified Library collection consists of documents and periodicals from UNCLASSIFIED/LIMITED through SECRET and both classified and unclassified Naval War College research papers (Joint Military Operations (JMO) papers, National Security Decision Making (NSDM) papers, Center for Naval Warfare Studies (CNWS) Advanced Research papers) and lecture recordings (Strategy & Policy lectures as well as major lectures and conferences held in Spruance Auditorium). It also contains technical reports and documents with limitations on access acquired from the Defense Technical Information Center (DTIC) and other government agencies. Classified Library staff perform the same bibliographic instruction and reference assistance as do the reference librarians in the unclassified section. Documents held in the Classified Library circulate in accordance with security regulations as well as established library procedures. All classified documents charged to faculty and staff are physically sighted by library staff members at least twice a year. Personnel who use the classified documents should be familiar with the provisions of NAVWARCOL Instruction 5510.3 series and with the references cited in that instruction.

Classified Library maintains its own Local Area Network (LAN) on four (4) networked computers. Patrons may access: (1) HORIZON, the classified online card catalog, consisting primarily of documents dated 1988 to the present (older materials are being added as time and staffing permit); or, (2) the Defense Technical Information Center (DTIC) Technical Reports (TR) Database, which contains bibliographic citations to nearly two (2) million technical reports, journal articles, conference proceedings, and DOD-sponsored research. Two (2) additional standalone computers are available for searching any of the CD-ROMs in the collection. These CD-ROMs include the Navy Lessons Learned Database (NLLDB), containing not only Navy lessons learned, but also those from the Marine Corps, Air Force, Coast Guard, and Joint (JULLS) databases. A complete listing of individual CD-ROM titles is available upon request—most of these supersede documents previously held in paper copy.

Classified Library has six (6) Secret Internet Protocol Router Network (SIPRNET) computers for conducting either classified searches or for sending/receiving classified e-mail. Since this database is SECRET, it requires a named account and is password protected. Patrons request access to SIPRNET by completing the SIPRNET Account Form found on the NWC/NWDC Intranet Homepage. Click on "Network Account Request" under Service Requests and again on either the Faculty/Staff or Student SIPRNET Account Form box to access/complete NAVWARCOL FORM 5512.

Access to classified materials by international student officers is through their faculty advisor and is governed by NAVWARCOL Instruction 5510.4 series. Unclassified materials, such as student research papers and recorded lectures, should be requested by these students through the Reference Librarians.

Requests for transfer of individually-held classified documents to the Library must be made to the Head, Classified Library. Such documents should be held by the requestor until library approval of the transfer is received.

Naval Warfare Publications

The Naval Warfare Publications/Allied Publications (NWP/AP) collection is housed in the Classified Library. These documents provide a ready source of current communications and tactical doctrine information. Most are available in paper format; some are available via SIPRNET; others are contained on two Navy Warfare Development Command (NWDC) CD-ROM sets: Navy Warfare Electronic Library (NWEL) and Allied Publications Electronic Library (APEL).

Naval Historical Collection

The Naval Historical Collection, located in Mahan Hall, is the depository for College archives, manuscripts, oral histories, and special collections treating the history of naval warfare, the history of the College and the history of the Navy in Narragansett Bay.

Collections

The archives contain 1,400 feet of records documenting the administrative history and curriculum of the College since its founding in 1884. There are over 235 manuscript collections containing the personal papers of Naval War College presidents, faculty, and naval officers who have served on the staff, as well as corporate collections of Newport Naval Base commands. In addition, the collection holds 525 single letters, journals, diaries, commissions, and signatures of important naval figures and events. Copies of over 330 oral histories of flag rank officers, civilians, navy wives, and WAVES published by the U.S. Naval Institute, Columbia University, and the Naval Historical Collection complete the holdings.

Publications

The Naval Historical Collection publishes a comprehensive guide to its holdings, as well as an informational brochure and manuscript registers to major collections. The Naval War College Historical Monograph series, published by the Naval War College Press, is based on collections held by the Naval Historical Collection.

The Naval Historical Collection is open to researchers, Monday-Friday, 0800-1630, excluding federal holidays. Materials are listed in the Naval War College Library Public Access Catalog, but are non-circulating.

Reproduction Of Library Materials

Photocopiers are available in the Library for the reproduction of library material. The Copyright Acts govern the making of photocopies and the reproduction of copyrighted material. Reproductions are limited, according to the principle of fair

use, to a single copy for research purposes. Requests for multiple copies, or requests for especially lengthy copies, should be made to the Publications and Printing Division.

Unclassified library holdings in microfilm, microfiche, or microcard can be reproduced in hard copy on reader-printers available to users.

Faculty Library Card

The Consortium of Rhode Island Academic and Research Libraries (CRIARL) offers a Faculty Library Identification Card extending borrowing privileges at each member library. If the Naval War College Library does not own an item, you may borrow it from any CRIARL library that has a circulating copy.

Full-time or continuing part-time faculty are eligible for a CRIARL library card. Cards are renewable each fall, and loans are subject to normal circulation rules of the lending library. CRIARL cards may be obtained by contacting the Head, Reference Librarian.

CRIARL libraries include: Brown University, Bryant College, Community College of Rhode Island, Johnson & Wales University, Providence Athenaeum, Providence College, Providence Public Library, Redwood Library and Athenaeum, Rhode Island College, Rhode Island Historical Society, Rhode Island School of Design, Rhode Island State Library, Roger Williams University, Roger Williams University School of Law, Salve Regina University, United States Naval War College, and University of Rhode Island.

Other Library Services

Since the resources of any library cannot possibly meet all of the demands of the researcher, other sources are available in addition to the online services already mentioned. A more detailed explanation of these services can be obtained from the reference librarians. Below is a brief summary:

- Most materials not held by the Naval War College Library can be obtained from other libraries through interlibrary loan, a cooperative arrangement through which one library may borrow materials from another. This Library participates in a computerized interlibrary loan network (OCLC), which contains a file of more than 54 million titles. Using our on-site terminal, we can locate a specific book or periodical and request items electronically.
- In addition to the issuance of a CRIARL library card, arrangements can be made for use of other academic and research libraries when neither the resources available at the Naval War College Library nor those obtainable through interlibrary loan meet your specific needs. A letter of referral will be forwarded to the library having the required resources.

Library Use By Non-Naval War College Personnel

Permission for non-Naval War College personnel to use the Library is granted on a case-by-case basis to scholars for research purposes. Telephone or written requests should be referred to the Head, Reader Services, (401) 841-2642, for classified materials, and to the Head, Reference Librarian, (401) 841-6500, for use of unclassified materials. Visitors requiring access to classified materials must also forward certification of security clearance and need-to-know to the Security Manager prior to arrival at the Naval War College. Requests from dependents for use of the Naval War College Library for research purposes should be referred to the Head, Reference Librarian.

Please note that Naval Station Newport is at a Force Protection Condition that severely limits entry to the Naval Station by anyone who does not possess a valid DoD identification. Visitor access procedures are listed on the library homepage.

Library Committee

As outlined in NAVWARCOL Instruction 5420.15 series, the Library Committee exists as a forum for the exchange of information among the faculty, the students, and the library staff to assist the Library in providing adequate support of educational and research programs.

The Library Director is the Chairperson. Committee members include: one faculty member from each of the Academic Departments, one faculty or staff member from the Center for Naval Warfare Studies, one student each from the College of Naval Warfare and the College of Naval Command and Staff, a faculty member from the Naval Staff College, a faculty member from the Naval Command College, and a faculty member from the College of Continuing Education.

REQUESTS FOR LIBRARY SERVICES

Service	Staff Member	Phone No.
Coordination of Patron Services/Faculty Liasion	Mr. M.C. Riggle Head, Reader Services	12642
Bibliographic Assistance and Online Searching	Mrs. D.B. Ottaviano Head, Reference Librarian	16500
Reference Service	Reference Desk C-Net: LIBREF	13052/14551
Reference Librarians	Mrs. D.B. Ottaviano Mrs. A.K. Juda Mrs. B.R. Donnelly Mrs. J.L. Zecher	16500 16503 16501 16502
Classified Library Service	Circulation Desk	13256
Classified Staff	Mrs. C. Danieli Head, Classified Library Mr. D. Zambrotta Ms. D.S. Brennan	16504 16505 12537
Classified Cataloging	Ms. M.E. Marshall	16506
Cataloging Technician	Mrs. R. Cook	16507
Naval Warfare Publications	Ms. D.S. Brennan NWP Custodian	12537
Restricted Collection	Reference Librarians	13052/14551
Reserve Bookshelf Information		
Unclassified	Ms. S.E. Barker Head, Circulation	16508
Classified	Mrs. C. Danieli Head, Classified Library	16504
Recommendation/Request for Acquisition of Materials:		
Books/Unclassified Documents	Reference Librarians	13052/14551
Classified Documents		
Classified Staff		13256/12537
Interlibrary Loans	Reference Librarians Mrs. R. Lima Interlibrary Loan Technician	13052/14551 16509

Library Staff

Library Staff

Circulation	Ms. S.E. Barker	16508
	Head, Circulation Branch	
Circulation Desk		14386
	C-Net: CIRCDESK	
Circulation Technicians	Mrs. R. Lima (ILL)	16509
	C-NET: ILLIB	
	Mr. E. Isadore	16510
	Mr. J. Miranda	16511
Technical Services	Mrs. H. Garcia	16512
	Mrs. L. M. Rosa	16492
	Head, Technical Services	
Cataloging	Ms. G. Brown	14307
	Head, Cataloging Branch	
Collection Development	Mr. W. Rowe	14345
	Head, Collection Development/ Acquisitions Branch	
Naval Historical Collection	Mr. G. Scheck	14065
	Acquisitions Librarian	
	Dr. E.M. Cherpak	12435
	Head, Naval Historical Collection	
Administration	Mrs. T. Clements	17371
	Archival Technician	
	Prof. R.E. Schnare, Jr.	12641
	Library Director	

