

About the Library

Collection Development Policy

Updated on : 23/09/2003

The Collection Development Policy of the NATO Library is intended to guide librarians in developing a cohesive collection. It also serves to inform NATO Library users and the public concerning the interests and pursuits of the Library.

The Library's basic collection development policy uses the Library of Congress subject classification schedules and the Research Library Group's Conspectus terms to describe the depth and breadth of the Library's acquisitions.

1. Purpose of Policy

This collection development policy is intended to provide statements reflecting current information needs of NATO HQ. It is intended to guide selectors in choosing material for the collection and in planning and reviewing development of the collection; to inform NATO staff, external users, and other interested persons or institutions of the nature of the collection and the direction of its development. The policy statements are intended to define the scope of collection and to specify the degree of coverage for each area defined as being within scope.

2. Coordination

The NATO Library collection policy takes into account the libraries of the Belgian Ministry of Defense and of SHAPE as sources of books, journals, or other material in their prime collecting areas.

3. Currency

The interests of NATO HQ are subject to change, which must be reflected in the collection policy. The policy is not intended to be an unchanging law, but must adapt to the needs of the Library's clientele. Library staff involved in collection development must remain cognizant of the activities of the organisation, reflecting them appropriately in collection development policy. Moreover, the ability of the Library to provide good coverage in some areas may be limited by budgetary or staff considerations.

4. Consistency

Adjusting to changing needs does not mean that the collection development policy should become so fluid that no continuity is maintained. A study of the history of collection development at the NATO Library shows remarkable consistency. The core subjects (defense, diplomacy and political sciences) have been areas of concentration from the beginning of the Library.

5. Types of Material

The Library collects substantive information in assorted formats :

1. Dissertations :

Doctoral dissertations may be acquired when in scope. Any dissertation written within a NATO program is collected (NATO-EAPC Fellowship, Manfred Wörner Fellowship).

2. Government Documents :

Publications issued under the authority of governments whether national or international may be acquired when in scope.

3. Legal Materials :

Most of the acquisitions of legal materials are made for the Office of the Legal Adviser of the Secretary General. Therefore, the resources are kept within this office.

4. Machine-Readable Materials :

Computer software and databases requiring the use of electronic systems for processing and access are acquired for the collection. Selections are restricted to subject areas which the Library collects at the research or comprehensive levels.

5. Maps :

No maps are acquired. Bound atlases that may be needed for reference use are acquired and retained selectively.

6. Microforms :

No microform materials are acquired.

7. Newsletters :

Newsletters may be acquired for the collection if they are of substantial interest and if they are in a subject collected at the Comprehensive level.

8. Newspapers :

No daily information newspapers are acquired for the Library. However, a portion of the Library budget is used to purchase newspapers for individual departments.

9. Rare Books :

Rare or historical books or magazines are not acquired as they do not fit within scope.

10. Reprints :

If they are substantive and within scope, they can be acquired.

6. Languages

Most of the resources are in English or French. Nevertheless, documents in other languages can be acquired when in scope.

Translations : Translations from a foreign language into English or French can be acquired.

7. Exclusions

Generally excluded from the collection are :

Fiction
Forms, form letters, etc.
Radio and television scripts
Audiovisual materials
Language training resources

8. Format of Scope Statement

The basic statement of the collection policy is expressed in terms of subject fields as given in the Library of Congress classification schedules and is arranged by the classification numbers from the schedules. For each subject two codes are given to indicate the level of collecting intensity, achieved and intended, e.g.:

Field	Collection depth indicator	
	Now	Goal
JZ6530 Humanitarian aspects of war	Basic	Study

The five levels of collecting intensity are :

1. **Minimal level (code-Min)** : Collections that support 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.

2. **Basic level (code-Basic)** : Collections that introduce and define a subject, indicate the varieties of information available elsewhere include :

1. A limited collection of general monographs and reference tools.
2. A limited collection of representative general periodicals.

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.

3. **Study level (code-Study)** : Collections that provide information about a subject in a systematic way, but at a level of less than research intensity include :

1. An extensive collection of general monographs and reference works and selected specialized monographs and reference works.
2. An extensive collection of general periodicals and a representative collection of specialized periodicals.

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.

4. **Research level (code-Res)** : Collections that contain the major published source materials required for doctoral study and independent research include :

1. A very extensive collection of general and specialized monographs and reference works.
2. A very extensive collection of general and specialized periodicals
3. Extensive collections of appropriate materials in languages other than the two primary language of the organisation.
4. 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 (code-Com)** : 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 :

1. Exhaustive collections of published materials.
2. 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.

9. Statement of Scope and Collecting Levels

Field	Collection	
	Now	Goal
A General Works	Basic	Study
AE Encyclopedias	Basic	Study
AG Dictionaries and Other General Reference Works	Basic	Study
B Philosophy, Psychology, Religion	Min	Min
BL Religion, Mythology, Rationalism	Min	Min
BL 1-50 Religion (General)	Min	Min
BL 70-71 Sacred Books (General)	Min	Min
BP 1-68 Islam (General)	0	Basic
C Auxiliary Sciences of History	Min	Min
CB History of Civilization	Min	Min
CB 481 War and Civilization	Min	Basic
CT Biography	Basic	Basic
D History (General) and History of Europe	Min	Basic
D 1-2009 History (General)	Min	Basic
D 25-27 Military and Naval History	Min	Basic
D 410-475 20th Century	Min	Basic
D 501-580 World War I (1914-1918)	0	Min
D 720-728 Period between World Wars (1919-1939)	Min	Min
D 731-838 World War II (1939-1945)	Min	Min
D 839-860 Post-War History (1945-)	Basic	Study
DA History of Great Britain	0	Min
DA 10-18.2 British Empire. Commonwealth of Nations	0	Min
DA 20-690 England	0	Min
DAW History of Central Europe	0	Min
DB History of Austria. Liechtenstein. Hungary. Czechoslovakia	0	Min
DC History of France	0	Min
DD History of Germany	0	Min
DD253-256.8 Hitler, 1933-1945. National Socialism	0	Min
DD(256) Period of World War II, 1939-1945	0	Basic
DD257-257.4 Period of Allied Occupation, 1945-	0	Basic
DD258-262 West Germany	Min	Basic
DD280-289.5 East Germany	Min	Basic
DF History of Greece		
DF701-951 Modern Greece	0	Min
DG History of Italy		
DG571-572 1919-1945. Fascism	Min	Basic
DG576-583.8 1948- . Republic	0	Min
DH History of Low Countries. Benelux Countries	0	Min
DJK History of Eastern Europe (General)	Min	Basic
DK1-949.5 History of Russia. Soviet Union. Former Soviet Republics.	Basic	Basic

DK1-949.5 History of Russia. Soviet Union. Former Soviet Republics.	Basic	Basic
DK265-265.95 Revolution, 1917-1921	Min	Min
DK266-292 Soviet regime, 1918-1991	Study	Study
DK293 1991-	Basic	Study
DK502.3-502.75 Baltic States	Min	Basic
DK507-507.95 Belarus. Byelorussian S.S.R. White Russia	0	Min
DK508-508.95 Ukraine	0	Min
DK509 Southern Soviet Union	0	Min
DK509.1-509.95 Moldova. Moldovan S.S.R. Bessarabia	0	Min
DK510-651 Russia (Federation). Russian S.F.S.R.	0	Basic
DK670-679.5 Georgia (Republic). Georgian S.S.R. Georgian Sakartvelo	0	Basic
DK680-689.5 Armenia (Republic). Armenian S.S.R.	0	Basic
DK690-699.5 Azerbaijan. Azerbaijan S.S.R.	0	Min
DK751-781 Siberia	0	Min
DK845-860 Soviet Central Asia. West Turkestan	0	Min
DK901-909.5 Kazakhstan. Kazakh S.S.R.	0	Min
DK911-919.5 Kyrgyzstan. Kirghiz S.S.R. Kirghizia	0	Min
DK921-929.5 Tajikistan. Tajik S.S.R. Tadzhikistan	0	Min
DK931-939.5 Turkmenistan. Turkmen S.S.R. Turkmenia	0	Min
DK941-949.5 Uzbekistan. Uzbek S.S.R.	0	Min
DK4010-4800 History of Poland	0	Min
DL1-1180 History of Northern Europe. Scandinavia	0	Min
DP1-402 History of Spain	0	Min
DP501-(900.22) History of Portugal	0	Min
DR1-2285 History of Balkan Peninsula	0	Basic
DR1202-2285 Yugoslavia	Min	Basic
DR1352-1485 Slovenia	0	Min
DR1502-1645 Croatia	Min	Min
DR1652-1785 Bosnia and Hercegovina	Min	Basic
DR1802-1928 Montenegro	Min	Basic
DR1932-2125 Serbia	Min	Study
DR2075-2087.7 Kosovo	Min	Study
DR2090-2101.5 Vojvodina	0	Basic
DR2152-2285 Macedonia	0	Basic
DS History of Asia	0	Min
DS35.3-35.77 The Islamic World	Min	Study
DS36-39.2 Arab Countries	Min	Basic
DS41-66 Middle East. Southwestern Asia. Ancient Orient. Arab East. Near East	Min	Basic
DS54-54.95 Cyprus	Min	Min
DS67-79.9 Iraq (Assyria, Babylonia, Mesopotamia)	Min	Study
DS92-99 Syria	0	Basic
DS101-151 Israel (Palestine). The Jews	Min	Basic
DS155-156 Asia Minor	0	Min
DS161-195.5 Armenia	0	Min
DS201-248 Arabian Peninsula. Saudi Arabia	Min	Min
DS251-326 Iran (Persia)	Basic	Basic
DS327-329.4 Central Asia	0	Min
DS331-349.9 Southern Asia. Indian Ocean Region	0	Min
DS350-375 Afghanistan	Min	Basic
DS376-392.2 Pakistan	Min	Basic

DS401-(486.8) India (Bharat)	Min	Basic
DS501-518.9 East Asia. The Far East	0	Min
DS556-559.93 Vietnam. Annam	0	Min
DS557-559.9 Vietnamese Conflict	Min	Basic
DS560-560.72 Democratic Republic (North Vietnam), 1945-	Min	Min
DS646.5-646.59 Timor	0	Min
DS701-799.9 China	Min	Basic
DS785-786 Tibet	0	Basic
DS796.H7 Hong Kong	0	Min
DS798.92-799.9 Taiwan	0	Min
DS801-897 Japan	Min	Basic
DS901-937 Korea	Min	Basic
DS918-921.8 War and Intervention, 1950-1953	Min	Basic
DS930-937 Democratic People's Republic, 1948-	Min	Basic
DT History of Africa 0	0	Min
DT271-299 Algeria	0	Min
DT330 Spanish Morocco	0	Min
DT450-450.49 Rwanda. Ruanda-Urundi	0	Min
DT450.5-450.95 Burundi	0	Min
DT470-671 West Africa. West Coast	0	Min
DT1001-1190 Southern Africa	0	Min
DT1701-2405 South Africa	Min	Min
DT1757 Apartheid	Min	Min
E-F History : America	Min	Basic
E151-889 United States	Min	Basic
F1001-1145.2 Canada	Min	Min
F1201-3799 Latin America. Spanish America	0	Min
G Geography, Anthropology, Recreation	Min	Basic
G1-922 Geography (General)		
G 141 Historical Geography	Min	Basic
G1000-3022 Atlases	Basic	Basic
G3180-9980 Maps	0	0
H Social Sciences	Min	Basic
H1-99 Social Sciences (General)	Min	Min
HA1-4737 Statistics	Basic	Basic
HB1-3840 Economic Theory - Demography	Min	Min
HC10-1085 Economic Theory and Conditions	Min	Min
HD28-9999 Industries. Land use. Labor	Min	Min
HD28-70 Management. Industrial Management	Min	Min
HE1-9990 Transportation and Communications	Min	Min
HF1-6082 Commerce	0	Min
HG1-9999 Finance	0	Min
HJ9-9940 Public Finance	0	Min
HM401-1281 Sociology (General)	Min	Min
HX1-970.7 Socialism. Communism. Anarchism	Res	Res
HX519-550 Communism/Socialism in Relation to Special Topics	Res	Res
J Political Sciences		
J(1)-981 General Legislative and Executive Papers	Min	Min

JA1-92 Political Sciences (General)	Basic	Basic
JA1-26 Periodicals	Basic	Basic
JA60-64 Dictionaries and Encyclopedias	Min	Basic
JZ(2)-6530 International Relations	Stud	Res
JZ5.5-18 Periodicals	Stud	Res
JZ1305-2060 Scope of International Relations	Basic	Study
JZ3675-3875 State Territory and Its Different Parts	Min	Min
JZ(3684)-3685 Boundaries	Min	Min
JZ3868-3875 International Waters	Min	Min
JZ4835-5490 International Organizations and Associations	Basic	Study
JZ4841-4848 Political Non-Governmental Organizations. NGOs	Min	Basic
JZ4850-5490 Intergovernmental Organizations. IGOs	Basic	Basic
JZ4853-4934 The League of Nations	Min	Min
JZ4935-5160 The United Nations	Basic	Basic
JZ5511.2-(6299) Promotion of Peace. Peaceful Change	Basic	Basic
JZ5511.2-5526 Societies. Associations, etc.	Min	Min
JZ5527-5532 Congresses and Conferences	Basic	Basic
JZ(5586)-6009 International Security. Disarmament	Stud	Res
JZ6010-(6299) Pacific Settlement of International Disputes	Basic	Res
JZ6360-6377 Non-Military Coercion	Basic	Res
JZ(6378)-6405 The Armed Conflict. War and Order	Basic	Res
JZ6422-6422.5 Neutrality	Basic	Res
JZ6530 Humanitarian Aspects of War	Basic	Res
K Law	Basic	Basic
K1-7720 Law in General. Comparative and Uniform Law. Jurisprudence	Basic	Basic
K4720-4780 National Defense. Military Law	Basic	Study
K4725-4734 The Military Establishment. Armed Forces	Basic	Study
K4740-4760 Military Criminal Law and Procedure	Basic	Res
KZ2-6785 Law of Nations	Basic	Study
KZ(60)-62.5 Intergovernmental Congresses and Conferences	Basic	Study
KZ118-194 Treaties and other International Agreements	Stud	Res
KZ1168-1208 War Crime Trials	Basic	Res
KZ4850-(5490) Intergovernmental Organizations. IGOs	Basic	Basic
KZ4853-(4934) The League of Nations	Min	Min
KZ(4935)-5275 The United Nations	Basic	Basic
KZ(5330)-(5490) Regional Organizations	Basic	Basic
KZ NATO	Res	Comp
KZ5510-6299 International Law of Peace and Peace Enforcement	Basic	Study
KZ5586-5893 The System of	Basic	Study

Collective Security		
KZ5615-5893 Arms Control and Disarmament Regimes	Basic	Study
KZ5637-5645 Conventional Arms Control	Basic	Study
KZ5647-5686 Nuclear (Strategic) Arms Limitation	Basic	Study
KZ5687-5788.5 Nuclear Weapon Free Zones and Zones of Peace	Min	Study
KZ5834-5865 Other Weapons of Mass Destruction	Min	Study
KZ5870-5893 Mutual and Balanced Reduction of Armed Forces	Min	Study
KZ5900-5967 Military Pact Systems for Collective Self-Defense	Min	Study
KZ6009-6299 Pacific Settlement of International Disputes and Conflict Resolution	Min	Study
KZ6115-6299 Arbitration and Adjudication	Min	Study
KZ6350-6785 Enforced Settlement of International Disputes	Basic	Study
KZ6360-6373 Non-Military Coercion	Basic	Study
KZ6374-(6377) Threat of Force	Basic	Study
KZ6378-6785 Law of War and Neutrality. Jus Belli	Min	Basic
KZ6427-6437 Warfare on Land	Min	Basic
KZ6440-6530 Humanitarian Law	Min	Basic
KZ6540-6660 Warfare on Sea	Min	Basic
KZ6665-6714 Air Warfare	Min	Basic
KZA1002-(4205) Law of the Sea	Min	Min
KZD1002-6715 Space Law. Law of Outer Space	0	Min
KZD3489-4406 Peaceful Uses of Outer Space	0	Min
KZD5614-6715 Un-Peaceful Uses of Outer Space	0	Min
KZD5620-5622.2 Treaties and other International Agreements	0	Min
KZD5648-5680.2 Disarmament and Demilitarization Regimes in Outer Space	0	Min
L Education	0	0
M Music	0	0
N Fine Arts	0	0
P Language and Literature	0	0
Q Science	Min	Min
Q1-295 General	Min	Min
QA75.5-76.95 Electronic Computers. Computer Science	Min	Min
QA76.75-76.765 Computer Software	Min	Min
R Medicine	0	0
S Agriculture	0	0
T Technology	0	0
U Military Science	Basic	Basic
U1-900 Military Science (General)	Basic	Basic
UA10-997 Armies : Organization, Distribution, Military Situation	Min	Basic
UA920-925 Plans for Attack and Defense	Min	Basic
UA926-929 Civil Defense	Min	Basic
UB1-900 Military Administration	Basic	Basic

UB250-271 Intelligence	Min	Basic
UB273-274 Sabotage	Min	Basic
UB275-277 Psychological Warfare. Propaganda	Min	Basic
UG622-1435 Air Forces. Air Warfare	Min	Basic
UH20-910 Other Services	Min	Min
UH700-705 Public Relations. Press. War Correspondents	Min	Basic
V Naval Science	Min	Basic
V210-214.5 Submarine Warfare	0	Min
V390-395 Naval Research	0	Min
Z Bibliography. Library Sciences. Information Resources (General)	Min	Min
Z657-659 Freedom of the Press. Censorship	Min	Basic
ZA5050-5185 Government information	Basic	Basic