



Collection Development Policy

February 2011

1. Introduction

The mission of the North Atlantic Treaty Organization Multimedia Library is to support NATO's goals and objectives by making credible and timely public information resources and services available to NATO Headquarters, Delegations and Partners.

The collection development policy provides a framework for the development and maintenance of the Library collections. The policy provides Library staff with guidance for the selection of material in order to maintain the fundamental long term goals of the collection in terms of subject coverage, and to balance these with emerging and shorter term priorities. For this reason, the policy is not a static document and will change to reflect the interests and activities of the Organization over time.

The in-depth policy document will be used by Librarians to guide their collection development and maintenance work. The policy is not exhaustive and cannot cover every acquisitions decision that may arise; therefore, the professional judgment, knowledge and experience of the Librarians staffing the Library is an important element.

2. Clientele

The NATO Multimedia Library serves the International Staff, the International Military Staff, the NATO C3 Staff and Member/Partner Country Delegations/Missions at NATO HQ. It cooperates informally with other NATO libraries such as SHAPE, NC3A, and the NATO Defence College as sources of material for loan. The Belgian Ministry of Defense and Belgian universities, the British Library are also sources of interLibrary loans for material not held in the NATO collection. The Library also cooperates with a network of NATO Depository Libraries in member and partner countries by offering member libraries material weeded from the collection and providing ad hoc advice and guidance on Library matters.

3. Size of Collection

The collection is estimated to be about 13,880 books¹. All of them are included in the Library's online catalog. In addition, the Library subscribes approximately to 184 periodicals and annuals/yearbooks. The print collection is supplemented by electronic sources from Jane's Publications, Economist Intelligence Unit and three EbscoHost databases (Academic Search Premier, Military and Government Collection and International Security and Counter-terrorism Reference Centre) and others².

¹ From "Report of Activities for the Year 2010"

² Information on the break down of the acquisitions budget can be found in the Library Budget files.

4. Scope of Acquisitions

As with any Library, the scope of collecting activity is limited in practical terms by the availability of resources. Therefore, the emphasis is on acquiring material that is of use to multiple staff in the organization to maximize the return on investment.

The scope of acquisitions has changed in the last several years. Formerly, the Library purchased material for Divisional collections, such as the PASP Economics Directorate, the Translation Section and the Office of the Legal Advisor, as well as books for the use of staff in their offices which were kept on permanent loan. This approach has been gradually phased out due to the implementation of Objective Based Budgeting. Furthermore, from 2009, the Library only purchases material for its own collection, Public Diplomacy Division staff and the Private Office of the Secretary General.

The NATO Multimedia Library collection primarily supports the political, diplomatic and military operations of the Headquarters. It currently provides minimal support to the administrative support operations of the Organization such as Human Resources Development Services, Translation Service, Information Communication Technology Management, Finance Control and Construction & General Services. There is also limited material on engineering and technology, beyond the Jane's publications.

Selections are made by Library staff to ensure continuity in the development of the collection. Recommendations within the scope of the collection development policy are welcomed from staff.

5. Currency and Comprehensiveness

Given that its role is to support the staff working at NATO HQ, the Library focuses on collecting current material. The exception is retrospective acquisitions of key works that are made for the special collections described below as part of a goal of comprehensiveness or, which are required to fill gaps in the general collection.

6. Types and Formats of Material

The Library collects primarily print and electronic resources.

6.1 Dissertations

Doctoral dissertations may be acquired when in scope. Dissertations written within a NATO program used to be collected (NATO EAPC Fellowship, Manfred Wörner Fellowship) but the programs stopped a few years ago. In 2009, the NATO EAPC Fellowship and Manfred Wörner Fellowship documents have been offered to the NATO Archives Service.

6.2 Government Documents

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

6.3 NATO publications

The Library does not actively acquire or add to the collection all NATO publications produced by NATO HQ.

6.4 Legal Materials

Most of the acquisitions of legal materials were made for the Secretary General's Legal Advisor. After 2009, the Library no longer acquires these resources and they are not included in the catalog.

6.5 Machine-readable Materials

Standalone information databases can be acquired for in-house use. Selections are restricted to subject areas which the Library collects at the research or comprehensive levels. These can be in the form of downloaded material, DVDs or CD-ROMs. Software is not acquired for the collection.

6.6 Maps

Maps are not acquired. Bound atlases that may be needed for reference use are acquired and retained selectively.

6.7 Microforms

No microform materials are acquired.

6.8 Newsletters

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

6.9 Newspapers

No daily newspapers are acquired for the Library. However, a portion of the Library's budget is used to purchase newspapers for a few individual areas and for the PDD Press Office, the PDD Assistant Secretary General and Deputy Assistant Secretary General.

6.10 Electronic Publications and Online Resources

The Library subscribes to databases of electronic resources from third party vendors as resources allow. These include online databases and publisher repositories including full text electronic journals and books. The Library will also acquire standalone electronic books in other formats such as DVD, through direct download or linking to freely accessible material on the Internet.

In case of both print and online materials' availability, the online format will be preferred if the link mentioned is a permanent one (the DOI for an e-book).

A standalone electronic document without any permanent URL may drive the librarian to make a printed copy of it.

6.11 Rare Books

Rare or historical books or periodicals are not acquired as they do not fit within scope. If they are relevant to the history of NATO, rare books offered as gifts to the Library will be suggested to the NATO Archives section for preservation.

6.12 Reprints

If they are substantive, within scope or fill a gap in the collection, reprints can be acquired.

6.13 Audiovisual materials (photographs, films, videos...)

The NATO Multimedia Library holds an extensive collection of photo and video material taken by free-lance photographers and cameramen and for which NATO has sole copyright. This material

illustrates NATO Ministerial Meetings and Summit Meetings in Brussels and abroad; VIP visits to NATO Headquarters in Brussels; NATO military exercises and historical events.

The Photo Library consists of black and white and color negatives and 35mm color slides. Video material exists in VHS and BETA SP formats.

The originals of the NATO audiovisual documents have been ceded either to the Imperial War Museum (London) regarding the more ancient films or to the NATO Archives Section as far as photographs and more recent films are concerned. The NATO Library holds the digital format of all of them and can provide them in a digital format to recognized members of the press and media and for educational purposes.

7. Exclusions

The following are generally excluded from the collection:

- Maps
- Microforms
- Software
- Newspapers
- Fiction books
- Forms, form letters, etc.
- Radio and television scripts
- Language training resources
- Travel guides
- IT hard copy books (exception: electronic documents or online services may be acquired or subscribed to)

8. Gifts

Gifts are welcome, but must fall within the scope of the collection development policy. Due to limited resources, it may not be possible to evaluate gifts for their suitability at the time of donation. Therefore donors are encouraged to contact the Library in advance since once donated, the material becomes the property of the Library. It is then evaluated and either added to the collection or disposed of as the Library sees fit, such as offered to other libraries, institutions or organizations, recycled or otherwise disposed of. In evaluating gifts, the Library also takes into account the cost of processing the material and the limited space available for the Library collection.

Therefore, with respect to gifts, the following conditions apply:

- Gifts must match collecting priorities to be added to the collection.
- Gifts will not necessarily be retained permanently by the Library.
- Gifts will not be shelved separately but integrated into the collection.
- The Library will not accept gifts with any conditions attached.
- Material in poor condition or duplicates of items already in the collection are not accepted.
- Books and periodicals that supplement or fill gaps in existing titles are accepted.
- The Library does not accept personal papers, manuscripts or other archival or unpublished materials. These should be offered to the Archives if they are relevant to the history of NATO.

Gifts that are accepted by the Library will be acknowledged with a gift letter.

9. Retention and Disposal

The Library has an Inventory and Discard procedure. As resources allow, print materials will be replaced by electronic versions, such as encyclopaedias and other major reference works.

10. Preservation

The Library does not have the capability to handle rare books. When these are identified in the collection, they will be transferred to the Archives for preservation and ideally a digital copy made available for study and research in the Library catalog.

11. Scope of Collection

11.1 Languages

Collection development is limited primarily to English or French, the two official languages of the Organization. The majority of the collection is in English. The Library budget does not permit the acquisition of material to provide coverage in the languages of all NATO member and partner nations. Documents in other languages can be purchased and gifts will be accepted if in scope, but will be evaluated on a case-by-case basis against criteria such as:

- The author is a known expert in the field
- The material helps to provide coverage in a subject area where coverage in English or French is inadequate.
- The subject is one that the Library collects to the research or comprehensive level.
- It appears that the author is making an important and original contribution to the subject.³
- Exceptions can be made for the collection of material about NATO (a case-by-case decision)

11.2 Translations

Translations from a foreign language into one of the two official languages of NATO (English or French) can be acquired if the original work or translation is significant.

11.3 Geographical Coverage

Geographical coverage is not restricted for general reference material, but for in depth collecting is generally limited to those areas of the world covering:

- NATO member and partner countries;
- Areas in which NATO is involved in operations and;
- Areas in which issues related to international relations, national security or potential and emerging conflicts are relevant to NATO.

11.4 Historical Periods

The collection is primarily focused on the post World War II (1939-1945) period to the present. A limited number of works covering wider historical periods is collected selectively to provide

³ Cambridge University Library. Cambridge University Library Collection Development Policy Cambridge: Cambridge University Library, 2007 (<http://www.lib.cam.ac.uk/collectiondevelopmentpolicy.htm#REFERENCE>)

general background information related to world history and politics, long term international relations issues and NATO member and partner countries.

11.5 Current Affairs Periodicals

The Library's focus is on collecting specialized technical and academic periodicals that are within the scope of this policy. Therefore only a minimum number of general current affairs periodicals, such as Time Magazine are acquired.

11.6 Coordination

The Library takes into consideration the following Library collections when selecting material: Belgian Ministry of Defense, SHAPE, NC3A, NATO Defence College, Belgian Universities.

12. Special Collections

12.1 NATO

The Library has an extensive collection of material on NATO covering its history, aims, activities, operations and role in international politics. Developing and maintaining this collection is a key goal.

Since the Library is aiming for comprehensiveness in this area, exceptions to the language rule for publications about NATO can be made.

12.2 Cold War and the Russian / Eastern European Collection

The Library has a strong collection of material on the Cold War and Soviet Regime (1918-1991) including the Cold War, Communism and Eastern European (Warsaw Pact) countries. The Library continues to collect in this area and also post 1991 material on the Russian Federation and former Soviet Republics particularly in the areas of international relations, politics and government, and defense and security. More recently, works analyzing the Cold War from a historical perspective have emerged and are being collected.

12.3 Biographies or witness accounts

The Library has an extensive collection of biographies of prominent politicians and figures involved in international relations; however, less than 20% of this collection dates from post 2000. From 2000 to present, this special collection is currently marked as only BASIC in policy.

13. General Subject Scope of Collection

*Note: Definitions of collecting levels (**MIN**imum, **BASIC**, **STUD**y, **RESE**arch, **COM**prehensive) are detailed at section 16 below.*

A useful "Subject Guide" (subjects by alphabetical order) is joined to this document, see APPENDIX 1

SUBJECT	CONSIDERED PERIOD	COLLECTING INTENSITY AND GOAL IN CURRENT POLICY	COMMENTS
<p>History (1945 to present): history of international relations including colonization/decolonization, economic history, armed conflict, diplomacy, espionage, counterintelligence.</p> <p>History of singular country (1945 to present)</p>	From 1945 to present	<p>STUD</p> <p>History of singular country: MIN or BASIC. Exceptions to STUDY level: Serbia, Kosovo, Russia and former Soviet Republics, Iraq, Afghanistan, Pakistan, China, Iran</p>	<p><i>History of singular country at a BASIC or MIN level: current publications only (no older than 10 years old).</i></p>
<p>International, Regional and Intergovernmental Organizations: history, analysis, principles, operation.</p>	From 1945 to present	<p>IGOs (ex. UN+EU)=STUDY</p> <p>NATO=COM</p> <p>Other=BASIC</p>	
<p>Military Science:</p> <ul style="list-style-type: none"> • Civil Defense • Plans for attack and defense • Strategy • Intelligence, • Psychological Warfare, Information Operations, • Propaganda 	From 1945 to present	<p>STUD</p> <p>Civil Defense = BASIC</p>	<p><i>Civil Defense, Plans for attack and defense: current publications only (less than 5 years old)</i></p>
<p>Military Affairs and Technology: military policy, history, relations, engineering (including weapons and nuclear weapons)</p>	From WWI to present	BASIC	<p><i>Military Technology and Engineering is an old collection at the STUD level, not BASIC</i></p>
<p>Armed Forces: All aspects of armed forces – army, navy and air forces.</p>	Current (from 1989 to present)	BASIC	
<p>Biographies and witness accounts: leading statesmen/women and military figures in international relations or involved with NATO, witness accounts</p>	Current (less than 30 years old)	BASIC	<p><i>Primarily an old collection (used to be collected at a STUDY level)</i></p>
<p>Countries and Regions: basic works on countries and regions of the world in which NATO has an interest</p> <ul style="list-style-type: none"> • History • Politics • Energy 	Depending on the country (mostly from 1989 onwards)	<p>MIN or BASIC</p> <p>Energy Security = STUD</p>	<p><i>Exceptions to STUDY level: Serbia, Kosovo, Russia and former Soviet Republics, Iraq, Afghanistan, Pakistan, China, Iran and Islamic World</i></p> <p><i>Energy Security is an emerging topic</i></p>

SUBJECT	CONSIDERED PERIOD	COLLECTING INTENSITY AND GOAL IN CURRENT POLICY	COMMENTS
Economics: related to global economy and international relations.**	Current (less than 10 years old)	MIN	<i>Do not consider economics by country, neither for NATO member nor partner countries nor in areas in which NATO has an interest</i>
Management, Business (Non-military)	Current (less than 5 years old)	MIN	<i>No acquisitions on "Information technology" anymore (previously MIN level), except in electronic format</i>

*Mainly held in the Legal Advisor's collection

**Mainly held in the PASP Economics Directorate collection

14. Current Areas of Concentration within General Subject Scope

Within the broad categories outlined in the General Scope statement, the following subjects are a particular focus of the current collection:

SUBJECT	CONSIDERED PERIOD	COLLECTING INTENSITY AND GOAL IN CURRENT POLICY	COMMENTS
NATO: all documents	From 1949 onwards	COM	
Terrorism War Crimes	From 1945 onwards	RES	
Cold War: <ul style="list-style-type: none"> • military history (arms race, space race, conflicts and strategies, etc.) • political issue: geopolitical tensions, Warsaw Pact • Information dissemination (Radio Free Europe, Eastern Block information dissemination and Soviet propaganda) • Communism (containment of communism as defensive policy by western countries) • Economic issues 	From 1945 to 1991	RES Information dissemination=STUD Economics=MIN	
USSR and Communism <ul style="list-style-type: none"> • History (incl. Russian Revolution 1917-1921) • History of the Eastern Block • Politics 	1917 - 1991	STUD Russian Revolution=BASIC	<i>Current publications only (no older than 10 years old). Classics admitted</i>

Russia (Federation): <ul style="list-style-type: none"> politics, economics, energy 	1991 to the present	STUD Economics=MIN	
Crisis response operations <ul style="list-style-type: none"> Peace support operations: peacekeeping, peace enforcement, conflict prevention, peace making, peace building, Natural, technological or humanitarian disaster operations Humanitarian Assistance and Intervention 	Current (less than 10 years old)	Peace support operations = RES Law of=STUD Humanitarian Assistance=STUD Humanitarian disaster operations=BASIC	<i>Humanitarian assistance: emerging topic</i>
Arms Control and Disarmament: <ul style="list-style-type: none"> arms control, nonproliferation and disarmament technology, policies, strategies, and agreements nuclear weapons, chemical weapons, anti-ballistic missile systems 	From 1945 onwards	STUD	
State/Nation Building and Reconstruction	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Cyber Defense (defense against cyber attacks)	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Anti-piracy (maritime security)	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Gender issues (in conflicts situation)	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Energy security	Current (less than 10 years old)	STUD	
Communications and Mass Media: related to NATO's work, such as coverage of international issues, war correspondents, public diplomacy, etc.	Current (less than 10 years old)	STUD	
World War I (1914-1918) World War II (1939-1945)	1914-1918 1939-1945	MIN	<i>Current publications only (no older than 10 years old)</i>

15. Emerging Topics

Since the break up of the Soviet Union and the end of the Cold War, NATO has undergone a period of transformation as an organization, along with developments in world events that have modified its information needs. The collection now includes areas of focus on terrorism and crime, the Islamic world, state/nation building and reconstruction. As the Alliance has expanded its membership the need to be informed about potential new member and partner nations has grown.

Emerging topics include humanitarian assistance, energy security, impact of environmental issues on security, cyberdefense, anti-piracy operations, gender issues during conflicts, etc..

16 Collection Depth and Collecting Intensity (Adapted from the Conspectus Model)

The five levels of collecting intensity are:

16.1 Minimal Level (**MIN**): The collection supports simple inquiries (i.e. quick reference question) about the subject from a very limited collection, primarily general reference works. Periodicals 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 out-dated information should be withdrawn. Classic or standard retrospective materials may be retained.

Examples: World War I (1914-1918); Economics during the Cold War, Economic Theory and Conditions

16.2 Basic Level (**BASIC**): The collection has sufficient material to introduce and provide a general overview of a subject including basic facts, such as would be included in a briefing note or summary of an issue/topic from the following types of resources:

- A limited collection of general monographs and reference tools.
- A limited collection of representative general periodicals.
- A limited collection of owned or subscription-based electronic resources, such as EIU Country Profiles or full text journals in Academic Search Premier.

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.

Examples: Russian Revolution (1917-1921); Humanitarian disaster operations

16.3 Study Level (**STUD**):

The collection provides information about a subject in a systematic way, but at a level of less than research intensity and includes:

- An extensive collection of general monographs and reference works plus selected specialized monographs.
- An extensive collection of general periodicals and a representative collection of specialized periodicals.
- Works of well-known authors.
- Specialized electronic resources such as the Military and Government Collection database.

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. However, some areas could be limited to publications from the last few years

Examples of **STUD** areas: Post War History (1945-); Soviet Regime (1917-1991); Socialism, Communism, Anarchism; International Security and Disarmament; Law of Conventional Arms Control, International Relations; Intergovernmental Organizations, History of Iran, etc.

16.4 Research Level (**RES**):

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

- 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 two primary language of the Organization (If resources permit).
- 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.

Examples: Cold War, Terrorism

16.5 Comprehensive Level (**COM**):

A collection in a field of knowledge that strives to be exhaustive as far as is reasonably possible (i.e., "special collections"), in all applicable languages includes:

- Exhaustive collections of published materials.
- 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.

Examples: None identified at present. Currently, expanding the NATO collection to Comprehensive is a goal for the future.

17 The Reference Collection

Materials in the reference collection are designed to meet the research needs of the NATO staff and visitors, and to support the public information resource at NATO HQ. Reference materials are not limited by format. Items are placed in reference in the reading room of the Multimedia Library or offered online to NATO staff exclusively. As a general rule, only the latest edition of a source is shelved in reference; older editions are transferred to other Library partners (NATO Depository Libraries) or discarded.

The reference collection includes general reference items, reference atlases, government documents, treaties, specialized dictionaries and encyclopedias, bibliographies, reference sources.

Reference materials generally will be limited to sources which are designed for consultation rather than continuous reading and are usually arranged to facilitate rapid retrieval of information. Items could be borrowed by NATO staff for a short period of time if there is a need for consulting the material outside of the Library premises.

APPENDIX 1

Collection Development Policy - Subject Guide (alphabetical order)

SUBJECT	CONSIDERED PERIOD	COLLECTING INTENSITY AND GOAL IN CURRENT POLICY	COMMENTS
Anti-piracy (maritime security)	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Armed Forces: All aspects of armed forces – army, navy and air forces.	Current (from 1989 to present)	BASIC	
Arms Control and Disarmament: <ul style="list-style-type: none"> • arms control, • nonproliferation and disarmament technology, • policies, strategies, and agreements • nuclear weapons, chemical weapons, anti-ballistic missile systems 	From 1945 onwards	STUD	
Biographies and witness accounts: leading statesmen/women and military figures in international relations or involved with NATO, witness accounts of 'old' soldiers (mainly in recent conflicts)	Current (less than 30 years old)	BASIC	<i>Primarily an old collection (used to be collected at a STUDY level)</i>
Cold War: <ul style="list-style-type: none"> • military history (arms race, space race, conflicts and strategies, etc.) • political issue: geopolitical tensions, Warsaw Pact • Information dissemination (Radio Free Europe, Eastern Block information dissemination and Soviet propaganda) • Communism (containment of communism as defensive policy by western countries) • Economic issues 	From 1945 to 1991	RES Information dissemination=STUD Economics=MIN	
Communications and Mass Media: related to NATO's work, such as coverage of international issues, war correspondents, public diplomacy, etc.	Current (less than 10 years old)	STUD	
Countries and Regions: basic works on countries and regions of the world in which NATO has an interest <ul style="list-style-type: none"> • History • Politics • Energy 	Depending on the country (mostly from 1989 onwards)	MIN or BASIC Energy Security = STUD	<i>Exceptions to STUDY level: Serbia, Kosovo, Russia and former Soviet Republics, Iraq, Afghanistan, Pakistan, China, Iran and Islamic World</i> <i>Energy Security is an emerging topic</i>

Crisis response operations <ul style="list-style-type: none"> Peace support operations: peacekeeping, peace enforcement, conflict prevention, peace making, peace building, Natural, technological or humanitarian disaster operations Humanitarian Assistance and Intervention 	Current (less than 10 years old)	Peace support operations = RES Law of=STUD Humanitarian Assistance=STUD Humanitarian disaster operations=BASIC	<i>Humanitarian assistance: emerging topic</i>
Cyber Defense (defense against cyber attacks)	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Economics: related to global economy and international relations.**	Current (less than 10 years old)	MIN	<i>Do not consider economics by country, neither for NATO member nor partner countries nor in areas in which NATO has an interest</i>
Energy security	Current (less than 10 years old)	STUD	
Gender issues (in conflicts situation)	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Government (see <i>Politics & Government</i>)			
History (1945 to present): history of international relations including colonization/decolonization, economic history, armed conflict, diplomacy, espionage, counterintelligence. History of singular country (1945 to present)	From 1945 to present	STUD History of singular country: MIN or BASIC. Exceptions to STUDY level: Serbia, Kosovo, Russia and former Soviet Republics, Iraq, Afghanistan, Pakistan, China, Iran	<i>History of singular country at a BASIC or MIN level: current publications only (no older than 10 years old).</i>
International Law: <ul style="list-style-type: none"> on Nuclear War on Sea/Sea limits on Space 	From 20th century to present	STUD Space and sea laws=BASIC	<i>It is a Library collection, not Legal advisor</i>
International Relations: <ul style="list-style-type: none"> diplomatic, political, energy economic foreign policy analysis and decision-making 	Current (from 1989 to present)	RES Energy = STUD Economics = MIN	<i>No acquisitions on International relations before 1989 when not related to the Cold War</i>
International Relations within or with USSR, the communist and eastern countries	From 1917 to 1991	USSR and Eastern countries = STUD	<i>International relations within or with USSR, the communist and eastern countries, from 1917 = STUD level</i>

International, Regional and Intergovernmental Organizations: history, analysis, principles, operation.	From 1945 to present	IGOs (ex. UN+EU)=STUDY NATO=COM Other=BASIC	
Management, Business (Non-military)	Current (less than 5 years old)	MIN	<i>No acquisitions on "Information technology" anymore (previously MIN level), except in electronic format</i>
Maritime security (see <i>Anti-piracy</i>)			
Military Affairs and Technology: military policy, history, relations, engineering (including weapons and nuclear weapons)	From WWI to present	BASIC	<i>Military Technology and Engineering is an old collection at the STUD level, not BASIC</i>
Military Science: <ul style="list-style-type: none"> • Civil Defense • Plans for attack and defense • Strategy • Intelligence, • Psychological Warfare, Information Operations, • Propaganda 	From 1945 to present	STUD Civil Defense = BASIC	<i>Civil Defense, Plans for attack and defense: current publications only (less than 5 years old)</i>
National and International Security and Defense <ul style="list-style-type: none"> • Global security • Energy security and environmental issues on security • Space Security • Maritime and Aviation Security • Missile Threats & Responses • Cyber security • European Security & Transatlantic Relations • Military Professionalism, Education and Training • Gender, peace and conflicts 	Current (from 1989 to present)	STUD	<i>In NATO member and partner countries or in areas in which NATO has an interest</i> <i>All Emerging topics such as Cyber security, Gender issues, Maritime security (anti-piracy), etc.: publication date should not be more than 10 years old</i>
NATO: all documents	From 1949 onwards	COM	
Politics and Government: <ul style="list-style-type: none"> • global, regional and country level, • political institutions, constitutions 20th Century, • political parties / movements (incl. nationalism and imperialism issues) and religion. 	Current (from 1989 to present)	STUD	<i>In NATO member and partner countries or in areas in which NATO has an interest</i> <i>Global, regional of country level: includes sovereignty, democracy, state failure, tyranny, dictatorship issues</i>

Russia (Federation): <ul style="list-style-type: none"> • politics, • economics, • energy 	1991 to the present	STUD Economics=MIN	
State/Nation Building and Reconstruction	Current (less than 10 years old)	STUD	<i>Emerging topic</i>
Terrorism	From 1945 onwards	RES	
USSR and Communism <ul style="list-style-type: none"> • History (incl. Russian Revolution 1917-1921) • History of the Eastern Block • Politics 	1917 - 1991	STUD Russian Revolution=BASIC	<i>Current publications only (no older than 10 years old). Classics admitted</i>
War and conflict: all aspects including conduct, tactics, strategy, sovereignty disputes, push or coup d'état, territories/boundaries disputes, conflict analysis and history.	From WWI to present	RES	
War crimes	From 1945 onwards	RES	
World War I (1914-1918) World War II (1939-1945)	1914-1918 1939-1945	MIN	<i>Current publications only (no older than 10 years old)</i>