

**WVU/NASA IV&V Technical Library**  
**Collection Development Policy**  
March 2001

## **INTRODUCTION**

### **1. Purpose**

The purpose of this written collection policy is to:

- Define the policy for the collection of materials to be added to the Technical Library
- Identify the major subject areas supported by the collections
- Guide staff in the selection of relevant materials within the scope of available funds
- Encourage stability and continuity in the event of staff change
- Inform NASA, WVU, and other clientele of the nature and scope of the collections and the principles for selection
- Outline criteria for selection and deselection of materials

### **2. Mission**

The mission of the WVU/NASA IV&V Facility Technical Library is to provide information to NASA employees and contractors, the West Virginia University community, and the community at large in support of software Independent Verification and Validation (IV&V) and software assurance research.

### **3. Clientele Served**

The Technical Library will support the occupants of the IV&V Facility, both civil servants and contractors, working on NASA contracts. Also, the library will support the research needs of employees at NASA Centers, West Virginia University faculty, staff, and students, and the community at large. The level of support for each group is outlined in the Borrowing Policy (<http://library.ivv.nasa.gov/bpolicy.html>).

### **4. Historical Overview**

After the Challenger accident in 1986, Congress investigated how such accidents could be prevented. A report from the United States General Accounting Office (February 1991) noted that NASA's shuttle software steering group "believed an independent V&V oversight office should be formed to closely monitor all software V&V activities." The Independent Verification & Validation Facility became this "oversight office" in 1993.

The second director of the Facility, Dr. Henry Lum, saw the mandate for a research library to help meet the Facility's mission. In 1996, Azimuth, Inc. produced a report outlining the requirements for a technical library. Through a cooperative agreement between NASA Ames and West Virginia University Research Corporation, detailed planning began for the library in 1997 and a librarian was hired in August. The library officially began services in the fall of 1998.

## **5. Principles Governing Collection Policy**

### **1. Access and ownership**

According to the Canadian Institute for Scientific and Technical Information, "Scholarly communication is not limited by institutional boundaries nor can any institution expect to hold all necessary information resources." In the spirit of cooperation, the Technical Library will lend materials to other NASA libraries, West Virginia University, other West Virginia libraries, and any other requesting library.

### **2. Copyright and licenses**

The Technical Library staff will support the laws and principles related to the protection of intellectual property and fair use of copyrighted material. License agreements with publishers or vendors may limit access to specific resources.

## **6. Building the Collection**

### **1. Subject coverage**

In support of the Facility's mission, the primary subject area for the collection is software engineering and particularly independent verification and validation (IV&V) of software. Auxiliary to this, the collections will support continuous learning and informal education of the Facility workers. The Technical Library will collect minimally in the subject area of business management, and, to a lesser extent, in the areas of astronautics, aeronautics, and the National Aeronautics and Space Administration.

### **2. Collection Scope**

The collection will include materials in print, electronic, and audio-visual formats. There are no microform readers therefore no microforms will be collected.

### **3. Selection Criteria**

#### *3.1 Language*

English language materials will be collected.

#### *3.2 Publication type*

##### *3.2.1 Journals*

Journals contain the most current information on a topic and therefore will be collected for subject currency. No "journals" provided for free and consisting primarily of commercial material will be collected.

### *3.2.2 Conference proceedings*

Some research is published only as conference papers but are very expensive. Proceedings will be collected as funds permit.

### *3.2.3 Monographs*

Monographs are the preferred format for user's manuals and other texts on software, tools, and operating systems. Monographs will be the backbone of the collection. For books on topics subject to frequent change, paper will be the preferred binding. Generally, only one copy will be added to the collection. A second copy received as a gift may be added if justified by usage.

### *3.2.4 Monographic serials and Technical Reports*

Monographic series and technical reports will be acquired selectively to complement the journals and conference proceedings.

### *3.2.5 Theses*

Theses will be obtained and cataloged in response to specific requests. Theses of researchers at the IV&V Facility may be obtained.

### *3.2.6 Newspapers*

Local newspapers are collected to keep employees informed and to aid them in settling into the community. Newspapers will be retained for 3 months.

### *3.2.7 Standards*

The IEEE standards are available electronically through NASA's purchase of the IEEE Explore. These will not be purchased in print. All other standards will be obtained in response to specific requests.

## *3.3 Physical Format*

Information in all formats except microforms will be considered for purchase.

## *3.4 Chronology*

Generally, emphasis is on the collection of current (last 5 years) imprints.

## *3.5 Office copies*

Copies of materials will not be purchased for an individual's exclusive use. Materials may be added to the collection and then indefinitely charged out with the understanding that the materials will be retrieved if needed by another user.

## **3 Selection Process**

Under the direction of the Library Steering Council, the librarian will make decisions regarding the selection of materials to be added to the library. Any material related to work activities and recommended by a Facility resident working on a NASA project will receive serious consideration for purchase.

The Library Selection Committee, a subcommittee of The Library Steering Council, will aid the librarian in identifying additional materials for purchase. The committee membership should represent the interest of all of the building's resident, e.g. at least one NASA employee, a researcher, a practitioner, and a network operations employee.

The Committee members will review promotional emails from vendors and surplus lists from other NASA libraries for possible additions to the collection. Members may be asked to also identify materials from catalogs and bibliographies.

**GIFTS.** The librarian will select additions to the collection from gifts. Decisions will be based on the same principles as those for purchases but less stringent. The librarian will consult with Library Selection Committee members as appropriate. Materials that are not added to the collection will be donated to WVU's Evansdale Library, or added to the surplus list, or given to building residents.

### **BUDGET STRUCTURE and ALLOCATION**

A budget proposal is made to the NASA manager responsible for the library. This is currently the NASA Facility Operations Manager. NASA will decide on the level of the materials budget. Budget monies will then be distributed through cooperative agreement between WVU and NASA. The fiscal year for the cooperative agreement is March to February.

The ratio of funds spent for books and journals has been 50/50. Interlibrary loan and document delivery costs are also deducted from the materials budget.

### **SPECIAL COLLECTIONS**

#### 1. Tools manuals

The IV&V Technical Library will allocate space and circulate manuals for the software tools used in the Facility. These tools manuals will be selected by the NASA officer responsible for maintaining an inventory of the tools.

#### 2. Software Research Laboratory (SRL) publications

Print copies of the technical reports produced by the WVU/NASA collaborative agreement Software Research Laboratory will be housed, cataloged, and circulated from the Technical Library. Since the SRL has been dissolved, no new documents will be added.

#### 3. Technical Report file

The library has a file of technical reports, manuals, and other documents obtained from employees when the library was founded (1997). The contents of these files are listed in an Excel spread sheet. Some documents have been cataloged and some weeded. No new items will be added to these files.

#### 4. NASA STI Technical Reports

As a NASA library the IV&V may collect selected NASA technical reports (code 61) from the Scientific and Technical Information Service. Reports in the software engineering subject area will be received from STI and stored in file cabinets and arranged by STI number.

5. NASA History Office publications

The NASA History Office sends two copies of each of its publications. Both copies are cataloged and added to the collection.

**MAINTAINING THE COLLECTION**

1. Preservation

Library staff will repair, replace, or reformat materials as needed to keep the information available to the users.

2. Deselection

*2.1 Monographs*

In general, the same criteria that apply to selection of new materials form the basis of weeding the collection. Monographs are regularly weeded in order to maintain the integrity of the collection. Weeding is the withdrawing of damaged or obsolete materials from the collection. Superseded editions, depending on the length of time between revisions and the extent of revision, may also be withdrawn. The overriding criterion is to keep a representative collection showing the changes which have occurred over time.

*2.2 Serials Retention*

Journals will be retained for the life of the library’s subscription. Magazines will be retained for 12 months.

*2.3 Cancellation of Serials*

Serial subscriptions are reviewed annually with the help of the Library Steering Council. Serials will be cancelled if the content has changed and is no longer appropriate to the collection. Serials may also be cancelled based on these factors: usage, cost, and relevance to the Facility’s mission or initiatives.

*2.4 Disposal of materials*

Materials will be disposed of based on NASA guidelines. First, a list of available materials will be sent to other NASA libraries and requests forwarded to them. Next, remaining materials will be given to residents of the building. Then, any remaining materials will be recycled.

**REVIEW OF THIS POLICY**

This policy will be reviewed by the librarian every five years or after major changes in the Facility’s mission. The parties listed below must approve revisions.

Approved by:

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NASA Facility Operations Manager  
NASA IV&V Facility  
Date:

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Technical Library Manager  
West Virginia University  
Date:

## References

United States General Accounting Office. Space Shuttle: NASA Should Implement Independent Oversight of Software Development. General Accounting Office, 1991

Canadian Institute for Scientific and Technical Information. Collection Development Policy. <http://www.nrc.ca/cisti/irm/policy.html>

American Library Association, Association for Library Collections & Technical Services. Guide for Written Collection Policy Statements. 2<sup>nd</sup> edition. American Library Association, 1996.