COLLECTION DEVELOPMENT POLICY

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ROLE AND SCOPE OF THE POLICY

PURPOSE

This policy is intended to provide general guidance for collection development within the Idaho Health Sciences Library (IHSL) collection. The policy attempts to identify the users of the IHSL and to define the subject interests of the collection. Selection criteria are discussed and policies are described for salient collection development parameters, such as final selection authority, gift materials, and deaccessioning.

SCOPE

This policy pertains to all informational resources that support the services of the Idaho Health Sciences Library. It pertains, therefore, to all those materials shelved in Health Sciences Reference and in Health Sciences Indexes; to health sciences journals shelved in the Periodicals and Main Book Collection sections of the Oboler Library; and to all those materials selected for curricular and research support of the College of Health Professions and the College of Pharmacy. Materials purchased for biological sciences fall within the scope of this policy only insofar as they support health-related programs.

POLICY REVIEW

This policy shall be reviewed and, if necessary, revised every two years, or as needed.
INTRODUCTION TO THE IDAHO HEALTH SCIENCES LIBRARY

The Idaho Health Sciences Library was established in 1992, as the direct result of a contractual agreement between Idaho State University (ISU) and two local hospitals, Bannock Regional Medical Center and Pocatello Regional Medical Center (PRMC). Under the terms of this agreement, ISU’s Eli M. Oboler Library agreed to provide information services to those two institutions in return for annual, negotiated payments. As a further consequence of this agreement, the Oboler Library absorbed the two hospital library collections, one of which (the PRMC Collection) had, in fact, been created by the ISU College of Pharmacy.

Though these specific events acted as immediate causes of the IHSL’s creation, the university library had a long-standing obligation to support the information needs of the academic programs of the College of Pharmacy and the College of Health Professions. The Library also had been active in supporting ISU in its mission as the lead institution for health education in Idaho. Hence, it had already developed extensive collections and services supportive of health sciences research and instruction.

Given this development, the IHSL Advisory Committee recommended, and the library adopted, the following mission: to advance health education, research, and patient care by providing information to the university community and Idaho health care providers. The mission was later revised to acknowledge the IHSL’s role in serving health care consumers: to advance education, research, and patient care by providing publication-based information to the university community, Idaho healthcare providers and consumers.

The IHSL is currently the largest health sciences library in Idaho and is the state’s Resource Library within the National Network of Libraries of Medicine (NN/LM). Unlike most academic health sciences libraries, however, the IHSL is not associated with a medical school or university hospital and is not an autonomous and separate program. The IHSL is physically located within the Eli M. Oboler Library and its collection is treated as a portion of the main library collection. The IHSL performs all public service functions at its third-floor location, but utilizes the main library staff for most technical support functions, including acquisitions, cataloging, serials control, and circulation.

Periodicals utilized by the IHSL are housed either on the same floor as the IHSL's physical location or one floor below. Monographs that are categorized as reference works are shelved within the IHSL; all other health science monographs are integrated with the general collection and shelved in the second floor monograph collections. Some government documents relevant to the IHSL’s function are kept within the IHSL; most are in the Documents collection, which is also located on the third floor.
The IHSL periodical collection currently comprises approximately 550 active print subscriptions. The reference collection contains nearly 2,000 volumes of print reference books and indexes. Access is provided to major health sciences databases.

In order to provide service to its users, the IHSL maintains close relationships with several agencies, networks and organizations: the Idaho Drug Information Service, the National Network of Libraries of Medicine, professional medical library associations, and hospital libraries throughout Idaho. As a part of the Eli M. Oboler Library, the IHSL shares in the benefits of cooperative endeavors with libraries belonging to the Bibliographic Center for Research (BCR) and other resource-sharing efforts.

IHSL USER GROUPS

Primary users of the IHSL fall into two basic categories: regional health care providers and the academic community.

Regional Health Care Providers

The IHSL provides information services, including database searching and interlibrary loan, to the staff and affiliated physicians of the following institutions:

State Hospital South. Blackfoot, ID. One of two state psychiatric hospitals, State Hospital South has 165 hospital beds and 29 nursing home beds.

In addition to serving the hospital mentioned above, the IHSL makes available to all Idaho health care professionals a fee-based information service utilizing its own collection and interlibrary loan and document delivery facilities.

Academic Community

The IHSL collection and staff are primary sources of information and assistance for students and faculty in numerous major academic programs. These programs involve approximately 250 faculty, about 660 affiliate/adjunct faculty, and serve several hundred students each semester at the Pocatello campus, at extension sites elsewhere in the state, and those enrolled in Web-based courses. The ISU Student Health Center and the Institute of Rural Health Studies also avails itself of IHSL services.

The following are the major curricular units served by the IHSL, with names of programs and degrees offered.

A. College of Arts and Sciences
Biological Sciences  
(B.S. in Clinical Laboratory Science)  

Physics  
(B.S. and M.S., both with Health Physics Emphasis)  

Psychology  
(B.A./B.S. and M.S. in Psychology, Ph.D. in Clinical Psychology)  

B. College of Business  
(Pharm.D. / M.B.A.)  

C. College of Health Professions  

Counselor Education  
(Family Centered Practice Certificate, M. Counseling, Ed.D. in Counseling,  
Ph.D. in Counselor Education and Counseling)  

Communication Sciences and Disorders and Education of the Deaf  
(A.S. in Sign Language Studies, B.S. in Educational Interpreting, B.S. and  
M.S. in Speech-Language Pathology, M.S. and AuD. in Audiology, M.S.  
in Deaf Education)  

Dental Hygiene  
(B.S. in Dental Hygiene, M.S. in Dental Hygiene starting Fall 2005)  

Family Medicine  
(Certificate - postgraduate Family Practice Residency Program for  
physicians who have MD or DO degrees)  

Health and Nutrition Sciences  
(B.A./B.S. and M.S. in Health Education  
(B.S. in Dietetics)  
(M.P.H.: Master in Public Health)  

Health Care Administration  
(B.S. in Health Care Administration)  

Idaho Dental Education Program (IDEP)  
(1st year of DDS degree program taught in conjunction with Creighton  
University)  

Nursing  
(B.S. and M.S. in Nursing; optional certificate for Nurse Practitioner)  

Occupational Therapy  
(Master of Occupational Therapy)  

Physical Therapy  
(Doctor of Physical Therapy (DPT))  

Physician Assistant Program  
(Master of Physician Assistant Studies (MPAS) and Physician  
Assistant (PA) Certificate)  

Radiographic Science
(A.S. and B.S. in Radiography)

D. College of Pharmacy
(Doctor of Pharmacy (Pharm. D); Joint Doctor of Pharmacy and Master of Business Administration (Pharm.D/MBA); M.S. in Pharmacy (Specialties: Pharmaceutical Chemistry, Pharmaceutics, Pharmacology, Pharmacy Administration; Ph.D. in Pharmaceutical Sciences - Pharmacology, Pharmacokinetics, Biopharmaceutics and Biopharmaceutical Analysis; Ph.D. in Pharmaceutical Sciences (Ph.D.) - Pharmacy Administration)

E. College of Technology
Dental Laboratory Technology
(A.A.S., Bachelor of Applied Technology (B.A.T.))
Health Information Technology
(Post Secondary Technical Certificate in Medical Transcription, A.A.S.)
Medical Assisting
(A.A.S., Bachelor of Applied Technology (B.A.T.))
Office Technology
(Technical Certificate - Medical Office, A.A.S. in Medical Office Technology)
Paramedic Programs
(Advanced Certificate, A.A.S., Bachelor of Science in Health Science)
Physical Therapist Assistant
(A.A.S.)
Practical Nursing
(Technical Certificate, A.A.S.)
Registered Nursing
(Associate of Science – Registered Nurse Degree (ADN))
Bachelor of Science in Health Science

The IHSL cooperates with the School of Applied Technology bibliographer in ensuring that needs of students and faculty are met.
Nearly all funding which sustains collecting activity for the IHSL is allocated to the IHSL from the general library fund. Those allocated funds are derived from appropriated funds and from payments to the library by IHSL fee-for-service clients. Some funds are subdivided, within the acquisitions budget, into subject-area allocations corresponding to academic departments, and are spent jointly by library and departmental personnel. Other funds support collection development via special budgets that are dedicated to books and journals in clinical subject-areas and are spent by IHSL staff. An endowment, the Bart Pulling Memorial Fund, was established in December 1999, to support the IHSL collection.

Subject Bibliographers are appointed by the library to oversee the spending of funds allocated to academic subject areas. Each Bibliographer acts as a liaison to an academic department, monitors that department's requests for book and journal purchases, and selects materials for purchase with his or her portion of the subject area's book allocation. The Director and Health Sciences Librarian of the IHSL perform all collection development tasks involving those acquisitions allocations that are not directly associated with academic departments. They also currently serve as bibliographers for several of the subject areas listed in section II, above.

The major areas of collecting concentration are those that support health-related academic programs. Holdings in areas such as pharmacy and nursing are especially strong, reflecting, in part, the longer time-span over which collecting has taken place for these programs. Recent holdings in occupational therapy also are strong due to generous library funds that were included in the startup costs for the program. Several areas of clinical medicine receive roughly equal emphasis, at a somewhat lower level of support. Collecting is minimal or non-existent for several areas where there are no academic programs and no local clinical specialists, e.g., tropical medicine.

If additional funds were to become available from university sources in connection with specific programs, the IHSL would direct those funds toward collection development in directly relevant subject areas. It would direct unrestricted funds toward general medicine, medicine and the state, public health, and internal medicine. Additional funds from an outside (e.g., hospital) source would be directed toward the interests of the source, or to clinical medicine and consumer health.

Typical of most academic libraries, interlibrary loan and document delivery services are playing an increasingly important role in meeting patrons' needs. The IHSL compensates for lack of local holdings by heavy use of interlibrary loan. This program is sustained by reciprocal agreements and membership in various bibliographic utilities or networks, as discussed elsewhere in this document.
IV

SELECTION CRITERIA

FORMAT

Multimedia

Acquisition of multimedia materials by the IHSL is limited. Some of the multimedia materials purchased accompany books. Others are specifically requested by faculty or are only available in multimedia format.

Workbooks

Workbooks are not usually acquired by the IHSL, because they are designed for use by a single individual.

Electronic Resources

The IHSL currently purchases access to a variety of electronic resources including electronic databases, books, and journals. These resources are selected and evaluated regularly for continued usefulness and appropriateness to the IHSL mission. Important considerations in assessing the value of such resources are the level of anticipated use, relevance to the curriculum, usability, and remote access capability.

DUPLICATE FORMATS

For whatever reason, materials may be duplicated in various formats (the most common being the existence of both paper and microfilm formats) within the collection. Due to shelving space limitations, it is desirable that only one format be retained in the future. Medical and health resources are often heavily illustrated, and the illustrations usually communicate essential information. Some formats, such as microforms, cannot accurately reproduce illustrations, especially color illustrations and radiographs, thereby rendering the information contained in them unusable. As a result, the preferred format in which to maintain medical and health resources is paper.

Extenuating circumstances such as usage, physical condition, partial duplication of formats, etc. may affect withdrawal decisions. Titles should be individually evaluated to ensure that the best quality format is retained for future use.

GENERAL SELECTION CRITERIA
The following factors (not ranked) will be taken into consideration when evaluating materials of all types for acquisition by the IHSL:

1. Current holdings. Duplicate copies will rarely be acquired. Items in the collection that have been lost, stolen, or damaged will not be automatically replaced.
2. Importance and relevance of the subject matter, viewed in the context of IHSL users' needs, existing coverage by the IHSL collection, and the availability of other materials dealing with the same subject.
4. Accuracy of information.
5. Usefulness of the information over time.
6. Language of the material. English is preferred.
7. Quality of format (e.g., thoroughness of indexing, durability, readability)
8. Author's reputation.
9. Publisher's reputation.
10. Cost, viewed in the context of collection needs and budget.
11. Availability of the material via interlibrary loan services.
12. Availability of the material for purchase. Out-of-print items have a low priority.
13. The presence of a Government Documents depository within the same building allows the IHSL to forego the purchase of these materials, with the exception of a very few reference tools where multiple copies are necessary.
14. Availability of the material on the Internet at no cost.

SELECTION CRITERIA FOR PERIODICALS

In addition to those factors listed above which are relevant, the IHSL considers the following factors in selecting journals for subscription purchase or subscription renewal:

1. Extent to which the journal is indexed in indexes available to the IHSL.
2. Citation impact.
3. Whether or not the journal is peer-reviewed.
4. Number of local interlibrary loan requests for articles from the journal.
5. Scholarly content vs. advertising content.
6. Likelihood of long-term subscription. The IHSL will not subscribe to a journal unless it anticipates maintaining the subscription for a minimum of 3 years. It would prefer to extend subscriptions indefinitely.
7. Extent of local demand -- the IHSL may not subscribe to journals that support the research of only a small number of individuals.
8. Changes in content and/or cost. Substantial cost increases or changes in quality of content will lead to a re-evaluation of a title.
9. Duplication. If there is heavy use of a currently received paper journal and consequent
damage and loss of issues, the library will consider acquiring a duplicate subscription.

10. Presence of the journal in full text on the Internet or in one of the databases provided by the library.

11. Availability at another Idaho library that would be willing and able to fill interlibrary loan requests as needed.
OTHER COLLECTION DEVELOPMENT PARAMETERS

SELECTION RESPONSIBILITY

Library funds are allocated annually to all academic subject areas and to the IHSL. In the case of
the academic subject areas, bibliographers and faculty each spend half of the allocated monograph
funds and share responsibility for selecting and reviewing journals assigned to each subject area's
budget. In the case of budgets utilized by the IHSL directly, IHSL staff makes selection decisions
with input from faculty and other library patrons. Final authority for expenditures of all library
funds rests with the library.

RETENTION

Because the IHSL serves as an information resource for both an academic community and
practicing health professionals, it must serve scholarly, as well as purely practical, ends. Therefore,
it has an archival responsibility and must attempt to retain as much older material, both books and
journals, as is practicable. However, materials which are in poor physical condition or which have
lost currency or been superseded, and which have minimal historical value, may be discarded.
Decisions to discard are based on usage, currency of information, the existence of newer, available
editions, and the presence of duplicates in microform, and/or other library holdings in the same
subject area.

Withdrawn journals will be offered to other libraries via exchange lists.

All materials selected for withdrawal will be handled according to the Oboler Library’s Review
deaccess.htm.

IDAHO MEDICAL JOURNALS ARCHIVING PROJECT

With the approval of the ISU University Librarian in 2000, IHSL staff and Idaho hospital
librarians agreed to cooperate in order to preserve medical journal access for the entire state. Prior
to this time, hospital librarians were forced to discard older medical journals (any older than 5-10
years) due to a shortage of storage space.

Idaho hospital librarians are now welcome to offer journals they are planning to discard to the
IHSL. IHSL staff evaluates the periodicals using the selection criteria listed earlier in this
document to determine what titles should be processed and added to the Library’s collections. This
project preserves the medical journals for use by all citizens of Idaho and provides enriches the
Library’s collections with resources that would otherwise be locally unavailable to ISU health professions students.

GIFT MATERIALS

All donated books and journals are handled in accordance with the Oboler Library's Gift Materials Policy available at http://www.isu.edu/library/coldev/gift.htm. The IHSL currently searches exchange lists as time allows.

PLACEMENT OF REFERENCE MATERIALS

Under most circumstances, the bibliographer who submits a request for a reference book will have the right to determine the ultimate location of the book ordered. In case of a dispute over the proper location of a book, the heads of the departments concerned and the Associate University Librarian for Collection Development must arrive at a mutually agreeable decision.