

# Canterbury Medical Library

## Collection development policy

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<b>1. INTRODUCTION</b>	<b>4</b>
<b>2. INSTITUTIONAL MISSIONS, GOALS, AND RELATIONSHIPS</b>	<b>4</b>
2.1 Christchurch School of Medicine and Health Sciences	4
2.2 Medical Library	4
2.3 Relationships	4
<b>3. RESPONSIBILITY AND PROCEDURES FOR SELECTION</b>	<b>4</b>
3.1 Selection Committee	4
3.2 Book selection	4
3.3 Journal selection	5
<b>4. GENERAL POLICIES</b>	<b>5</b>
4.1 Forms of materials	5
4.2 Level of subject coverage	5
4.3 Languages	5
4.4 Age of material	6
4.5 Duplication	6
4.6 Gifts	6
<b>5. REFERENCE COLLECTION</b>	<b>6</b>
5.1 Encyclopaedias	6
5.2 Dictionaries	7
5.3 Drug and toxicology resources	7
5.4 Bibliographies	7
5.5 Directories	7
5.6 Biographical directories	8
5.7 Handbooks and style manuals	8
5.8 Statistical resources	8
5.9 History of medicine	8
5.10 Tests and measurements	8

5.11 Grants resources	9
5.12 Travel and geographical resources	9
5.13 Specialist subject resources	9
<b>6. SELECTION GUIDELINES BY SUBJECT</b>	<b>9</b>
6.1 Levels of coverage	9
6.1.1 A: Comprehensive level	10
6.1.2 B: Research level	10
6.1.3 C: Advanced study level	10
6.1.4 D: Basic information level	10
6.1.5 E: Minimal level	10
6.2 Subjects Class # Coverage level	10
<b>7. BRANCH AND DEPARTMENTAL COLLECTIONS</b>	<b>12</b>
7.1 Branch libraries	12
7.2 Departmental collections	12
<b>8. SPECIAL COLLECTIONS</b>	<b>12</b>
8.1 Audiovisual Collection	12
<b>9. WEEDING</b>	<b>12</b>
9.1 General policy	12
9.2 Criteria for weeding books	13
9.2.1 Duplicates	13
9.2.2 Superseded editions	13
9.2.3 Unused material	
9.2.3 All other book material	13
9.3 Criteria for weeding journals and annuals	13
9.3.1 Dead runs	14
9.3.2 Transferal to storage	14
9.3.3 Discarding serials	14
<b>10. POLICY REVIEW</b>	<b>14</b>

## **1. Introduction**

This document contains principles and recommendations to guide the staff of the Canterbury Medical Library from the decision to purchase a particular title, through that item's lifespan within the collection, ending in either its permanent retention or its withdrawal. The policy seeks to establish a library collection (including book, journal, and multimedia resources) which meets the needs of library users within available resources. It is directed to library staff who are responsible for its implementation, and to library users, who contribute to the policy's ongoing relevance through their use of the collection.

## **2. Institutional missions, goals, and relationships**

### **2.1 Christchurch School of Medicine and Health Sciences**

The Christchurch School of Medicine and Health Sciences will be a research intensive centre of excellence for health sciences in the South Island, complementing academic activities in Otago.

### **2.2 Canterbury Medical Library**

To be the key provider of an effective and efficient library and information service for the current and anticipated teaching, clinical and research activities of the Christchurch School of Medicine and Health Sciences, and the Canterbury District Health Board.

### **2.3 Relationships**

The Medical Library extends its services beyond the Christchurch School of Medicine and Health Sciences, through a network of formal and informal relationships with:

- the Canterbury District Health Board
- local GPs
- the University of Otago
- other libraries in New Zealand through interlibrary loan.

## **3. Responsibility and procedures for selection**

### **3.1 Selection Committee**

The Chief Librarian takes the main responsibility for selecting material for the library. However, the Selection Committee meets monthly to discuss specific books and journals, see 2.2 and 2.3. The Committee consists of: the Chief Librarian, Acquisition Librarian, Reader Services Librarian, and Assistant Librarian, Reader Services.

### **3.2 Book selection**

The Chief Librarian has final responsibility for purchasing books. The Collection Development policy will act as a guide to areas in which material is collected with the aim of promoting systematic and balanced growth of the Collection. Library staff will endeavour to update, routinely and promptly, standard texts with later editions. Suggestions from members of the Clinical School and the CDHB will be evaluated as a part of this process. Suggestions should be submitted on the appropriate library forms, either via the Library Liaison Officer or to the library directly.

Book requests are considered throughout the year at monthly book selection meetings. Recommenders are notified of any rejections, and for approved suggestions they are notified when the book arrives.

Library liaison officers will notify the Committee of new courses being taught by the School of Medicine and resource requirements will be determined. Good dialogue between the library and departments will help ensure Library resources meet the current needs of the users.

### **3.3 Journal selection**

Decisions on journal cancellations and new subscriptions are made by September each year. Any decisions will take into account library finances and the views of library staff and users. Opinions will be sought from all interested parties before any changes in journal subscriptions are made.

## **4. General policies**

### **4.1 Forms of materials**

Currently the bulk of the Collection is print material, however, materials in other forms will also be collected, including: videotapes, computer disks, and CD-ROMs.

#### **4.1.1 Electronic books**

- Where possible a trial of the product will be sought
- Types of works considered for purchase: heavily used items, or ones where the electronic medium is particularly suited, for example, a good product on heart and lung sounds
- Consult closely with the IT department regarding requirements for running the software - whether placing on the network or just it available in the Medical Library
- For very popular works which can be networked (or which are available online) consult also with the CDHB IT department to see if they would like to contribute to the subscription for the product
- If the product is available online as well as in CD-ROM format, the online format is generally considered preferable as it reduces any work required by the library to maintain the product and frequently online products are updated.

### **4.2 Level of subject coverage**

The Library will collect materials at levels appropriate to undergraduate study, postgraduate study, professional practice, and research.

Patient education and health education materials for the general public will be collected selectively, with the emphasis on publications produced for a New Zealand audience, or publications prepared by recognized leaders in the health professions. Some patient and health education literature may be considered appropriate for undergraduate study and may be collected for this purpose.

### **4.3 Languages**

The Library will collect mainly English language materials. Publications in other languages may be collected if the content is considered sufficiently important and is not available in English.

#### **4.4 Age of material**

The emphasis will be on collecting currently published materials. For books, the aim is to decide as soon as possible after publication whether or not to purchase.

For journals, the purchase of backfiles will be considered whenever a new subscription is started. The decision on whether or not to purchase, and how long a back-run is needed, will be greatly influenced by demand as indicated by interloan statistics.

Older books and journals may be collected as gifts, see 4.6.

#### **4.5 Duplication**

Duplication of material will not normally be considered. The exception to this is material for the Student Reserve collection and some branch and departmental collections.

#### **4.6 Gifts**

The Library accepts gifts on the condition that it is free to keep or dispose of them, and to treat and house them in a way that gives maximum benefit to all users.

The policy on collecting gifts need not be so restrictive as for purchases, so the general policy statements above, particularly in relation to age and duplication, may be relaxed in the case of gifts. However, there are costs to be considered when appraising gifts, these include the costs of: cataloguing, processing, and storage, so the Library must be selective in what it keeps.

Duplicate copies will only be kept if the original has been in significant demand, and will not normally be kept for items older than 10 years.

### **5. Reference Collection**

The Reference Collection is a non-circulating collection because of the nature of its use, with only a few titles duplicated in other collections. Reference tools are distinguished from other materials in the following ways:

- They are used for consultation rather than in-depth study.
- They are often used to provide brief, factual ready reference information.
- They are often best used with the assistance of a librarian since they may require interpretation.

The Reference collection consists of the following categories:

#### **5.1 Encyclopaedias**

##### ***Scope***

Medical, psychological, nursing, and general science encyclopaedias may be collected.

##### ***Retention***

Only the most recent edition owned will be kept by the library, older editions will be offered to the branch libraries.

## 5.2 Dictionaries

### *Scope*

- English language - 'classics' plus several current 'college' dictionaries.
- Subject oriented - the most reputable dictionaries in medicine, nursing, physical and social sciences are acquired selectively.
- Foreign language - English / foreign language dictionaries are not acquired.
- Nomenclature and terminology
- Quotations lists.

**Retention:** Latest editions, classic editions, or currently useful dictionaries are kept in Reference. Most recently superseded editions and little used foreign dictionaries are placed in the lending collection. Others are offered to the Branch libraries.

## 5.3 Drug and toxicology resources

### *Scope*

Drug-oriented and toxicity-oriented materials are both acquired. Selection is made on the basis of currency and uniqueness of content or arrangement, and authority. New Zealand drug handbooks are collected as well as selected English-language drug resources from other countries, especially Great Britain and the United States.

### *Retention*

The latest editions are kept in Reference, there may be some duplication with the Student Reserve collection. Earlier editions are kept in the lending collection. Outdated or superseded editions may be withdrawn.

## 5.4 Bibliographies

### *Scope*

Comprehensive, historical bibliographies of current user interest that provide easier or better access to the information included than other available sources are kept in Reference. The availability of CD-ROM and online resources limits the necessity to acquire many bibliographies.

### *Retention*

Outdated bibliographies are transferred to storage or withdrawn.

## 5.5 Directories

### *Scope*

Current directories are acquired which list organisations, societies, institutions, companies, scholarships, educational programmes, or agencies in:

- Biomedical and health related fields

International directories are acquired selectively.

### *Retention*

Superseded editions are withdrawn.

University calendars are kept for five years and then deleted (older editions are available from the particular University), with the exception of the University of Otago - which are kept in storage.

## 5.6 Biographical directories

### *Scope*

Current directories are collected in the biomedical sciences, including New Zealand and selected international resources. The New Zealand dictionary of biography and a current New Zealand Who's Who are also acquired.

### *Retention*

Only current editions of directories are kept, except major historical sources which are kept.

## 5.7 Handbooks and style manuals

### *Scope*

Titles in all core subjects including social sciences are collected. General reference works such as one or two standard almanacs and New Zealand government handbooks are included. Also found are guides to the literature, style manuals and writing guides.

### *Retention*

Only the most recent edition of each title is kept in Reference. The most recently superseded editions are transferred to the lending collection. Superseded almanacs are withdrawn.

## 5.8 Statistical resources

### *Scope*

New Zealand government publications are collected, including: the *NZ Official yearbook*, Ministry of Health publications (e.g. *Selected morbidity data for publicly funded hospitals*, *Mortality and demographic data*, *Cancer: new registrations and deaths*). Selected major overseas statistical publications are also collected, including: *Seamic health statistics*, *World Health statistics annual*, *The ONS classification of local and health authorities of Great Britain*.

### *Retention*

Most series are kept indefinitely in Reference as space permits. Less significant series may be transferred to the lending collection as their usefulness declines.

## 5.9 History of medicine

### *Scope*

A small collection of tools for ready reference in the history of medicine and nursing, including origin of terms and eponyms.

### *Retention*

As these materials are of a 'non-current' nature, they are kept in Reference indefinitely.

## 5.10 Tests and measurements

### *Scope*

Standard reference bibliographies and indexes to tests and measurements are collected. No attempt is made to collect actual copies of tests.

### *Retention*

All volumes of ongoing series are maintained in Reference. For works where new editions do not entirely supersede previous editions, several older editions are kept in Reference. Completely outdated material is deleted from the collection rather than being transferred to the lending collection.



## 5.11 Grants resources

### *Scope*

Both New Zealand and international grants and awards directories are collected.

### *Retention*

Only the latest edition is kept, older material is withdrawn. However, material deemed to be of ongoing interest may be kept indefinitely.

## 5.12 Travel and geographical resources

### *Scope*

- Atlases - New Zealand and international
- Gazetteers - New Zealand
- Travel guides - New Zealand

### *Retention*

Only current editions are kept.

## 5.13 Specialist subject resources

### *Scope*

Key significant texts for the differing medical, nursing, and allied health fields are kept in Reference. These are primarily large, expensive core texts from either the Brandon-Hill or Core Books lists.

### *Retention*

Only current editions are held in Reference. Older editions are either put into the lending collection or offered to one the Branch libraries.

## 6. Selection guidelines by subject

The following are guidelines for the desired selection of material for the Canterbury Medical Library. They provide an analysis of the scope and depth of collection development.

The subject guidelines are arranged alphabetically by broad subject term. Subjects have been chosen for their usefulness in organizing selection guidelines, and vary considerably in their level of specificity. Most of the terms are consistent with Medical Subject Headings (MeSH terms). NLM classification numbers are also included.

### 6.1 Levels of coverage

The following five different levels define the scope and strength of collections in specific subject areas. Each succeeding level of collecting is presumed to be inclusive of those which precede it.

### 6.1.1 A: Comprehensive level

All significant works of recorded knowledge, in all forms and languages, are collected for a defined field. *Note: The Canterbury Medical Library does not collect at a comprehensive level for any subject.*

### 6.1.2 B: Research level

A collection which contains the major published source materials required for dissertations and independent research, conference proceedings, professional society publications, technical reports, and government documents. All important reference works and a wide selection of specialized monographs would be collected as well as an extensive collection of journals (at least 65% of the titles pertinent to the subject included in the **List of Journals Indexed in Index Medicus**), and major indexing and abstracting tools in this field.

### 6.1.3 C: Advanced study level

A collection that is adequate to support the course work of advanced undergraduate, master's degree, and postgraduate medical specialty programmes. It includes a wide range of basic and advanced monographs, a selection of representative journals (at least 25% of the titles pertinent to the subject included in the **List of Journals Indexed in Index Medicus**), and the major reference tools.

### 6.1.4 D: Basic information level

A selective collection that serves to introduce and define a subject, and to indicate the varieties of materials available elsewhere. It includes a representative selection of dictionaries, encyclopedias, historical surveys, bibliographies, and handbooks. It contains selected editions of textbooks and monographs and the periodicals cited in the Brandon-Hill and other similar lists.

### 6.1.5 E: Minimal level

A collection in which very few selections are made beyond a representative textbook, a single dictionary, and a single periodical subscription.

6.2 Subjects	Class #	Coverage
Aviation medicine	WD700-758	E
Anatomy	QS	D
Anaesthesiology	WO200	C
Anthropology	GN	E
Biochemistry	QU	D
Cardiology	WG200	C
Chemistry, Clinical	QY90	D
Chemistry, Pharmaceutical	QV700	D
Cytology	QH573-671	D
Demography (fertility etc)	HB	E
Dentistry	WU	D
Dermatology	WR	C
Diagnostic imaging	WN180	C
Education	L	E
Embryology	QS604-681	E

Emergency medicine	WB105	C
Endocrinology	WK	C
Engineering, Biomedical	QT36	C
Epidemiology	WA105-106	C
Ethics, medical	W50	C
Family practice	WB110	C
Gastroenterology	WI	C
Genetics	QH426-470	D
Gerontology / geriatrics	WT	C
Health professions	W21	C
Haematology	WH	C
Histology	QS504-539	D
History of medicine	WZ	C
Hospitals/health facilities (planning etc)		D
Hygiene	QT180-275	D
Immunology	QW 501-900	C
Infectious diseases	WC	C
Internal medicine	WB115	C
Laboratory animal science	QY50-60	D
Law	K	E
Maths and computer science	QA	E
Medical equipment & supplies	WB26	D
Medical informatics	W26.5	C
Microbiology	QW 1-3000	C
Military medicine	UH	E
Molecular biology	QH506	C
Neurology	WL	C
Nursing	WY	C
Nutrition	QU145	C
Obstetrics / gynecology	WQ	C
Occupational medicine	WA400-495	C
Oncology	QZ200	C
Ophthalmology	WW	C
Optometry	WW704-722	E
Orthopaedics	WE168-190	C
Otolaryngology	WV	C
Parasitology	QX	C
Pathology	QZ	C
Paediatrics	WS	C
Pharmacology	QV	C
Physiology	QT	C
Preventive medicine	WA108-245	C
Psychiatry	WM	C
Psychology	BF	C
Pulmonary medicine	WF100	C
Radiology	WN	C
Rheumatology	WE140	C
Sociology	HM-HX	D
Sports medicine	QT261	C
Statistics	HA	D
Surgery	WO	C
Therapeutics	WB300-962	C
Toxicology	QV600-667	C
Tropical medicine	WC680	D
Urology	WJ	C
Wounds & injuries	WO700-820	C

## **7. Branch and departmental collections**

### **7.1 Branch libraries**

Branch libraries are located at Burwood, Christchurch Women's, and Princess Margaret Hospitals. Books for these libraries are purchased from CDHB funds administered by the Canterbury Medical Library and there is a set amount for each library.

Branch collections are basic and often material is duplicated at the Central Library. However, where a specialty is located entirely away from Christchurch Hospital, most works for that subject will be located in the branch library, for example, geriatrics at PMH.

Journals for the branch library are stored for 10 years. When an issue is older than 10 years it is either brought up to the Central Library and put into storage, put into storage at the branch library if it is for a specialty located at that hospital, or deleted.

### **7.2 Departmental collections**

Ideally departmental collections should be limited to bench books and journals that are needed on hand for the efficient performance of day-to-day work of the department. Often this material is duplicated in the Central Library.

Books for departments are paid for from their own funds.

## **8. Special Collections**

### **8.1 Audiovisual Collection**

Audiovisual material aimed at undergraduate, postgraduate, and continuing medical education will be collected. This will include primarily CD-ROMs, and videos, but may also include cassettes, and slides.

Because there can be problems with software required to run different CD-ROMs, at this stage CD-ROMs will only be purchased for heavily used medical texts (eg. Harrison's), or where they accompany a textbook. Computer support will be asked to load the CDs so they can be used on the library machines. They will also be borrowable for two weeks.

AV material will be bought from the library book allocation.

## **9. Weeding**

### **9.1 General policy**

The library provides current, authoritative literature to satisfy its users' needs. To meet the information needs of the various user groups, the library also has an obligation to keep older material that is valuable for historical purposes. However, outdated, out-of-scope, or unused material hinders user access to the Library's collections and increases the costs of maintaining it and therefore should be removed. Weeding is the responsibility of the Technical Services department.

Generally, books and journals that are torn or damaged beyond repair are withdrawn. Such items may be replaced if they meet the criteria for replacement. Multiple copies of low use items in the Student Reserve or General collections are withdrawn. Material to be withdrawn is first offered to the Branch libraries.

Once weeded, material may be removed to storage, sent to Dunedin for addition to the Medical Repository collection, or discarded completely from the collection.

If a weeded item is potentially of historical value, or an older work which could be a classic, then a subject specialist from within the CSM&HS or CDHB may need to be consulted.

The aim of the weeding policy is to:

- keep in the central collection those items most likely to be used in the future.
- transfer to storage material that is likely to be used in the future.
- transfer to the Medical Repository collection in Dunedin, items that are the last available copy in New Zealand
- to discard material that is not likely to be needed at all and could be borrowed from elsewhere in New Zealand if it were needed.

## **9.2 Criteria for weeding books**

### **9.2.1 Duplicates**

On a continuing basis, duplicate copies more than 10 years old (by publication date) will be weeded and discarded, unless the issues indicate there is still a need for multiple copies.

### **9.2.2 Superseded editions**

On a continuing basis, superseded editions will be weeded if:

- they are more than 10 years old, or
- there are two or more later editions,

Unless, demand for borrowing (indicated by issue statistics) is greater than can be satisfied by the later editions.

NOTE: In some cases the latest edition of a book is held in the Reference or Student Reserve, so that only superseded editions are available for borrowing.

### **9.2.3 Unused material**

Any book that has been in the lending collection but never issued for 10 years or more years will be considered for weeding or storage.

### **9.2.4 All other book material**

Any book material that is over 10 years old, and does not fit into categories 9.2.1, 9.2.2, or 9.2.3, should also be weeded.

## **9.3 Criteria for weeding journals and annuals**

### **9.3.1 Dead runs**

Dead runs which expired over 15 years ago due to cancellation or cessation of publication will be transferred to storage.

### **9.3.2 Transferal to storage**

For all other serials and annuals in the book collection, with the exception of a very few major titles (e.g. Lancet), a fixed cut-off date will be established, and holdings prior to this date will be transferred to storage. At the present time this date is 1970, although this date may need to be re-examined if storage space in the Central Library becomes problematic.

### **9.3.3 Discarding serials**

Serials will not normally be discarded. The only exception might be some ephemeral newspaper or advertising type publications, and then only if held elsewhere in the New Zealand.

## **10. Policy review**

This policy should be reviewed at least biennially (in January, at the first book selection meeting) by the Selection Committee, in order to keep up with the changing needs of users, particularly in relation to educational programmes. Suggestions for policy changes may be forwarded at any time to the Committee.