

INFORMATION RESOURCES
AND
COLLECTION MANAGEMENT POLICY

GIBSON D. LEWIS HEALTH SCIENCE LIBRARY

UNIVERSITY ON NORTH TEXAS
HEALTH SCIENCE CENTER AT FORT WORTH
3500 Camp Bowie Blvd.
Fort Worth, TX 76107

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“The size of collections and the amount of money spent...do not ensure adequacy. Of more importance are the quality, relevance, accessibility, availability and delivery of resources and services, and their actual use...”²

I. INTRODUCTION

The quantity of health-related information available continues to increase exponentially with the expansion of electronic publishing. The basic framework of scholarly communication between authors, publishers, publications, vendors, libraries, and readers is undergoing shifts in unprecedented ways as new information technologies arise and are adopted. Local library collections of physical resources are now being supplemented and, to a large degree, replaced by digital information resources accessible from the desktop. In the face of this digital deluge of data, the traditional role of the Library, to provide convenient access to current, relevant, and authoritative information, has become more important than ever. Connecting the Library user to the right information, in the right format, at their time of need is still one of our major goals and challenges.

A. Purpose

The purpose of the Information Resources and Collection Management policy is to guide the systematic development and maintenance of print, audiovisual and electronic resource collections that support and are consistent with the mission and vision of the University of North Texas Health Science Center.

This policy is meant to facilitate mutual communication and serve as the basis for an ongoing dialogue between the Library and its users. By this policy, Library users will gain a better understanding of why and how information resources are selected and acquired and the Library will obtain a clearer understanding of the current and long-term information needs of the UNTHSC. The policy aims to:

- Define the formats and subject scope of its collections,
- Specify the intended depth of coverage within those subject areas,
- Identify those who are responsible for making selection and evaluation decisions,
- Establish criteria to guide them in the systematic selection of resources, and
- Provide written guidelines for evaluating the collections.

Although Library faculty and staff have reviewed and contributed to developing this policy, the Senior Director for Technical Services assumes final responsibility. In accordance with the UNTHSC Institutional General Policy Number 18, Procedure for Approving Policies and Standard Operating Procedures (<http://www.hsc.unt.edu/policies/PolicyonPolicies080406.pdf>) the Library will review this policy at least once every four years and revise it as appropriate.

B. University of North Texas Health Science Center

The primary mission of the Health Science Center is *“To improve the health and quality of life for the people of Texas and beyond through excellence in education, research, clinical care and community engagement and to provide national leadership in primary care.”* (UNTHSC Mission Statement, <http://www.hsc.unt.edu/Mission.cfm>).

History

The Texas College of Osteopathic Medicine was founded in 1970 as the state's only college of osteopathic medicine. In 1975, the private college became a state-supported institution under the direction of the University of North Texas Board of Regents. With the creation of the Graduate School of Biomedical Sciences in 1993, the college evolved into the University of North Texas Health Science Center. A Master of Public Health degree program was begun in 1995 and by 1999 had developed into the School of Public Health. A Physician Assistant Studies Program was created in 1997. In 2002, a national Osteopathic Research Center was established at UNTHSC to promote research in osteopathic manipulative medicine. Through UNT Health, the local area's largest multi-specialty group practice, faculty physicians provide patient care services in more than 30 locations and in most area hospitals. Biomedical research is conducted by the academic departments and in clinical institutes that organize collaborative research on interdisciplinary topics. In addition, the Center for Human Identification specializes in forensic DNA analysis for human identification.

C. Gibson D. Lewis Health Science Library

The Library plays an important role in the Health Science Center, which is reflected in its own mission: *“The Gibson D. Lewis Library supports the education, patient care, research, and community service functions of the Health Science Center by meeting the information needs of faculty, students, staff, and the local health science community”* (Gibson D. Lewis Health Science Library. *Mission Statement*, rev. 2001).

Development of the Collections

When the Texas College of Osteopathic Medicine (TCOM) began in 1970, the Library consisted of 400 clinical medicine texts and a few journals. The National Library of Medicine awarded the Library a Resource Improvement Grant in 1971, boosting the collection to 3,000 volumes and 70 journal titles. By 1974, it had grown to over 5,000 volumes, 127 current journals and, for the first time, included 100 audiovisual programs.

The collection expanded its scope to include biomedical research after 1975, when the college became affiliated with the University of North Texas. The resulting state funds enlarged the collection to 10,000 volumes, 400 journal titles, and 500 AV titles by 1976. Many of these were new biomedical science materials housed in the UNT Science Library in Denton, where TCOM medical students received their first two years of basic science instruction.

The rapid development of the collection began in earnest in 1978, with new staff and a move into 15,000-sq. ft. on the seventh floor of ME I. The next 5 years saw a 5-fold increase in the resource budget, raising the collection to 60,000 volumes, 2500 journal titles, and 2500 AV titles. The foundation for a comprehensive health sciences collection was laid during this period, with complete runs of major reference tools and ten-year back files for hundreds of significant

biomedical research journals added. The next five-year period saw a steady 11% annual growth as extensive research level collections were further developed. The Library's Special Collections unit was established in 1981, founded on an oral history program begun in 1980 and a single locked case of fragile, older books. A grant from the Mabee Petroleum Company in 1982 ensured its continuing financial support to this day.

By 1986, the Library collection had reached its 55,000 volume capacity in ME I and had 35,000 pre-1970 volumes in off-site storage. In November of that year the Library moved into its permanent home in ME 3, with 58,000-sq. ft. and a capacity of 200,000 volumes. In 1987 the collection surpassed 100,000 volumes and reached its highpoint of 2,697 current journals. That year also saw the first of what would become an annual ritual, journal cancellations. As the library's purchasing power suffered from double-digit journal price inflation, the journal collection declined until it eventually stabilized at 2,000 titles. The journal portion of the resource budget has increased steadily however, reducing funds available for books, AV and computer software, and binding.

Over the next ten years, increased student computer literacy and faculty interest in computer-assisted instruction led to the creation of a new line in the resource budget for computer software. In 1993, the resource budget was stretched again to accommodate electronic databases. This year also saw the formation of the University of North Texas Health Science Center, which broadened the collection's scope to include public health and physician assistant studies.

This inaugurated a period of dynamic growth for the institution and increased challenges for the Library. A separate budget line for electronic journals was added in 2000, with an ever-increasing number of titles added through collaborative purchase agreements with consortia and the University of North Texas. Electronic journals and databases grew rapidly, encompassing the majority of the library's resource budget by 2005. In 2006, the Media collection was relocated to the main floor of the library, necessitating a systematic re-assessment and reduction in size.

D. The Collections

The resource collections (<http://library.hsc.unt.edu/about.cfm>) are shaped by the missions of the Library and its parent institution. The following physical collections have been organized for the convenience of the Library's users and staff serving them. Each is briefly described according to its location:

Second (Main) Floor

- **Media**

The Media collection, located behind the Circulation/Information Desk, includes audiovisual and computer media, models, and charts. This collection provides curriculum support for all educational programs, as well as continuing education, patient/consumer education, information management, and individual computing resources.

- **Reserve**
Located behind the Circulation/Information Desk, the Reserve collection provides print course reserve readings and textbooks for short-term checkout. Materials in this collection require controlled access to better ensure their availability and immediate access by the largest number of library users. If the item on Reserve experiences heavy use, a second copy is purchased.
- **Reference**
The Reference Collection provides current general, scientific and medical reference resources in print. Located near the Reference Office, it also includes a few print indexes and abstracts arranged on an index table for ease of consultation.
- **Test Preparation**
Test Preparation materials include review guides, sample questions, and study aids for COMLEX, USMLE, and other medical licensure and professional specialty board examinations.
- **New Books**
Each week newly processed books are prominently displayed on the New Book Shelf on the second floor. They remain here for approximately one month before being transferred to the Book collection on the fourth floor.
- **Consumer Health**
Books and newsletters providing general health, medical, and disease information to the consumer or patient are located near the Reference collection.
- **Leisure Collections**
Donated popular materials are provided to all UNTHSC faculty, staff, and students for their leisure viewing and reading pleasure. The following collections are offered:

Popular Movies - Commercially produced movies (VHS and DVD) of popular and newly released movies are processed for circulation.

Audio Books - Books on audiocassette and CD, mainly fiction, are processed for circulation.

Paperback Book Exchange - Popular fiction and non-fiction books, mostly paperbacks, are not processed and circulation is not controlled. Circulation is based on the honor system with the premise that the patron takes one book, and leaves one book.

Third Floor

- **Print Journals**
Although many print journals have recently been supplanted by their electronic versions, they remain a major source for biomedical information. Print journals are located on the third floor, with bound and unbound journals shelved together in alphabetical order by

key words in the title. Current issues of approximately 100 selected high-interest print journals are displayed in the center of the third floor for current awareness and browsing.

- **Special Collections**

Special Collections houses institutional records, and scarce or fragile materials in the Rare Book Room. These materials document the development of osteopathic medicine within the context of late nineteenth-century American medicine. Special Collections also includes the Archives, Oral History, and Medical Memorabilia Collections.

Fourth Floor

- **Books**

The circulating book collection is located at the north end of the fourth floor and is organized according to Library of Congress and National Library of Medicine Classification numbers.

II. GENERAL SELECTION GUIDELINES

Libraries in the 21st century will be centers of social collaboration and customizable learning environments. They will serve as the physical localization of the world's digital information on campus. In this role, libraries will need to identify those services they can perform best. Among these are:

- Selection of resources to meet local needs
- Providing intellectual access to specialized information
- Providing complete and convenient access to information whenever possible

The availability of electronic resources will provide new opportunities and challenges in education, research, and patient care. Electronic resources, defined here as those only available or accessible through a computer, will help meet the demand for broader subject access and elimination of geographic barriers to access the library's resources. Generally therefore, electronic resources will be the preferred format for new acquisitions. However, acquiring these resources will not be less costly than print. Managing, archiving, and maintaining access to electronic resources will become critically important additional responsibilities for the Library of the future.

The unique advantages enjoyed by electronic resources also make them particularly well-suited for cooperative acquisitions and shared purchase agreements with other libraries and consortia. Consequently, such agreements are pursued by the Library whenever possible to increase the accessible resources for all UNTHSC users. Currently, agreements have been negotiated with AMIGOS, the South Central Academic Medical Libraries Consortia, the Texas State Library's TexShare, and the University of North Texas System.

This policy guides the overall management of the Library's information resources and collections, which includes not only new purchases, but also donated, duplicate, replacement, and withdrawn materials. It provides specific subject and format criteria by which selected resources can be evaluated for purchase. More detailed selection guidelines for the print reference collection and for electronic resources are provided as appendices.

A. Selection Goal

The Library aims to provide comprehensive collections of current and retrospective resources in the health sciences, defined as those areas of scientific study involved in the research, instruction, provision, and promotion of health care of individuals and communities. This broad scope reflects the ever-increasing interdisciplinary nature of the behavioral, life, physical, and social sciences and their application in health care.

The collection covers health, medicine, the related biomedical sciences, allied health care disciplines, nursing, and public health. Emphasis is on the art and science of clinical medicine with a strong historical focus on primary care. An attempt is made to collect Osteopathic Medicine at a comprehensive level. Collections in the biomedical sciences are designed to reflect both current and past curricular and research interests of the faculty. Basic collections in nursing and allied health are provided, with an emphasis on Physician Assistant studies. Public Health collections are developed in cooperation with the University of North Texas at Denton.

B. Selection Responsibility

While the Library is responsible for the selection of resources for the collection, faculty recommendations are encouraged and solicited. Faculty can provide valuable expertise in specialized areas of knowledge, whereas the Library is responsible for providing resources that support the whole institution. The Library attempts to honor all faculty requests and relies upon faculty assistance for evaluation of problematic or expensive resources.

The final responsibility for the collection lies with the Senior Director for Technical Services, who has overall authority for collection development, including selection and acquisitions. Due to the numerous formats in which information resources are now available, selection relies heavily upon the combined expertise of the Library faculty. Selection within the Library is currently delegated to librarians with expertise in the major resource formats, with committee-based selection for those requiring the broadest representation of input:

Books and Media

The Technical Services Librarian is responsible for selecting and acquiring these resources subject to recommendations from other librarians for Reference, Ready Reference, and Consumer Health collections. Course instructors are responsible for notifying the Library as to required reading materials to be placed on Reserve.

Journals

Due to their importance as the source of current information, these are selected by a committee including the Serials, Technical Services, and Public Services librarians, and the Senior Director for Technical Services.

Electronic Resources

These are complex, requiring many factors to be considered. Therefore, the Serials Librarian, with assistance from other librarians, will gather all pertinent vendor data, use statistics, and obtain user opinions, including arranging product trials if necessary, before making a purchase decision. See appendix for details.

C. General Selection Criteria

In general, all resources for the collection should be selected using the following criteria:

- **Expressed demand**
The relevance to expressed needs of students, faculty, and staff of the HSC and its affiliated institutions are of primary importance. Probable use can be predicted by the use recorded for previous editions or other titles in a series.
- **Scope & content**
Emphasis is on clinical and research resources in the biomedical and health sciences and related subject areas.
- **Depth of existing collection**
Generally, only one copy of a title is added, with the exception of items for Reserve and Special Collections. The item should be considered in context with similar items already in the collection and their amount of use. Overlap with existing electronic resource content is to be avoided unless it occurs by default with some packaged purchases.
- **Quality**
The value of an item can be inferred from the reputation of the author, editors (or their institution), and publisher, the degree of scholarship exhibited, and physical appearance.
- **Currency**
Emphasis is on new or revised information in order to meet the research and educational demands for current information. Retrospective resources are added selectively in core subject areas to provide depth and historical perspective.
- **Bibliographic Accessibility**
Accessibility through major indexes, abstracts, and reference sources should be considered, especially for journals.
- **Price**
The cost of an item or the ability to commit to multi-year agreements is to be considered in conjunction with all other criteria.
- **Language**
Except for Special Collections and selected Consumer Health titles, resources added are in the English language.
- **Appropriate format and delivery method**
The format and means of access should be conducive to use by the intended audience and accommodated by the Library.

D. Intellectual Freedom

The Gibson D. Lewis Health Science Library is responsible for ensuring its users open and equal access to its resources. The selection of information resources is based upon fulfilling the information needs of its users and is a professional responsibility of Library faculty. The Library

endorses the Medical Library Association's *Code of Ethics for Health Science Librarianship*, which states in part "The health science librarian promotes access to health information for all and creates and maintains conditions of freedom of inquiry, thought, and expression that facilitate informed health care decisions." (<http://www.mlanet.org/about/ethics.html>).

The Library also supports the American Library Association's *Library Bill of Rights* and its interpretations. (<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>).

III. FORMAT CRITERIA

The following criteria describe the most common formats or types of information resources collected by the library. Most of these apply primarily to print publications, but not exclusively. More detailed collection development policies have been written for Reference, Media, and Electronic Resources due to the special nature of these formats (See Appendices).

Abridged Editions

Abridgements of works are not collected unless of historical interest.

Academic Dissertations

Doctoral dissertations and Masters theses from UNTHSC students are deposited in the Library. Those from other institutions are not collected, except for those related to osteopathic medicine.

Annual Reports

Annual reports of health care organizations and philanthropic foundations relevant to UNTHSC are collected including affiliated institutions, osteopathic organizations, and local and state health agencies. The Archives collects UNTHSC documents.

Atlases

Medical atlases illustrating anatomical, surgical, and other medical procedures and techniques are collected.

Audiovisual Media (Slides, Filmstrips, Films, Audio- and Video-Cassettes, Videodiscs)

Audiovisual materials are collected according to the Media Collection policy (see appendices). Generally, the same selection criteria used for printed materials will apply with the following exceptions:

- Only English-language materials are selected
- Material intended for use in health or patient education is collected very selectively.
- Generally, only materials with current year production dates (last 3 years) are collected.

Bibliographies

Only those providing information not otherwise available online are collected. Bibliographies listing the publications of an individual generally are not collected.

Biographies and Autobiographies

Authoritative biographies and autobiographies of health professionals or scientists are collected unless the work is unrelated to biomedicine. Biographies and autobiographies of local

physicians, particularly osteopathic physicians, are collected. See Personal Narratives for disease descriptions by patients.

Catalogs

School catalogs are not collected, except for those of the UNTHSC for archival preservation. Catalogs of laboratory supplies and equipment, surgical instruments, etc. generally are not collected. Exhibit catalogs of historical or art exhibits related to medicine are collected selectively.

Computer Software

Computer software is collected according to the Media Collection policy (see appendices). Software is purchased to meet the need for general computing, training, and curricular support in the Library's computer laboratories.

Congresses, Conferences, Symposia

Published proceedings of national and international conferences are collected selectively.

Consumer Health and Patient Education Resources

Resources containing authoritative, substantive information used to educate the health consumer or patients regarding their health are collected selectively in Core Subjects. Popular "how to" resources are not collected, except for those either about osteopathic medicine or written by an osteopathic physician.

Dictionaries

General, medical, and scientific dictionaries are collected in English and selected major foreign languages as needed for reference and research purposes. Specialized subject dictionaries and lexicons in the Core Subjects are collected. Older editions of medical dictionaries are retained, but older general dictionaries are not.

Directories

Membership and organizational directories generally are not collected below the national level. Exceptions are osteopathic organizations and those of Texas and the Dallas/Fort Worth area. All editions of major national and international directories in the health sciences are retained for historical purposes.

Electronic Resources

These are available in a variety of manner, from outright purchase to annual licenses, as individual titles or as part of publisher or subject collections, and in several digital formats (see appendices).

Encyclopedias

General encyclopedias are collected in electronic format only. Subject encyclopedias are collected in Core Subject areas, generally for the Reference Collection.

Examination Review and Study Guides

Authoritative examination guides to aid health care professionals and students prepare for

licensure and specialty board exams are collected for the Test Preparation Collection. The current and one previous edition are retained; others discarded.

Government and Legislative Publications

Major publications of the Texas State and U.S. Government concerning legislation or government programs are collected selectively as they relate to biomedicine, health care delivery, health legislation, personnel, standards, statistics, and surveys. The federal and state document depository collections of the University of North Texas, Texas Christian University, and the Fort Worth Public Library are available if needed. Publications, legislative documents, and regulations of foreign governments are generally not collected, except as relates to osteopathic medicine.

Specifically, U. S. Public Laws, congressional committee reports, hearings, and House and Senate bills are generally not collected in print. U.S. federal regulations which interpret health-related legislation are made available electronically as issued in the *Code of Federal Regulations*. Texas State and local government health-related publications are collected whenever possible. Texas State laws are collected only in cumulated form.

Handbooks

Current and authoritative handbooks in the health and biomedical sciences are collected.

Indexes and Abstracts

Major English-language indexes and abstracts in the health sciences are collected, with preference given to online access. See the *Reference Collection Development Policy*.

Internet Resources

Links to resources available on the Internet will be collected according to the general subject guidelines.

Lectures and Speeches

Separately published lectures, speeches, and addresses in the Core Subjects are collected selectively. Those published in the Related Subjects are collected very selectively.

Literature

Fiction, drama, and poetry written by or about medical and health related subjects or health care professionals are generally not collected, except for those related to osteopathic medicine.

Loose-leaf Publications

Loose-leaf publications are those updated by inter-filing replacement pages in the basic work. These are now considered obsolete for current medical information and are no longer collected.

Manuals

Laboratory manuals in the Core Subjects intended for health care personnel are collected if procedural and methodological details and techniques are presented. Workbooks are not collected. Administrative and procedural manuals of health care organizations are generally not collected.

Maps, Graphs, Posters, Charts

Individually issued items generally are not collected except for geographic atlases and street maps of the local area.

Microforms

Generally, full-size publications are preferred over microform. Exceptions are catalogs, government documents and other in-scope publications available only in microform. Preservation copies of archival or historical materials, including back files of osteopathic journals, will be collected.

Newsletters

Newsletters in the Core Subjects or currently indexed by standard bibliographic services are collected. Newsletters of national or international health organizations and research groups are collected very selectively. Commercial newsletters are collected only if they represent an emerging area of importance for which substantive publications are not yet available. Newsletters of osteopathic and regional health science libraries are collected. Newsletters of the UNTHSC and affiliated institutions are collected for archival preservation.

Newspapers

Fort Worth and Dallas daily newspapers are collected for leisure reading purposes, but not retained.

Pamphlets

Pamphlets are unbound, non-periodical publications of 50 pages or less and are collected very selectively. Only those containing unique or substantive information, standards, or position statements of major health-related organizations, are collected.

Personal Narratives (See also Biographies and Autobiographies)

Personal narratives of illness or diseases generally are not collected except for those whose author or subject is a health professional or a widely known figure. Personal narratives that comprehensively describe health conditions during periods of historical significance and/or in specific geographic areas of interest are collected.

Programmed Texts

Programmed texts generally are not collected.

Reprints

Reprint editions of books or collections of journal articles generally are not collected unless the library lacks the original, an added copy is needed, or the reprint contains significant additional information. Reprints of the collected works of a health professional are collected very selectively. Reprints of single journal articles are not collected.

Society Bulletins and Journals

Generally these are collected only if they are national and contain original research and/or substantive signed articles. Exceptions are for Texas State and local societies. All osteopathic medical society bulletins are collected.

Standards

Official U. S. national standards for devices and products used in health care delivery or in biomedical research are collected selectively. Publications that identify standard levels of safety of products or conditions that affect human health are collected selectively. Health care practice standards and standards for accreditation of health programs and facilities are collected.

Statistics

Health, vital, or population statistics of international, U.S. government, and other national agencies are collected. Similar statistics for the state of Texas and the local area are collected.

Syllabi and Course Outlines (Unpublished)

These are not collected, except for those of UNTHSC courses for archival preservation.

Technical Reports

Technical Reports on Core Subjects are collected very selectively.

Textbooks

Textbooks designed for the health care professional are collected. Clinical handbooks, pocket-sized reference books, and study guides are collected selectively in the Core Subjects.

Translations

Translations from a foreign language into English of works in Core Subjects are collected selectively. Translated works relating to osteopathic medicine will be collected.

IV. SUBJECT CRITERIA

Generally, a library collection can be described in terms of its *scope*, the subjects relevant to the collection and its *coverage*, the extent or depth to which resources are collected in those subjects. These two measures are correlated within the following broad subject categories, organized by their relative importance to the goals of the institution. Each subject's Library of Congress or National Library of Medicine Classification number is also indicated. Subjects not listed are considered out of scope and are not collected.

A. Comprehensive Collection

This is an exhaustive collection in which the Library endeavors, insofar as possible, to collect all significant works of recorded knowledge in all languages, for a necessarily defined and limited field. These subjects require a level of collecting intensity that maintains a "special collection" and the aim, if not the achievement, is exhaustiveness. The library retains older materials for historical research and will attempt to obtain retrospective materials of lasting value.

Subject	LC/NLM Class
Osteopathic Medicine (profession)	WB 112
Osteopathic Manipulation	WB 940

B. Research Collection

These subjects are central to the primary goals, interests, and programs of the institution and require extensive collections that support doctoral and other independent research, including works containing new findings and scientific experimental results. Included are most major reference works in all significant formats, including multiple editions of most textbooks and monographs, a wide range of electronic resources, and an extensive collection of journals. The library retains older materials for historical research and will attempt to obtain retrospective materials of lasting value.

<u>Subject</u>	<u>LC/NLM Class</u>
Anatomy (human & comparative)	QS 1-132
Biochemistry; Nutrition	QU
Cardiovascular System	WG
Communicable Diseases	WC
Cytology	QH 573-705
Embryology	QS 604-681
Forensic Medicine	W 601-925
Genetics	QH 426-531
Geriatrics; Chronic Disease	WT
Gynecology	WP
Health Administration	WA 523-590
Health Professions (economic, educational, legal, practical, and social aspects)	W 1-323
Health Problems of Special Groups	WA 300-395
Histology	QS 504-532
Immunology	QW 501-949
Molecular Biology	QH 506
Musculoskeletal System	WE
Nervous System	WL
Obstetrics	WQ
Occupational Medicine	WA 400-495
Ophthalmology	WW
Osteopathic Medicine	WB 940
Pathology; Neoplasms	QZ
Pediatrics	WS
Pharmacology	QV 1-370
Pharmacopoeias, Dispensatories, Drug Catalogs	QV 738-772
Physician Assistant (profession)	W 21.5
Physiology (general, human & comparative)	QT 1-172
Practice of Medicine (diagnosis & therapeutics)	WB
Preventive Medicine; Accident & Injury	WA 108-292
Psychiatry	WM
Public Health (general)	WA 1-106
Surgery (general)	WO

C. Instructional Collection

These subjects are less centrally related to the goals, interests, and programs of the institution, but provide important instructional and research support. They require extensive collections that are adequate to support professional and graduate instruction, maintaining current knowledge of less than research intensity. Included are fundamental reference tools, a broad selection of basic monographs and journals, suitable electronic resources, and a significant number of classic retrospective materials.

<u>Subject</u>	<u>LC/NLM Class</u>
Anesthesia	WO 200-460
Clinical Pathology	QY
Dermatology	WR
Diseases Caused by Physical Agents	WD 600
Endocrine System	WK
Gastrointestinal System	WI
Hemic and Lymphatic Systems	WH
Hospitals & Other Health Facilities	WX
Immunologic Diseases; Hypersensitivity	WD 300
Metabolic Diseases	WD 200
Nursing	WY
Nutrition Disorders	WD 100
Otolaryngology	WV
Parasitology	QX
Pharmacy and Pharmaceutics	QV 701-835
Plant and Animal Poisons	WD 400-500
Psychology	BF 1-1000
Radiology; Diagnostic Imaging	WN
Respiratory System	WF
Sports Medicine	QT 260
Statistics	WA 900-950
Toxicology	QV 600-667
Urogenital System	WJ

D. Basic Collection

Although peripherally related to the goals, interests, and programs of the institution, these subjects provide basic background information sufficient to support interdisciplinary instruction and research. These subjects require a limited collection that introduces and defines the subject. Included are basic reference works, tools, handbooks, explanatory texts, and selected electronic resources. Older resources are not generally retained.

<u>Subject</u>	<u>LC/NLM Class</u>
Aviation and Space Medicine	WD 700
Biology (general)	QH 301-351
Biomedical Engineering	QT 34
Computers, Information Technology	QA
Dentistry	WU

Family, Marriage, Sex	HQ
History of Medicine, Biography	WZ
Microscopy	QH 201-278
Military Medicine	U
Natural History	QH 1-198
Naval Medicine	V
Physiology, Animal	QP
Sanitation	WA 670-847
Social Pathology	HV

E. Minimal Collection

These are non-biomedical subjects that are of general interest or are needed to support specific research interests. These subjects require a very limited collection of a few basic reference and representative core works.

<u>Subject</u>	<u>LC/NLM Class</u>
Anthropology	GN-GT
Books: Library Science	Z 1-1000
Chemistry	QD
Ecology	QH 540-559
Economics; Social Security, Insurance	HC-HG
Education	L
Evolution	QH 359-425
General Works (dictionaries, encyclopedias, etc.)	A
Mathematics	QA
Philosophy	B-BD
Physics	QC
Population, Demography	HB
Religion	BL-BX
Science (general)	Q
Sociology	HM-HN
Technology	T
Veterinary Medicine	SF
Zoology	QL

V. SPECIAL COLLECTIONS

The Special Collections unit of the Library (<http://library.hsc.unt.edu/specialcollections.cfm>) is composed of the Archives, Rare Book Collection, Oral History Collection, and Medical Memorabilia. These are created and maintained to better serve the Library's users by grouping unique resources together separate from the main collections. Special collections are governed by separate policies to achieve their distinct goals.

Archives

The Archives documents the history of the UNTHSC and the osteopathic profession in Texas by collecting, preserving, and organizing UNTHSC administrative records and publications, manuscripts and personal papers of UNTHSC faculty and alumni, records of Texas osteopathic organizations, photographs and medical memorabilia. The Library actively solicits materials for the Archives. The Archives includes two significant collections: the William G. Sutherland Collection relating to the founder of Osteopathy in the Cranial Field, and the Texas Osteopathic Medical Association Archives of association records and publications.

Rare Book Collection

This collection includes books that require special treatment or protection to ensure their preservation due to scarcity, value or fragile physical condition. Its purpose is to document the founding and development of osteopathic medicine within the historical context of its time. The Library collects materials in three main subjects:

- **Osteopathic Medicine**

All works relating to osteopathic medicine, including all works written by osteopathic physicians, are collected comprehensively. Current and retrospective works in all formats and languages are collected, including popular materials. Duplicate copies of all current publications are purchased whenever possible for the general collections. Selected works in subjects related osteopathic medicine, such as bone setting, chiropractic, manipulation, massage, and orthopedics are collected in order to provide historical perspective.

- **Manipulation and Orthopedics**

Works representing the historical development of musculoskeletal manipulation as a therapeutic procedure are collected selectively. Included are works on orthopedic manipulation, massage, mechanotherapy, bonesetting, and related manipulative and physical therapies. Orthopedic works of historical importance to manipulation and the musculoskeletal system, especially concerning the spine, back pain, and joint disorders, are collected selectively.

- **Nineteenth Century American Medicine.**

Representative texts illustrating late 19th and early 20th century American medicine are collected selectively. Original editions of classic works in the history of medicine are not actively collected, but are added as reprints or as gifts. Representative works of other alternative therapeutic theories (e.g. Chiropractic, Eclecticism, Homeopathy, Mental Healing, Naturopathy, etc.) are collected selectively.

Oral History Collection

Oral history preserves, through tape-recorded interviews, the memoirs of individuals who have either witnessed or participated in the historical development of osteopathic medicine in Texas. Currently not active, this collection primarily contains memoirs of UNTHSC founders, faculty, administrators, and alumni, as well as leaders in osteopathic medicine in Texas.

Medical Memorabilia

Medical artifacts associated with significant people and events have been donated and are used for occasional display.

VI. SPECIAL POLICIES

A. Multiple copies

In general, the library will acquire only one copy of an item. However, duplicate copies of books are purchased to accommodate heavy demand or use over time, to provide circulating copies of items placed on Reserve or in Special Collections, or to meet Library staff needs. Second copies of journals are purchased for a limited number of heavily used titles.

B. Gifts

As a service to faculty, alumni and the public, the Library accepts gifts and encourages donations. The Library cannot accept gifts with restrictions or conditions as to their final use, disposition, or location. All gifts are acknowledged in writing. According to Internal Revenue Service rulings, the Library cannot assign a monetary value to gifts for tax or inheritance purposes. However, the Library will assist prospective donors by referring them to appropriate appraisers or book dealers and provide information from dealers' catalogs.

(<http://library.hsc.unt.edu/giving.cfm>)

C. Replacements

Missing materials are evaluated according to the general criteria for new purchases, as well as its publication date, availability from the publisher, alternate sources or formats, integrity of sets, and available funds. Books more than five years old or out of print are replaced very selectively. Missing issues of serials are claimed as soon as possible and, if unavailable from the publisher, ordered through exchange programs, serial vendors, or backfile dealers.

D. Deselection

Deselection, or "weeding", is the identification and removal of items from the Library collection. This is just as important to systematic collection development as the acquisition of new materials, and the same criteria apply. Careful, periodic, and systematic weeding improves the overall balance and accessibility of the collection by removing materials of little value. In general, older editions of works in General and Peripheral Subjects are removed when new editions are added. Multiple copies of older works are removed when no longer needed to meet demand. Some general factors considered in weeding an item are:

- 1) Frequency of use
- 2) Subject value and historical significance of the item
- 3) Publication date and currency of content
- 4) Replaced or superceded by later editions
- 5) Physical condition
- 6) Duplication of contents in other, more recent works
- 7) Special features (i.e. author's inscription or autograph)

VII. COOPERATIVE AGREEMENTS

The Library maintains cooperative resource sharing and document delivery and interlibrary loan service agreements with a variety of national, regional, and local library consortia, including the AMIGOS, HealthLINE, National Network / Libraries of Medicine, South Central Region, the South Central Academic Medical Libraries Consortia, and TexShare. Shared purchase

agreements to acquire electronic resources are actively sought through many of these same consortia and through the University of North Texas System.

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IX. RESOURCES

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Last revised, December 2008.

APPENDIX I. Reference Collection Management Policy

Goals and Philosophy

Lewis Library's Reference Collection is a group of highly selective sources of information. Reference books are generally to be used in consultation and support the teaching, research, patient care and administrative activities of the faculty, students and staff at the University of North Texas Health Science Center, Gibson D. Lewis Library. Since the collection exists to serve immediate and specific needs, the material is non-circulating. A small collection of Consumer Health sources is located within the Reference Collection to make information more available to our community patrons.

Collection Management

New books added to the Reference Collection will be flagged as "New Reference Title" or "New Edition" and brought to the Public Services area. These books will be reviewed on a weekly basis and placed into the reference area. A folder for all new reference titles will be kept in a RefWorks account created and maintained by the Reference Librarian. These new reference titles will be removed from the shelf and shared at the monthly Public Service meeting.

The Reference Librarian will evaluate books on the New Books shelf on a weekly (Monday or Tuesday) basis in order to identify potential reference or consumer health titles. The Senior Director for Public Services will decide on the final disposition of any disputed titles.

Reference Selection Team

A reference team will direct the process of evaluation. The team will consist of the Reference Librarian, Acquisitions Librarian, Instruction Librarian, and Circulation Supervisor. The Reference Librarian will lead the team and will report the team's activities to the Senior Director of Public Services. Other librarians or staff may be added to the team as needed.

The reference team will meet each June to evaluate Reference Collection and Policy. The Reference Librarian will chair the meeting, preview titles to be reviewed, and bring similar titles to the meeting for comparison. The team will assess the usage statistics and currency of the Reference Collection. This Reference Collection Management policy will be reviewed and revised as needed at these yearly meetings.

Selection and Deselection

Deselection or "weeding", is the identification and removal of items from the Reference Collection. This is just as important to systematic collection development as the acquisition of new materials, and the same criteria apply. Careful, periodic, and systematic weeding improves the overall balance and accessibility of the collection by removing materials of little value. In general, older editions of works in General and Peripheral Subjects are moved to the general collection when new editions are added. Multiple copies of older works are moved when no longer needed to meet demand. Some general factors considered in weeding and item are:

- Frequency of use
- Subject value and historical significance of the item
- Publication date and currency of content
- Replaced or superseded by later editions

- Physical condition
- Duplication of contents in other, more recent books
- Preferred title
- Special features (i.e. author's inscription or autograph)
- Electronic access

Indexes and Abstracts

Science Citation Index 1964-2001 is located in the Reference Collection. Online databases will be relied upon for most indexes and abstracts.

Retention statement: *Science Citation Index* will be retained. Exceptions may arise due to low usage, shortage of stack space or because the index or abstract is available in an electronic format.

Reserve Books

Overview: Faculty members notify the library of materials needed to support class assignments; one copy of each required book used to answer ready reference questions is at the Circulation Desk and recommended textbooks are located on reserve if the items support class assignments.

Retention statement: The Reserve Collection will be evaluated by the Circulation Supervisor, Access Services Librarian and Acquisitions Librarians each semester to determine the status of the materials for the next semester.

Subject Sections

Section 1: Encyclopedias and Geographical Sources

Overview: Specialized encyclopedias in the health sciences, biomedical sciences and patient education are available in the reference collection. The encyclopedias should not be more than ten years old, unless the title has been identified as a standard encyclopedia in the field or it contains information that will not change with time. This section will include a few geographic sources and almanacs containing vital state, national, and global information.

Retention statement: Specialized encyclopedias in the health sciences/biomedical sciences should be transferred to the general collection. Older editions of vital information about Texas and a copy of one authoritative almanac may be transferred to the general collection.

Section 2: Dictionaries/Abbreviations/Nomenclature/Classification

Overview: English language dictionaries, classics plus several current "college" dictionaries will be collected; also most reputable dictionaries in medicine. Dictionaries in nursing, the physical and social sciences will be selectively acquired. Selective English-Foreign language medical dictionaries will be acquired.

Retention statement: Retain most recent editions only in Section 2. Older editions of medical related dictionaries may be transferred to the general collection. Only the most current works in abbreviations, nomenclature and classification will be retained. Older editions of medical related abbreviations, etc. may be transferred to the general collection.

Section 3: People/Societies/Organizations

Overview: Biographical directories for international and national notables, especially those with an emphasis in science and biomedicine will be available. Current membership directories for certain health care organizations, medical and scientific societies will also be included in this section.

Retention statement: Retain current editions of organizational membership directories, societies, institutions, or corporations, international and national, which are related to the biomedical or health-care fields. Older copies of such directories will be housed in the general collection. Older editions of general directories will be transferred to the general collection. Membership directories will not be retained at all unless they contain biographical information.

Section 4: Medical Ready Reference and Handbooks

Overview: Standard, authoritative resources in the basic and clinical sciences will be selected for this section. These texts should contain statistical tables, graphs, standard equations and other important scientific data.

Retention statement: Retain current medical ready reference and handbooks in core subjects related to basic sciences, clinical sciences, and selected works in the physical or social sciences. Older editions will be housed in the general collection.

Section 5: Statistical Sources

Overview: This section will include current government and other official publications of national and international agencies containing statistical information on health care, public health vital statistics, and socio-economic issues related to health care. Similar materials for the state of Texas which are data or fact-oriented will also be selected for this section. A few general compilations will also be available.

Retention statement: Older editions of statistical publications may be housed in the general collection.

Section 6: Funding Sources

Overview: Current sources of grants, awards, loans and scholarships from various sources including private foundations and the government are appropriate for this section. Both general and biomedical sources will be available.

Retention statement: Older editions will be transferred to the general collection.

Section 7: Educational Information

Overview: This section will include sources of current information on professional health care education programs, schools and training programs. Included are medical schools worldwide, graduate medical education and training programs, allied health and nursing programs. A few significant sources of information about undergraduate and graduate schools will also be available. No attempt is made to collect medical school catalogs.

Retention statement: Older editions will be transferred to the general collection.

Section 8: Pharmacology and Toxicology

Overview: Authoritative drug information sources required for patient care and research will be selected for this section. Current sources of toxicology information also reside here. Product catalogs from pharmaceutical companies are not collected

Retention statement: Official U.S. drug compendia and other key sources providing substantive content of potential historical usefulness are kept. The latest editions are kept in reference, earlier ones in the general collection. Only the most current of other U.S. works are retained.

Section 9: Scientific Supplies/Research Facilities/Hospitals and Clinics

Overview: Directories associated with medical or health-related manufactures, equipment, and supplies will be available. This section will also include national and international directories of hospitals, research facilities, clinics and other health related care centers.

Retention statement: This section will include current directories only. Sources older than three years are out of date and should be removed from this section and transferred to the general collection.

Section 10: Legal and Government Information Sources

Overview: This section will include laws governing copyright and the practice of medicine in Texas.

Retention statement: Current legal information relating to health care is retained.

Section 11: Standards and Codes of Ethics

Overview: Practice standards, codes of ethics and standards for accreditation of programs/facilities relevant to the health sciences professions.

Retention statement: Usually only current editions remain in reference.

Section 12: Test and Measurements

Overview: Standard reference bibliographies and indexes to tests and measurements are shelved here. No attempt is made to collect actual copies of the tests.

Retention statement: All volumes of ongoing series are maintained in reference. For works where new editions do not entirely supersede older editions, several older editions are maintained in reference.

Section 13: History of Medicine

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

Retention statement: Usually only current editions remain in reference.

Last revised, July 18, 2006.

APPENDIX II. Media Collection Development Policy

Goals and Philosophy

The media collection development policy is intended to instill and maintain an instructional climate which fosters improved and increased use of educational media.

The general policies and objectives outlined for book selection, apply to media with defined levels of subject coverage. This covers gifts, duplications, and deselection.

Responsibility for Selection

The Technical Services Librarian has the final responsibility for selection of materials based on those requirements expressed by the faculty, students, staff, and local community users. Suggestions are always welcomed and are given consideration.

Criteria for Selection

- Format—the library intends to acquire electronic versions of media. Analog versions will be acquired if not available electronically, or the cost is not within budget.
- Authenticity—accurate facts; impartially presented; up-to-date information; other acceptable works of the publisher.
- Use—potential or known use by patrons.
- Scope—coverage as indicated; superior content development by this medium.
- Importance— to the collection as a whole.
- Scarcity—in relation to the amount of other materials on the subject.
- Interest—intellectually challenging; related to user’s experience; human appeal; sensory appeal.
- Organization—logical development; balance on use of narration and dialogue.
- Technical Aspects—tone fidelity, clarity, true size.
- Special Features—descriptive notes; user guides; accompanying materials.
- Physical Characteristics—ease in handling; minimum instruction needed; durability; ease of repair.
- Media/Book Reviews—recommendation in evaluation sources.
- Cost—conformity to budget
- Availability of Material Elsewhere—especially considered if material is little used or expensive. Resources for use by an single individual or faculty member are obtained, whenever possible, through interlibrary loan or rental, rather than purchase.

Rentals

The library will rent those materials which are used on a limited basis that purchase is not cost effective.

Subject Areas

Subject areas and level of coverage for media will be the same as outlined in the general collection development policy.

Multiple Copies

Decisions to purchase multiple copies are made by the Technical Services Librarian. The decision to purchase multiple copies is based on use by patrons, that is, circulation statistics and cost.

Types of Media

All media acquired will be cataloged according to standards established by the National Library of Medicine. With advances in technology and online resources, some audiovisual formats have become obsolete for instructional use: slides, multi-media kits, audiocassettes, videocassettes, charts, transparencies, and realia are being replaced by digital formats such as CDs, DVDs, MP3 files, streaming video and audio files, and other online resources. The librarian will evaluate which format is best for the library in consultation with faculty. The library will buy digital versions of appropriate material. The library will consider analog versions, if that is the only version available.

Copyright

Audiovisual programs are protected by PL 94-553, 90 Stat 2541, Title 17, Section 108, of the U.S. Code.

Last revised, Aug. 20, 2007

APPENDIX III. Gift Policy

As a service to faculty, alumni and the public, the Lewis Library accepts donations of medical or scientific books, journals, and other materials to improve its collections. Gifts which are complete and in good condition can increase subject coverage and help replace worn, damaged, or missing materials. General fiction and non-fiction materials are also accepted for the Library's annual book sale.

Contact either Tim Mason (x2466) for books or Sherry White (x2467) for journals. Due to limited processing staff, stack space, and storage space, the Library can no longer accept donations of print journals without prior authorization from the Electronic Resources and Serials Librarian. If we cannot accept your gift, we can recommend another library which could use your materials or provide a list of charitable agencies which accept medical books and journals for distribution overseas.

All gifts are acknowledged by the Library in a letter specifying the number and type of materials received. Gifts to the Library qualify as tax-deductible charitable donations, but IRS regulations prohibit us from assigning a dollar value to the gift. That is up to the donor to determine, however claims exceeding \$5,000 in value must be justified by an independent appraisal from an accredited appraiser before they can be accepted by the IRS.

All gifts become the property of the Library upon acceptance, and we therefore reserve the right to determine the retention, processing and eventual disposition of the gift. Items not added to the collections are offered to students, faculty and staff through the periodic book sales benefiting the Library. Duplicate journals received by the library are offered to other medical libraries through exchange programs.

Revised December 2007.