

**New York Medical College**

**Health Sciences Library**

**Collection Development Manual**

**Including Policy and Guidelines**

**for Selection and De-selection of Resources**

**Managed by**

**Assistant Director, Resources Management Division**

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## Guiding Principles

The Health Sciences Library (HSL) supports the mission and vision of New York Medical College (NYMC) as part of the Touro College and University System. Specifically, the HSL supports the education, research, and clinical outreach of the School of Medicine, the Graduate School of Basic Medical Sciences (GSBMS), and the School of Health Sciences and Practice (SHSP) as well as all priorities and initiatives of the College and its constituents. The 2011 merger with Touro means that it will be part of the library's mission to collaborate with them whenever it is cost effective to do so. The HSL will partner with Touro Libraries to enable access for Touro students and faculty who are part of joint programs, especially those taught at the Valhalla campus. As a working principle, all licenses and contracts will seek to enable full access by all of the library's constituencies.

Further, collection development activities support the priority initiatives of the Library as outlined in its annual strategic plan <http://library.nymc.edu/Information/goals1314.cfm>. As an academic health sciences library, the library supports the best principles of scholarly communication, archiving, and open access to all scholarly resources. The Library supports academic freedom and the basic principles outlined in the American Library Association's Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and the Freedom to Read Statement (<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>), as well as Public Access to Health Information: Finding a Balance, a policy statement developed by MLA and AAHSL ([http://www.mlanet.org/pdf/government/publicaccesstohealthinformation\\_june04\\_edited.pdf](http://www.mlanet.org/pdf/government/publicaccesstohealthinformation_june04_edited.pdf)).

## Introduction

### ***Purpose***

The Collection Development Manual of the Health Sciences Library (HSL) is intended to provide clear and complete guidelines for the library staff and constituents as appropriate in the selection and de-selection of biomedical and public health materials regardless of format. A transparent and systematic selection and de-selection plan of biomedical and public health materials is presented to facilitate effective collection management and development.

The Health Sciences library collects and provides access to resources which support all New York Medical College programs in the School of Medicine, the Graduate School of Basic Medical Sciences and the School of Health Sciences and Practice, as well as other priority programs and initiatives. The collection acquisition criteria reflect the goals and objectives of New York Medical College, an academic health sciences university with support for clinical affiliates. The criteria support and anticipate all varieties of health information needs of the students, faculty, residents, fellows, and employees.

### **General Policies**

#### ***Responsibility for collection management***

The overall administrative responsibility for collection management resides with the Associate Dean and Director of the HSL, who is responsible for the allocation of funds for acquiring materials. Funding may come via NYMC operating budgets, capital funding, outside grants, sub-contracts, gifts, donations or revenues generated, The responsibility for selecting (identifying and acquiring) materials is delegated to the Assistant Director, Resources Management Division, the Content Management Librarian and the Serials Librarian. The Assistant Director chairs an internal library collection development committee made up of professional librarians who have an advisory responsibility to review books, databases and serials for additions and cancellations. Library liaisons are also encouraged to take an active role. The library always welcomes user input on decisions for selection and de-selection of resources.

The responsibility for assessment of expenditures lies with the Associate Dean and Library Director, working with the Library Administrator, based upon revenue and expense reports provided by the College. The library also sometimes receives monetary donations or grants (such as the CCDA grant received from New York State) which arrive with restrictions on how they can be spent. The library has the responsibility to use these funds in accordance with the restrictions. The Associate Dean and Library Director also facilitates advice and direction via the Faculty Senate Library and Academic Support Committee (LASCOM). However, the final approval for all purchases and reporting resides with the Director.

### **Scope and coverage**

- Materials support the following basic functions: education and training, research, and clinical practice. Collection efforts concentrate on the basic and clinical biomedical sciences, informatics, public health, and related subject areas such as allied health fields. Other subjects are covered on a limited basis and may fall outside this concentration.
- Coverage of the biomedical and public health literature is selective, ranging from minimal to the comprehensive level. The HSL follows collecting levels as defined by the International Federation of Library Associations (IFLA) and endorsed by the National Library of Medicine (NLM).
- Materials are collected in the English language.

### **Selection Criteria include, but are not limited to the following:**

#### **1. Scope and content.**

Items must be of use and interest to a particular department, college initiative or priority, or to an interdisciplinary program that cuts across departmental lines. A clear programmatic rationale must be provided.

#### **2. Quality.** Assessed by user input/consultation, user needs/ recommendations, listing in core lists such as Doody's Core Titles list, core subject bibliographies, available reviews, such as those in peer-reviewed literature such as those in Doody's Book Reviews, JAMA, NEJM and Annals of Internal Medicine, sample copies, professional judgment or subject expertise of library staff, or publisher reputation.

#### **3. Currency, timeliness, uniqueness.**

#### **4. Use.** Assessed based on relevant statistics: use of previous editions or related materials already in the collection, journal use studies, online statistics, interlibrary loan documentation, request analysis, etc.

#### **5. Cost-effectiveness.**

#### **6. Access and network capacity.**

Full access by all registered library users is the goal. Site licenses and network authentication preferred over individual logins. Legal issues must be considered, notably licensing requirements, restrictions, copyright and fair use.

#### **7. Format.**

Electronic resources are preferred over print or hard copy versions of the same resource, unless the print or hard copy fills a necessary function. Selection and de-selection criteria should follow existing collection development policies. Additional criteria include ease of access and use, vendor support, maintenance needs, and hardware and software requirements. Electronic resources that can be used remotely with authentication are preferred over individual accounts

unless cost prohibitive or unnecessary. Open access journals will be considered. See the IFLA statement on open access: <http://www.ifla.org/publications/ifla-statement-on-open-access-to-scholarly-literature-and-research-documentation>.

### ***Special Collections and Archives***

The library has maintained an archival collection since its beginning in 1972; however, interest in the historical materials and subjects has increased. The library focuses on materials produced by or about NYMC, or its faculty, students, or alumni.

Many materials are received as gifts; the library welcomes donations, especially of unique NYMC-related items, however, the items will not be added to the collection *unless they fit the criteria for selection*. Because of space limitations, the archival materials are housed in several different locations: Historic and rare books are shelved in the Bernard Room, documents, ephemera, photographs, and pictures are housed in the Digital Library Preservation Lab (Room 113), homeopathic books and journals are housed in the Special Collections room downstairs (B104H), and the various book collections (Brom, Haas, Medical Classics, Disaster Medicine) are shelved in locations in the library stacks. The Media Library is intended for media formats and historical items.

- a. The Archives collection, much of which is stored in the upstairs Digital Library Preservation Lab and adjacent hallway, contains NYMC publications such as annual reports (once known as “announcements”), yearbooks, graduation programs, mementos of special events, the Chironian, newsletters, and other historic documents and pictures. To a certain extent, the collection also includes materials on the history of medicine in general.
- b. The Brom collection was donated in its entirety to be kept together, and is identified by special bookplates.
- c. The Disaster Medicine collection contains materials (mainly monographs) concerning topics relevant to disaster medicine to support the Center for Disaster Medicine at the School of Health Sciences and Practice.
- d. The Haas collection was donated in its entirety to be kept together in perpetuity, and is identified by special bookplates. The priority purchases for this collection are in thyroid surgery, abdominal surgery, and hip surgery.
- e. The Media Library supports the user education programs; it includes videotapes, audiocassettes, slides, CD-ROMs, manuals, etc.
- f. Rare books are kept in the Archival office and the Bernard Room.
- g. Homeopathy. The homeopathic collection is dispersed throughout various locations in the library, although NYMC was founded as a homeopathic medical school and therefore does own a number of important texts in the field. In 1997, a bibliography of the collection was produced, *Bibliography of the Homeopathic Collection: Medical Sciences Library, New York Medical College*.

### ***Other collection management issues***

1. **Preservation**. Currently not set up to do major archival work. The library currently does not have the staff expertise, or the facilities for proper preservation. It is anticipated that, if funding permits, that preservation will consist of digitizing old and fragile materials.
2. **Weeding/De-selection**. Factors to be considered: usage statistics, number of copies, circulation history, holdings history, cost per use, user surveys, faculty citing, publishing histories, ILL

availability, referred or reviewed material, full text availability, faculty input, indexing. (See additional guidelines in following section.)

4. **Replacement.** In determining replacement or review of subscriptions or monographs, consider availability, collection relevance, patron/faculty recommendations, user need, subscription price, use analysis, indexing, and other formats.
5. **Multiple copies** of required reading titles are kept on limited reserve. Two copies may be purchased on user recommendation, heavy usage needs, or available funds.
6. **Gifts** are accepted upon submittal of a written itemized list, if appropriate in scope and currency. Donations may replace damaged, missing items, or supplement heavily used copies. The library reserves the right to refuse, sell or discard them. All gifts are acknowledged by letter, however, evaluation of gifts for tax purposes is not given. On specific occasions, depending on the type and nature of the gift, the condition of the donation to the HSL requires transfer of intellectual property and/or copyright rights to NYMC.

### ***De-selection/Weeding guidelines***

The Health Sciences Library defines de-selection, also known as weeding or withdrawals, as the removal/withdrawal of any material from its collection. Academic libraries striving to maintain research level collections are naturally reluctant to withdraw materials. The process is a tug of war between providing a comprehensive collection and supplying materials that the users need and use. However, space is limited for the print collection and sometimes little used or damaged materials must be removed to allow for current materials. As the collection becomes increasingly electronic, de-selection decisions will be made on cost and usage considerations rather than space. It is the last step in a process of continuous review, evaluation, and de-selection of materials, routinely performed by the professional library staff.

The de-selection criteria reverse the selection criteria; Items are assessed to determine if their scope and content are still relevant to the community, the quality is evaluated, timeliness is assessed, usage, format, and condition of item are evaluated. When appropriate, faculty opinions will be solicited. The library's Collection Development Committee members will advise; the final determination will be made by the Director.

De-selection criteria include the following:

1. Content and subject matter. Is it within the current scope of the NYMC curriculum?
2. Currency. Is it outdated, or has it been superseded by more recent editions or works?
3. History of use. Date and frequency of check-out?
4. Availability. Does the library own multiple copies? Is it available at Touro College? Is it readily available locally or by interlibrary loan?
5. Condition. Is it damaged, worn-out pages or loose binding?
6. Historical value

### **SUBJECT ANALYSIS AND COLLECTION DEPTH INDICATORS**

**Level of collection. The following collection depth indicators are based on the Guidelines developed by the International Federation of Library Associations and Institutions Section on Acquisition and Collection Development. 2001. <http://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-en.pdf>**

- 0 = out of scope
- 1 = minimal information level
- 2 = basic information level
- 3 = study or instructional support level
- 4 = research level
- 5 = comprehensive level

**Definitions:**

**0 Out of Scope:** Library does not intentionally collect materials in any format for this subject.

**1 Minimal Information Level:** Collections that support minimal inquiries about this subject and include:

- A very limited collection of general materials, including monographs and reference works.
- Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.
- The collection should be frequently and systematically reviewed for currency of Information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

**2 Basic Information Level:** Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

**3 Study or Instructional Support Level:** Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works.
- An extensive collection of general periodicals and a representative collection of specialized periodicals.
- Limited collections of appropriate foreign language materials , e.g. foreign language learning materials for non-native speakers or foreign language materials about a topic such
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.
- Explicit access to an extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.
- The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

**4 Research Level:** A collection that contains the major published source materials required for doctoral study and independent research includes:

- A very extensive collection of general and specialized monographs and reference works.
- A very extensive collection of general and specialized periodicals.
- Extensive collections of appropriate foreign language materials.
- Extensive collections of the works of well-known authors as well as lesser-known authors.

- Explicit access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc. Older material that is retained and systematically preserved to serve the needs of historical research

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

- Exhaustive collections of published materials.
- Very extensive manuscript collections.
- Very extensive collections in all other pertinent formats.
- A comprehensive level collection may serve as a national or international resource.

**DEPTH OF COLLECTION by LC/NLM subdivision**

| <b>LC/NLM #</b> | <b>Subject</b>  | <b>Depth</b> |
|-----------------|---|--------------|
| BF              | Psychology  | 3            |
| HA              | Statistics (Biomedical mostly, Biostatistics)                 | 4            |
| HD              | Labor   | 1            |
| HF              | Commerce and Business   | 1            |
| HM              | Sociology   | 1            |
| HQ              | Family, marriage, women, sexual life, gay/lesbian/transsexual | 4            |
| HV              | Social pathology, welfare, criminology                        | 1            |
| KF              | Law   | 1            |
| LC              | Special Education   | 2            |
| Q               | Science (General)   | 2            |
| QD              | Chemistry   | 2            |
| QH              | Natural History, Microscopy, Biology, Bioethics               | 4            |
| QL              | Zoology   | 2            |
| QS              | Human Anatomy   | 4            |
| QT              | Physiology  | 4            |
| QU              | Biochemistry  | 4            |
| QV              | Pharmacology  | 4            |
| QW              | Microbiology and Immunology                                   | 4            |
| QX              | Parasitology  | 4            |
| QY              | Clinical Pathology  | 4            |
| QZ              | Pathology   | 4            |
| SF              | Animal culture, Veterinary Medicine, etc                      | 1            |
| T               | Technology  | 1            |
| U               | Military Medicine   | 2            |
| W               | Health Profession; Ethics, Medical                            | 4            |
| W 26.5          | Medical Informatics Computing                                 | 3            |
| WA              | Public Health   | 4            |
| WB              | Practice of Medicine  | 4            |
| WC              | Communicable Diseases (public health)                         | 4            |
| WD 100          | Nutrition Disorders   | 4            |
| WD 200          | Metabolic Diseases  | 4            |

|        |  |   |
|--------|--|---|
| WD 300 | Immunologic & Collagen Diseases Hypersensitivity | 4 |
| WD 400 | Animal Poisons                                   | 2 |
| WD 500 | Plant Poisons                                    | 2 |
| WD 600 | Diseases and Injuries Caused by Physical Agents  | 3 |
| WD 700 | Aviation and space medicine                      | 2 |
| WE     | Musculoskeletal Medicine                         | 4 |
| WF     | Respiratory System                               | 4 |
| WG     | Cardiovascular System                            | 4 |
| WH     | Hemic and Lymphatic Systems                      | 4 |
| WI     | Digestive System                                 | 4 |
| WJ     | Urogenital System                                | 4 |
| WK     | Endocrine System                                 | 4 |
| WL     | Nervous System                                   | 4 |
| WM     | Psychiatry                                       | 4 |
| WN     | Radiology Diagnostic Imagine                     | 4 |
| WO     | Surgery  | 4 |
| WP     | Gynecology                                       | 4 |
| WQ     | Obstetrics                                       | 4 |
| WR     | Dermatology                                      | 4 |
| WS     | Pediatrics                                       | 4 |
| WT     | Geriatrics and Chronic Disease                   | 4 |
| WU     | Dentistry and Oral Surgery                       | 4 |
| WV     | Otolaryngology                                   | 4 |
| WW     | Ophthalmology                                    | 4 |
| WX     | Hospitals and other Health Facilities            | 4 |
| WY     | Nursing  | 2 |
| WZ     | History of Medicine                              | 4 |
| Z      | Printing, Copyright, Libraries, Bibliography     | 3 |

**PROCEDURE FOR RETRACTED MATERIAL**

For various reasons, scientific articles are sometimes retracted. NLM updates PubMed citations when this happens. The original article will remain available as part of the historical record. See the IFLA/IPA Joint Notice on Retractions: <http://www.ifla.org/publications/iflaipa-joint-statement-on-retraction-or-removal-of-journal-articles-from-the-web>. On an annual basis, a staff member will review a current list