Collection Development Manual

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Review, advice and editing contributed by the members of the Health Sciences Library and Informatics Center Print & Electronic Resources Committee (PERC) and Collection Resource Group (CRG).

External review was contributed by the Knowledge Management and Information Technology Advisory Council (KMIT AC), the Research Strategic Planning Committee, the HSC Faculty Council, and the education and research deans of the School of Medicine, College of Pharmacy, and College of Nursing. The policy was also posted on the HSLIC website for public comment for the month of October 2015.

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Introduction and Purpose
The collections of The Health Sciences Library and Informatics Center (HSLIC), are developed and maintained in support of The University of New Mexico Health Sciences Center (HSC) mission of education, patient care, and research.

The Manual is intended to establish parameters for collection building. It should also help to establish priorities for building the collections while inflation continuously outstrips budget increases and more and more materials shift to an electronic platform. Exceptions can and will be considered as the library’s limited budget allows.

The Manual’s secondary purpose is to document, for historical purposes, important changes to collections, such as the creation of new separate collections, major physical shifts of materials or receipt of gifts which significantly benefit the library (See Appendix 1-3). To help this historical documentation, past Collection Development manuals can be found in the HSLIC Special Collections.

The Collections Defined
The HSLIC collections contain materials owned or licensed by the library and intended for use by the populations served, as defined below. These materials may be electronic or physical. These include print and electronic journals and books, databases, models and media.

HSLIC Special Collections are addressed in the HSLIC Special Collections Policy.

Responsibility for the Collection
Primary responsibility for the collection rests with the Resource Management Librarians and the Resource Archives and Discovery (RAD) unit. The Resource Management Librarians and the RAD Division Head handle selection of materials and duties associated with licensing and purchasing resources.

The Resource Management Librarians and the RAD Coordinator work with the Collection Resources Group (CRG), which consists of all faculty librarians. This advisory group discusses the development of HSLIC’s collection, especially as it relates to HSC education programs and curricula.

The Print and Electronic Resource Committee (PERC) is made up of the Executive Director, Program Operations Director, Division Head of Reference and User Support Services (RUSS), Division Head of RAD, and the Resource Management Librarians. This committee oversees proposed changes to HSLIC’s collection to ensure they are fiscally responsible.

For more information about the PERC and CRG committees, see the HSLIC Faculty Charter.
The Current Library Environment
Rapid changes continue to take place in the arena of Scientific, Technical and Medical (STM) publishing. The National Institutes of Health (NIH) Public Access Policy, enforced since 2013, has caused more and more investigators to publish their work in an Open Access Venue. Additional plans from the entire department of Health and Human Services will expand this trend to include many more investigators. Publishers continue to be bought, sold, and merged until few players remain except the very large publishing houses; publishers, database producers, and now e-book vendors are consolidating, creating oligopolies in the marketplace that limit libraries’ ability to exert consumer buying power.

HSLIC has increasingly acquired more electronic materials since 1995, when the first 50 e-journals were added to the collection. HSC faculty educators, researchers, and students responded favorably towards this move, and HSLIC will continue to acquire more electronic resources in the future. At the same time, HSLIC remains attentive to access vs. ownership issues, and to efforts being undertaken worldwide to be certain that content remains available in perpetuity.

Populations Served
The primary community served by the HSLIC collections is made up of the students, faculty (including educators, researchers, and clinicians), and staff in the HSC and its programs. New Mexico health care professionals and the people of the State of New Mexico are HSLIC’s secondary communities. A full list of academic programs and degrees conferred at the HSC is available at http://hsc.unm.edu/students/.

Collection Budget
The collections budget is comprised primarily of Instruction & General (I&G) funding. HSLIC also receives funding from a library and technology student fee assessed each semester. Funds coming from the student fee are spent on resources to support the curricular activities of HSC students. The library also receives some funds from the BA/MD program and periodically receives GO Bonds from the State of New Mexico. HSLIC may be reimbursed for the cost of certain resources by the requesting department.

Scope and Coverage
Scope refers to the breadth of the subject matter collected by a library. Coverage refers to the depth or comprehensiveness with which in-scope materials and offerings are selected.

HSLIC collects materials to support instructional/curricular activities, research, and clinical practice. The subject areas in which the library attempts to collect more comprehensively are
those of locally relevant health and medical topics. An example would be the New Mexico Health Historical Collection (NMHHC). See Special Collections policy.

The HSLIC collects primarily in the areas of:

- Allied Health
- Basic medical research
- Clinical medicine
- Dental care
- Health care education
- Health care management practices
- Biomedical informatics
- Nursing
- Pharmacy
- Pre-clinical basic sciences
- Public health

**Formats Collected**

The Library will collect in appropriate formats and mediums to be compatible with current technology and customer preference. In 2015, RAD views electronic and print full text, DVD and Web access to be preferred formats. RAD does not expect any major changes in preferred formats within the next five years.

**Serials**

**E-Journals:** HSLIC’s journal collection has become increasingly electronic since 1995. E-journals provide quick and convenient access to the medical literature and are the preferred format for the journal collection. E-journals present issues related to back files, perpetual access, and pricing sustainability. HSLIC attempts to obtain perpetual access rights to e-journals that are added to the collection, but this is often cost prohibitive and thus not always possible.

**Print Journals:** While HSLIC maintains print subscriptions to core clinical and research journals, print subscriptions are phased out year-to-year due to budgetary restrictions and because these titles duplicate electronic subscriptions. The vast majority of journal subscriptions will be purchased only in electronic format, with the following exceptions:

- When it is more economical to purchase print and electronic in combination. In this case, the print copies will generally be discarded.
• Selected titles which will continue to be retained in print for archival purposes (i.e. New Mexico Nurse)

Newspapers: HSLIC purchases newspapers for general reading. Newspapers are placed in the reading area on the 3rd floor and are kept for one week, then recycled.

Monographs

Although it is the library’s intent to transition to a predominantly electronic format base, books will be purchased in print when there is no electronic version available, or when it is cost-prohibitive to purchase the electronic version. For textbooks and reference works needed by numerous students, an electronic version is strongly preferred.

Books required for HSC classes are not purchased unless they will be placed on Course Reserves or if they would otherwise benefit the collection. Large subscription packages such as Clinical Key or Access Medicine may contain textbooks required in HSC classes, but these packages are not purchased to obviate the need for students to purchase required texts.

Media/Software/Models

Media will be purchased as streaming media or on DVD. Software must be compatible with HSLIC equipment.

Bibliographic Databases/Web-Based Learning Aids/Online Resources

Access to online resources is a recurring expense. HSLIC recognizes the importance of a stable set of resources, and attempts to offer products as long as the value received is appropriate for the price paid. When a low-cost or free resource such as PubMed is available, and the quality is high, HSLIC will prefer that product. Products which will remain available to graduates of HSC academic programs as they enter their professions are particularly important.

Selection Criteria

New additions to the collection are evaluated on various criteria, which are listed below. While HSLIC considers these factors in our decision making process, the final decision often comes down to the collection budget. The Resource Management Librarians must also consider the size
of the population that would use the resource and ensure that all HSC departments are appropriately served by the collection.

Selection criteria for electronic or print books/monographic serials

- Within the scope of the collection
- Demonstrated or anticipated need/use
- Current or recent date of publication
- Price
- Faculty requests
- Authority of authors/editors/publisher
- Published in the United States
- Book reviews
- Student requests

HSLIC generally does not collect proceedings, symposia, meeting abstracts or bibliographies

Selection criteria for electronic or print journals

- Within the scope of the collection
- Demonstrated or anticipated need/use
- Number of times requested via Interlibrary Loan
- Indexed by the National Library of Medicine (MEDLINE) and preferably by additional database producers
- Access to embargoed version of title
- Budget
- Faculty requests
- Peer reviewed
- Perpetual access to e-journals

Selection criteria for inclusion in the Media collection

- Within the scope of the collection
- Demonstrated or anticipated need/use
- Compatible with HSLIC equipment
- Faculty requests
- Price
Selection criteria for online resources & bibliographic databases

- Within the scope of the collection
- Demonstrated or anticipated need/use
- Faculty requests
- Low overlap of content with other databases available
- Off campus proxy access availability
- Budget

Selection criteria for Open Access and free resources

- Within the scope of the collection
- Publisher’s reputation
- Stability of the resource
- Indexed by the National Library of Medicine (MEDLINE) and preferably by additional database producers

Licensing of Electronic Resources - Considerations
The Resource Management Librarians work with the UNM Purchasing Department to ensure all licenses comply with University policy and State laws. Details to be considered include:

- Authorized users definition should include all UNM students, faculty, and staff, as well as adjunct faculty, preceptors, and walk-in users physically present in the library
- All UNM IP ranges will be licensed, except in rare cases where it is not possible
- Interlibrary loan rights should be secured, if appropriate
- UNM policy does not allow us to indemnify any vendor
- Non-disclosure clauses should be removed if possible
- HSLIC cannot enforce clauses related to user behavior and will attempt to remove these clauses from license agreements
- Perpetual access to journals and books is preferred, but not essential

Principles of Collecting

Ownership vs. Access
Whenever feasible, HSLIC prefers ownership (continuing archival access to purchased content) over access. In the current electronic environment, ownership is not always an option or may not be economically possible. RAD attempts to negotiate archival access for electronic journals, but it is not a deciding factor in purchase decisions.
Language Considerations
The primary language of the collection is English. The collection may include some materials in Spanish, Portuguese and Native American languages.

Overlapping Coverage with UNM University Libraries
Health care and health care research is increasingly interconnected with disciplines covered by the College of University Libraries and Learning Science (UL & LS) collections (e.g. engineering, information technology, sociology). Some collection overlaps will be unavoidable. Overlaps in core reference works will occur most frequently. HSLIC will attempt to eliminate overlap in monographic serials and journals of all types, except when the title is considered basic to the HSLIC mission. An example of overlap that will be maintained would be The New England Journal of Medicine or JAMA. In such a case, if the overlap is to be eliminated, HSLIC would recommend that UL cancel the title.

Overlap in the electronic collection will be avoided in most cases as electronic materials purchased by UL & LS are accessible to HSC users. If UL & LS purchases a title (either serial or monograph) that is relevant to HSLIC’s collection, HSLIC will request that UL & LS share the collection in the WorldShare Knowledge Base and will activate the title in the HSLIC instance of WorldShare.

Requests for Materials
HSC faculty, investigators, staff and students are encouraged to request materials for the HSLIC collection, either through the ‘Request a Purchase’ form on the HSLIC website, or through their HSLIC Envoy. Requests will be evaluated using the selection criteria listed above. HSLIC will try to accommodate all requests, but if the requested material is very specialized, or of use to only one educational program, HSLIC may cost-share or request that the program/department/lab bear the cost.

Demand Driven Acquisitions (DDA)
HSLIC began a DDA program in 2015. A pool of e-book titles was loaded into the catalog and patrons can select among these titles to read as if the library owned them. After a number of “loans” a purchase is triggered. Titles in the pool meet the monograph selection criteria listed above.

Deselection and Retention Guidelines
In order to maintain a relevant collection and to effectively manage the library’s physical space, it is necessary to deselect, or remove items from the collection. HSLIC generally retains materials of local relevance (i.e. Native American health), materials by local authors, historical works listed in Morton’s Medical Bibliography, and old editions of reference books that are likely to be used for legal standards. In some cases, these materials may be moved to the
library’s off-site storage facility. The full deselection and retention guidelines are listed in Appendix 4. Appendix 4 also details HSLIC’s procedure for withdrawing old editions from the book collection.

**Classic Core Texts**
HSLIC has designated one representative title in each major medical science discipline and clinical specialty as a Classic Core Text. This collection is meant to enable researchers and historians to track the development of a discipline or specialty over time. All print editions of these titles will be maintained in the collection in perpetuity. Current editions will remain in the circulating collection and older editions are housed in the library’s off-site storage facility.

**Multiple Copies of Books and Journals**
HSLIC rarely purchases more than one copy of a print book. The decision to purchase a duplicate copy is made at the discretion of the Resource Management Librarian. For e-books, individually purchased titles are typically purchased at the 1-user level; however, multiple concurrencies may be purchased if the title is used in the curriculum.

Electronic journal subscriptions are never purchased in duplicate, however, the full text of some journals may exist in more than one database, particularly those databases with embargoed access to full-text (i.e. EBSCO and Gale databases).

**Replacement Copies for Lost or Damaged Material**
Items determined by library staff to be lost or damaged beyond repair are referred to the Resource Management Librarians. Resource Management Librarians make the decision about whether or not to replace the item.

**Library Impact Statements**
The Executive Director is responsible for review and signing of UNM forms B (New Course Request), C (Degree/Program Change) and D (New Graduate Program) for HSC course offerings. This may be done in consultation with the Resource Management Librarians. New degree programs with the potential for significant impact on HSLIC are evaluated in consultation with members of CRG and/or PERC.

The review process takes into account such factors as required and recommended reading materials and their availability in the collections; class size and needs for library orientations and training are also considered.

**Gifts of Materials to the Collections**
Donated materials are subject to the criteria listed above, and discussed in the HSLIC Policy Donations to Collections.
**Maintenance of the Collection Development Manual**

The Manual is the responsibility of the Resource Management Librarians. It is reviewed and updated as needed. Minor changes proposed by the Resource Management Librarians are reviewed by the Print and Electronic Resources Committee (PERC). Significant updates are reviewed by CRG, PERC, and external constituents, and then receive final approval by the Operations Management Team (OMT).

The Manual is kept along with other HSLIC policies and procedures on a shared network drive (O:\HSLIC\HSLIC\Policies and Procedures) and is accessible to all HSLIC staff. A print copy is available in the Resources, Archives, and Discovery unit.

The Manual is updated on an as needed basis and every 5 years.

**Associated Documents**

History of the Collection (Appendix 1-3)

HSLIC Special Collections Policy

HSLIC Faculty Charter

Guidelines for Deselection (Appendix 4)

HSLIC Policy Donations to Collections