

# Collection Development Policy

## **Purpose of the policy**

The Collection Development Policy provides guidelines for the selection, acquisition and management of information resources to support professional practice, education and research of all staff at the Whittington Health Trust, Camden and Islington NHS Foundation Trust and UCL students on placement within the hospital.

## **Purpose of the collection**

We are a multidisciplinary library dedicated to supporting the information needs of both clinical and non-clinical library users. The library does not purchase materials for patients or the public.

## **Definition of the collection**

The library aims to provide an up-to-date representative collection of the major material published in the appropriate disciplines. Core areas covered include:

- allied health
- anatomy and physiology
- basic medical sciences
- diseases
- general medicine
- health-care delivery
- health informatics
- hospital management
- medical specialities
- mental health
- nursing
- oral surgery
- public health
- social work

Pre-clinical sciences are covered as a necessary adjunct to clinical practice.

Related subjects such as psychology and sociology are also held and other subjects would be considered if relevant to the library user's needs.

### **Collection development**

It is the library's responsibility to ensure that the collection retains relevance to changing user needs and that good access to information is provided in a manner appropriate to the needs of users whilst maximising the use of existing library resources. Fitness for purpose as well as physical and budgetary restraints will govern collection development decisions.

### **Budget**

The library currently receives funding from Whittington Health Trust, Camden and Islington NHS Foundation Trust, University College London, Middlesex University and the Islington Clinical Commissioning Group. The yearly budget allocations are decided by the Library Management Committee.

### **Responsibility**

Professional library staff are responsible for collection development in selection, acquisition and withdrawal of stock. We rely upon not only our professional awareness in the subject area but also from the entire library team and from users who are encouraged to make suggestions.

### **Stock selection**

The stock is selected using the following sources; Dawsonenter, academic course reading lists, suggestions from users, journal reviews, Amazon, publisher brochures, monitoring of inter-library loan requests and health libraries core collections lists.

Purchasing decisions are based upon an awareness of the total stock and the actual demands made upon it by various groups of users. Decisions are made within budgetary

constraints and in keeping with the library's primary aim of providing a dynamic and vital collection of value and utility to contemporary need.

### **Acquisitions**

**Purchases** – Materials will be purchased in the most appropriate format, paper, e-resources, media formats taking into account ease of use, frequency of use, access arrangements and available accommodation to house materials.

**Donations** – Donations of books are accepted on the understanding that once accepted the library can keep or dispose of the items as it wishes. Unwanted items may be offered for sale to generate revenue for the library.

### **General principles of selection and management**

**Expensive items** – Librarians should consider that Items priced at over £80 might need to be made reference or have an 'Expensive item' sticker placed on the front cover.

**Publication format** – The least expensive option is preferable and so generally paperbacks are purchased.

**Age of material** – As a general rule items older than 3 years will not be purchased for the collection. There may be exceptions to this rule and any decisions are made at the discretion of the Librarian. Additionally the library will only stock the current and previous edition of any title.

**Multiple copies** – The acquisition of multiple copies is sometimes appropriate. The variable that guides decision making is due to the intensity of demand per title.

**Loan policy** – The main objective of the loan policy is to ensure that the length of the borrowing period relates to the level of demand and that high demand items circulate quickly. Loan categories at the library are as follows; Reference i.e. library use only, 14 day and 28 day loan. 20p fines are charged for the late returns of loans. It is the

responsibility of the professional library staff to ensure that loan periods remain relevant and to amend loan periods where they see fit.

### **Multimedia and eBooks**

CDs and DVDs are purchased when included with a book title and always lent at the same time. eBooks are currently provided by the various bundles purchased or trialled by London Health Libraries or as part of the NHS core content. These are all available to read using an NHS OpenAthens username and password. Local eBook purchases are under review and will be considered once current trials have ended in April 2015.

### **Maintenance and preservation**

The library aims to maintain the collection in a suitable state to withstand the use that it is likely to receive. Stock is regularly checked and in-house repairs undertaken where damage is slight. Stock that is in a worse state of repair is withdrawn and disposed of/replaced depending upon its age.

### **Replacement, retention, withdrawal and disposal**

Damaged items are withdrawn from stock and disposed of/replaced depending upon age.

**Lost books** – Lost books must be charged the full cost of replacement or the borrower must replace the copy like for like.

**Stock editing** – Is viewed as a positive aspect of collection management and an essential factor in space management. Stock editing decisions are taken by professional library staff with all staff sharing responsibility for helping to ensure that material is relevant to current need. Guidance may also be sought from users with specialist subject knowledge.

**Stock check** - This takes place every year and gives an overview of areas that require improvement or weeding.

**Withdrawal** – As a general rule stock that is over 10 years of age is withdrawn with the exception of classic texts. Withdrawn items are offered for sale.

**Review of collection development management policy**

The collection development and management policy is a working document which will be kept under regular review and will be amended as appropriate.