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Collection Development Policy

Library & Knowledge Services
Gerald Tucker Memorial Medical Library
National Jewish Health

1. Introduction and Purpose

Library & Knowledge Services at the Gerald Tucker Memorial Medical Library is the primary source of health sciences information for National Jewish Health (NJH) faculty, staff, and patients. The Library supports the institution's mission by providing access to high-quality information resources in fields represented at NJH.

This policy establishes guidelines for building and maintaining a relevant, balanced, and cost-effective collection. Its primary objectives are to:

- Communicate the scope and subjects collected
- Define objective criteria for selection decisions
- Ensure responsible stewardship of funds
- Provide consistency in collection decisions over time
- Align library priorities with the goals of NJH

2. Institutional and Library Mission Statements

National Jewish Health Mission

NJH's mission is to heal, discover, and educate as a preeminent health care institution.

The institution serves by providing the best integrated and innovative care for patients and their families; by understanding and finding cures for the diseases we research; and by educating and training the next generation of health care professionals to be leaders in medicine and science.

Library & Knowledge Services Mission

Library staff facilitate biomedical discovery and patient care by connecting our community with the best knowledge-based information resources. We achieve this by providing organized, cost-effective access to worldwide biomedical information and by building partnerships that support clinical, research, and educational programs.

3. Library User Groups

Library & Knowledge Services is funded to serve its primary users: NJH faculty and staff, and NJH patients and their families. Resources are collected to support these groups' clinical, educational, and research needs.

Limited access to selected resources may be available to others affiliated with NJH; however, the Library is not funded to collect materials specifically for volunteer faculty or non-primary users. As a special library, we are unable to provide unaffiliated public access, though limited information related to NJH specialties may be shared upon request.

User Levels

- Level I: NJH faculty, researchers, physicians, staff, NJH patients and their families
- Level II: Former faculty, affiliated residents, and fellows
- Level III: All others, including unaffiliated biomedical professionals, outside students, and the general public

4. Programs and User Needs Supported

The Library supports NJH programs including:

- Basic and clinical research
- Specialty clinical care (adult and pediatric)
- Fellowship and postdoctoral training in Respiratory Medicine and Immunology
- Nursing care and research
- Hospital administration
- Employee health and wellness initiatives
- Consumer and patient health information

5. Cooperative Collection Resources

Interlibrary Loan (ILL) supplements local collections by obtaining needed materials from external libraries. Electronic ILL systems support requests for NJH faculty and staff, with limited access for patients and families. No fees are charged to NJH-affiliated users for standard ILL services.

Borrowers are responsible for replacement costs or fees assessed by lending libraries for lost, damaged, or unreturned materials. If such charges are incurred, the Library may request reimbursement from the borrowing patron.

Faculty with joint appointments at the University of Colorado Anschutz Medical Campus may request access to the Strauss Health Sciences Library.

6. Collecting Priorities and Scope

Library & Knowledge Services provides access to journals, books, databases, and reference sources in print and electronic formats. Subject priorities reflect the distribution of NJH faculty and institutional initiatives.

Core Research & Clinical Subjects

- Respiratory Medicine
- Immunology & Allergy
- Communicable Diseases & Tuberculosis
- Molecular & Cellular Biology
- Epidemiology
- General Medicine
- General Pediatrics
- Critical Care
- Cardiology
- Rheumatology
- Sleep Medicine

Emerging Clinical Areas

- Oncology
- Gastroenterology
- Endocrinology
- Neurology

Secondary Research Subjects

- Biochemistry
- Pathology & Microbiology
- Biostatistics
- Genetics/Genomics
- Physiology

Secondary Clinical Subjects

- Occupational & Environmental Medicine
- Radiology
- Dermatology
- Pharmacology
- Nursing
- Rehabilitation & Allied Health

Not Collected (except as included in large aggregations)

- Hospital Administration

Format Priorities

- Electronic journals and databases are the Library's highest priority for collection development.
- The Library does not actively collect print journals. In some cases, print copies may be received as part of bundled electronic subscriptions.
- Print issues are not bound.

Reference Collection

Includes essential tools such as dictionaries, core textbooks, drug information, almanacs, and government publications. Reference materials exist in both print and electronic formats. The non-circulating print collection provides access to essential clinical information in the event of disasters that disrupt access to electronic resources (e.g., power outages or cyber incidents). The availability of this collection supports institutional emergency preparedness and helps fulfill critical response requirements referenced by The Joint Commission.

Historical & Archival Materials

The Library selectively collects materials related to NJH history and regional tuberculosis history. NJH's official archives are maintained at the University of Denver's Beck Archives. Donations of potential archival value are evaluated collaboratively with NJH Development and DU's Special Collections and Archives Department.

NJH Faculty Publications

Books published by NJH faculty are acquired when funds allow; donations are appreciated.

7. Funding

The Library receives an annual budget from Academic Affairs, supplemented by reimbursements for expert search services and occasional grants. Most funds support electronic resources; print purchases are limited and often rely on reallocating funds from other lines.

8. Selection Responsibilities

The Library Director oversees collection decisions. Library staff may recommend acquisitions or withdrawals based on user needs, usage data, and observed gaps.

9. Selection Criteria

A. Electronic Journals

Content & Relevance

- Alignment with user needs and subject priorities
- Anticipated use and user recommendations

- Evidence of impact (indexing, citation metrics)

Cost & Value

- Subscription cost and cost-per-use
- Availability through consortial purchasing

Access & Licensing

- Licensing terms, usage statistics, and perpetual access options when available

Technical Considerations

- IP authentication or other secure methods; reliable, usable platforms; availability of supplemental content

The Library provides access to licensed electronic journals through the Library website and discovery tools. Records are maintained in the Library's discovery system and linked to external services such as PubMed LinkOut and Google Scholar when possible to maximize discoverability and access.

The Library generally does not collect journals in print format except in rare cases of limited or unavailable electronic access.

B. Electronic Resources (Databases)

- Relevance to clinical, research, and educational needs
- Cost and anticipated value
- Licensing terms and authentication methods
- Ease of use, interface quality, and performance
- Compatibility with NJH's technical environment; availability of full-text and downloadable formats
- Additional features, such as continuing medical education (CME) opportunities, may also be considered when relevant to user needs.

C. Books (Monographs)

The Library maintains a limited print collection, primarily supporting emergency reference needs.

Books are evaluated based on:

- Relevance to subject priorities, use of previous editions, reviews, and user requests
- Currency (typically within 5 years); historically significant respiratory/immunology texts may be retained
- Collection context and local availability
- Cost proportional to expected use; suitability for emergency reference
- Language (primarily English; exceptions for specialized areas)

Duplicates are not acquired except under special conditions. The Library generally does not acquire charts, exam guides, lecture notes, microforms, pamphlets, loose-leafs, programmed texts, spiral-bound items, workbooks, and similar formats.

10. Supplemental and Special Collections

Helen L. Rider Health Information Center

Provides consumer health materials for patients and families, prioritizing respiratory and immunologic conditions, common comorbidities, wellness and lifestyle topics, and a limited selection of children's materials. There is no dedicated budget; purchases occur as funds permit.

Free Lending Library

Stocked exclusively through donations, containing only leisure reading. Items outside scope are recycled.

11. Other Resource Access

Interlibrary Loan (ILL)

Provides supplementary access for NJH faculty, staff, and—on a limited basis—patients and families. No fees are charged.

Strauss Health Sciences Library (CU Anschutz)

Joint-appointed faculty may apply for borrowing privileges.

12. Collection Maintenance

Lost or damaged books are replaced only when justified by use, relevance, and cost. Weeding is performed regularly to maintain a current, space-efficient collection. Withdrawn items may be donated, recycled, or redistributed through Better World Books.

13. Gifts and Donations

Donations are evaluated using the same criteria as purchased materials. The Library determines the final disposition of all gifts.

Preferred Donations

- Funding for online resources
- Consumer health materials for the Helen L. Rider Health Information Center
- New editions of relevant health sciences texts
- NJH faculty publications
- NJH historical materials

Donation Restrictions

- Outdated materials (generally > 5 years old)
- Damaged items
- Multiple copies
- Materials unrelated to NJH subject areas

Donors are encouraged to provide a list of materials—including title, author, publication date, and general condition—for evaluation prior to donation.

Materials received as gifts cannot be returned to donors, and the Library cannot accept donations with special requirements regarding location, circulation, or treatment without approval of the Library Director.

Materials not appropriate for the Library's primary collection may, at the Library's discretion, be placed in the Free Lending Library or otherwise redistributed in accordance with Library policies.

Physical bookplates are provided only for collections of exceptional value or historical significance to National Jewish Health, or for donations that include funds to cover the cost of purchasing and printing bookplates. Upon request, an acknowledgment or dedication may be added to the item's digital bibliographic record.

14. Appraisal and Acknowledgment

Donors may obtain independent appraisals prior to donating; the Library cannot appraise materials. Receipts may be provided upon request, listing donor name, date, and number of items.

15. Journal and Free Lending Library Donations

Journal Donations

Scientific or medical journals less than 6 months old are accepted with packaging removed. Only the most recent 6 months are retained.

Free Lending Library Donations

Accepted materials are not cataloged, and no receipts or acknowledgments are provided.

16. Access, Authentication, Licensing Compliance, and User Privacy

Library-licensed electronic resources are generally accessed through institutional IP address authentication. The Library does not currently manage proxy or single sign-on (SSO) access systems. Access outside the institutional network may be limited by publisher terms. Some licensed resources may offer optional individual user accounts that allow users to create

personal logins to access or customize subscription content. These accounts are established directly between the user and the vendor and are not managed or administered by the Library.

The Library adheres to license agreements and educates users about appropriate use (e.g., no systematic downloading or sharing outside authorized users).

Patron privacy is protected. The Library collects and retains only the minimum personally identifiable information required to provide services and troubleshooting; usage is reported in aggregate when possible.

17. Electronic Resource Deselection and Retention

Electronic resources may be cancelled or not renewed based on low or declining use, unfavorable cost-per-use, content overlap, platform instability, licensing restrictions, or strategic realignment.

Prior to cancellation, the Library evaluates alternatives (ILL adequacy, consortial options) and verifies perpetual access rights to previously subscribed content where available.

Significant cancellations are communicated to affected user groups with suggested alternatives and ILL options.

18. Collection Evaluation and Assessment

The Library conducts periodic assessments to ensure the collection aligns with NJH priorities and user needs. Indicators may include COUNTER-style usage statistics, cost-per-use, ILL request frequency/turnaround, turn-away reports, user feedback, and clinical alignment.

Resources are reviewed at least annually.

19. Disaster Recovery and Continuity of Access

To support continuity of care and research during outages, the Library maintains a limited emergency print reference collection. In collaboration with IT, the Library prioritizes restoration of access to core clinical tools and communicates interim access options (e.g., ILL, alternative platforms) to users.

20. Digital Preservation and Perpetual Access

The Library does not operate a local institutional repository. For licensed e-resources, the Library seeks publisher terms that include perpetual access rights to subscribed content and participation in recognized preservation programs (e.g., Portico/LOCKSS) when feasible.

Locally created digital files (e.g., LibGuides, patient handouts) are preserved according to institutional IT backup and retention practices, not a dedicated library repository.

21. Vendor Evaluation, Accessibility, and Security

When evaluating vendors, the Library considers platform, usability, uptime, security practices, and the availability of COUNTER-compliant usage data. Preference is given to vendors with stable platforms, responsive support, and transparent data practices.

24. Policy Governance, Review, and Version Control

This policy is reviewed on a regular cycle (e.g., every two years) or sooner when institutional priorities or the information environment change materially. Revisions are approved by the Library Director in consultation with Academic Affairs. Archived versions are retained for reference.