

## **Library & Knowledge Services Gerald Tucker Memorial Medical Library Collection Development Policy**

### **Introduction and Purpose**

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

The purpose of this policy is to provide guidelines for building and maintaining a collection of information resources to meet the needs of NJH personnel, patients, and programs. Specific objectives of this policy include:

- Communicating the scope, subject coverage, and formats of the collection
- Defining objective criteria for making decisions
- Ensuring appropriate use of limited funds
- Promoting consistency in collection development decision-making over time
- Aligning library goals with the goals of NJH

### **Institution and Library Mission Statements**

#### NJH Mission Statement

The [National Jewish Health mission](#) is to heal, to discover, and to 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 Statement

The library staff facilitates biomedical discovery and patient care by connecting our community with the best knowledge-based information services and resources available. We pursue this mission by providing organized access to worldwide biomedical information networks in a cost-effective manner. We provide the highest quality services by building partnerships to promote clinical, research and education efforts.

## **Library & Knowledge Services Patrons**

Library & Knowledge Services is funded to serve the information needs of its primary library users, including NJH faculty and staff, and NJH patients and their families. Resources that support the clinical practice, educational, and research needs of these primary users are acquired for the library's collection.

Although limited access to the library's information resources is provided to others affiliated with NJH, Library & Knowledge Services is currently not funded to acquire resources to support the information needs of affiliated, non-primary users including volunteer faculty and staff. As a special library of NJH, Library & Knowledge Services is unable to provide unaffiliated public access to resources or the library space. Limited information may be available to unaffiliated patrons who seek information specifically related NJH health science specialties.

### Summary of Users

- Level I  
National Jewish Health faculty/researchers; physicians; managers; all other employees; patients, and their families
- Level II  
National Jewish former faculty; affiliated residents and fellows
- Level III  
All others, including biomedical professionals; other students; and the public

## **Programs and User Needs Supported**

Programs supported by Library & Knowledge Services include Basic Scientific Research, Clinical Research, Specialty Clinical Care in an in-patient setting for adults and children, Fellow and Post-doctoral training in Respiratory Medicine and Immunology, Hospital Administration, Nursing Care and Research, Health and Wellness Information for employees, and Consumer and Patient Information in our subject areas.

## **Cooperative Collection Resources**

Interlibrary loan (ILL) enables library staff to supplement the collection by obtaining copies and/or loans of items not available at Tucker Medical Library. Electronic ILL systems are used to locate items worldwide and request them for NJH faculty and staff, as well as to extend Tucker Medical Library resources to researchers and library users from other institutions. More limited ILL resources are extended to NJH patients and their families. Library & Knowledge Services does not currently charge NJH affiliated patrons for ILL services.

Faculty members with a joint appointment with the University of Colorado Denver are eligible to apply for access to the Health Sciences Library collection.

## Collecting Priorities, Limitations, and Acquisitions

### Overview of the Collection

Library & Knowledge Services provides access through purchase or subscription to information resources including books, journals, databases, and reference sources in print and/or electronic formats to support NJH research, clinical practice, and patient health literacy.

These general subject boundaries and priorities of the collection is based on the number of faculty members represented in each area. Library & Knowledge Services strives to provide coverage in the following core and secondary subjects:

1. Core research and clinical subjects: Respiratory Medicine, Immunology and Allergy, Communicable Diseases and Tuberculosis, Molecular and Cellular Biology, Epidemiology, General Medicine, General Pediatrics, Critical Care
2. New clinical subject initiatives in need of support in addition to existing aggregations: Cardiology, Oncology, Gastroenterology, Endocrinology
3. Secondary research subjects: Biochemistry, Pathology and Microbiology, Biostatistics, Genetics/Genomics, Physiology
4. Secondary clinical subjects: Occupational and Environmental Medicine, Rheumatology, Radiology, Dermatology, Pharmacology, Nursing, Rehabilitation and Allied Health.
5. Other subjects not supported except through existing aggregations: Hospital Administration

Journals and clinical point-of-care tools are budget priorities. Library & Knowledge Services focuses in investing in digital resources to meet the demands of NJH faculty, staff, and patients for ubiquitous access. Only electronic versions of journals are acquired except for a very small number of core journals. No new journals are bound for the print serial collection.

The Tucker Medical Library maintains a non-circulating reference collection, including almanacs, bibliographies, biographical resources, core health science textbooks, dictionaries, directories, drug and toxicology resources, encyclopedias, indexes and abstracts, and government publications. The library's reference collection contains both print and electronic resources. The reference collection policy is expanded to include materials necessary to answer health sciences reference questions in all areas of medicine for just-in-case reference needs.

Library & Knowledge Services selectively collects materials related to NJH history, as well as local and regional history related to tuberculosis. Rare and archival material related to NJH are generally acquired only through donations. Because the Tucker Medical Library is not equipped to house most rare or archival material, the official NJH archives are currently kept in the Beck Archives at the University of Denver, where they are able to be cataloged, stored, and accessed in adherence to proper archival practices. Donated materials of potential archival quality will be considered for addition to the archives. The library works in concert with Jennifer Beck, Senior Director for Development Communications, to assess archival additions. Patrons are welcome to contact and/or visit the Beck Archives for more in-

depth searches related to archival material, including but not limited to photographs, videos, medical records, and promotional material.

Books published by NJH faculty are acquired, as funds allow. Donations of items published by NJH faculty are encouraged and greatly appreciated.

### **Helen L. Rider Health Information Center**

The Helen L. Rider Health Information Center provides current information for patients and their families, including print books, pamphlets, and NJH produced patient handouts. The Center also provides access to computers with Internet connections and printers for public use. The purpose of the Center is to meet the health, medical, and wellness information needs of patients, families, caregivers, and NJH staff. Priority selection of material for this area is given to NJH specialties in respiratory and immunologic disorders. Secondary priority is given to typical comorbidities and common conditions, as well as to materials on wellness and lifestyle topics for chronic conditions. A limited amount of children's books are collected in these areas. Multiple copies of books on NJH history are available at the Center. Books are circulated and are available for check out to any affiliated user. Language, ease-of-use, currency, accuracy, authority, format, and price are all factors considered in the selection of new material.

### **Diversity, Equity, and Inclusion Collection**

The Diversity & Inclusion collection includes print titles on topics focusing on diversity, equity, and inclusion. The ongoing development of this collection will be done in collaboration with National Jewish Health's Diversity and Inclusion Council, who will help inform specific areas and topics of interest. The goal of the collection is to provide readings that are pivotal to helping people understand points of view from a variety of backgrounds, including but not limited to those of race, gender, sexuality, class, ability, culture, and heritage.

Currently, the scope of the collection is limited to nonfiction books that relate issues of diversity and inclusion to health and well-being, or nonfiction books that are considered fundamental for understanding constructs around diversity and bias. Priority will be given to resources directly relating to topics presented during D&I sponsored programs, or as recommended by a sponsored speaker.

The intended audience for the collection is employees of National Jewish Health, and as such books in the collection are intended to help broaden and inform their worldview and interactions with peers and patients. The D&I collection will not preclude the library from continuing to collect consumer health or professional books for its general collections that may also cover areas of diversity or inclusion. Where appropriate, books may overlap with those in the general collections, which continue to be available to employees, patients, and their families. Books in the D&I collection will be available for check out to all NJH faculty, staff, and employees.

## **Free Lending Library**

Books for the free lending library are acquired solely through donation and are available free-of-charge to all patrons. Donations of appropriate items are encouraged and greatly appreciated. This collection is restricted to leisure reading material, including such genres as fiction, non-fiction, and biography. Examples of types of books not collected for this area are medical, how-to, manuals, cookbooks, coffee table books. Leisure and popular magazines less than 3 months old are also accepted. Children's books are accepted and may be donated to the Morgridge Academy library on campus. Donated material that falls outside these parameters will be recycled.

## **Funding**

Library & Knowledge Services is provided a yearly budget by the Department of Academic Affairs. The budget is augmented by the following sources:

- Reimbursement for expert search services provided to professional society practice guideline panels.
- Occasional National Network of Libraries of Medicine (NNLM) grants for professional education or special projects.

Funds cover the costs of purchasing and/or leasing access to books, journals, media, databases, and other information resources that support NJH programs. The budget also covers wages and all other expenses of library management. Library base funding does not increase when new initiatives are added. Support of such programs must come from the general library budget.

## **Selection Responsibilities**

The Director of the library has overall responsibility for determining which items will be added to or removed from the library's collection. Library staff members contribute to suggestions for selecting and/or removing items.

## **Library Committee**

The Library Committee members serve as the voice of the customer, as subject experts, and can help the Director identify problems, trends, or areas of need. Members can help find the balance between competing interests and limited resources. The Committee should also advocate for the needs of the library resources and services. Committee support of library policies can aid in their being accepted by the institution.

NJH faculty and staff are encouraged to recommend and suggest new information resources, which can be emailed to Liz Kellermeyer at [kellermeyerl@njhealth.org](mailto:kellermeyerl@njhealth.org). Recommendations are evaluated according to the guidelines outlined in this policy. Selection decisions are based on the relevance of items to the

clinical practice, research needs, and consumer health interests of the greatest number of NJH faculty, staff, and patients, as well as other guidelines specified in this policy.

### **Selection Criteria**

Many factors must be weighed in making selection decisions. The following factors are considered when evaluating resources for addition to the collection.

#### **Books (Monographs)**

- Subject matter and relevance to the clinical, educational, and research needs of primary clientele;
- Potential use by primary clientele – may be indicated by use of previous editions and/or inclusion in standard recommended lists;
- Currency – preference is given to the recent five-year period. The library collection has few books or journals published before 1945. In Respiratory Medicine and Immunology, historical texts may be kept or accepted through donation. In all other subjects, old texts are discarded when the new edition is purchased. In some subjects, one old edition is kept. Other subjects are evaluated every other year and texts older than 10 years are evaluated for discard. ;
- Existing coverage in the collection;
- Language and place of publication – Materials are collected only in English, except under certain circumstances in the subject of Tuberculosis. Materials are collected that are published in the United States and Europe, except under certain circumstances in the subject of Tuberculosis;
- Cost;
- Recommendations from primary clientele;
- Book reviews;
- Availability at other local libraries;
- Duplicate copies –not acquired except in very special cases, such as high demand or the need for both a reference and a general circulation copy.
- Format. \*

\* The library does not automatically exclude formats that provide pertinent information needed by primary users. However, the following types of materials are generally not acquired:

- Charts;
- Congresses;
- Examination review books/guides;
- Graphs;
- Laboratory manuals;
- Lecture notes;
- Loose-leaf publications;
- Microforms;
- Pamphlets;

- Pocketbooks;
- Posters;
- Proceedings;
- Programmed or self-instructional texts;
- Reprints;
- Spiral bound publications;
- Study guides;
- Syllabi;
- Symposia;
- Workbooks.

## **Journals**

- Subject matter and relevance to the information needs of primary clientele;
- Potential use by primary clientele – may be indicated by inclusion in major health sciences indexes/abstracts, citation impact factor, inclusion in standard recommended lists, and number of interlibrary loan requests;
- Cost; cost per use, package or consortial pricing;
- Recommendations from primary clientele;
- Language/place of publication – only English language publications are purchased;
- Availability at other local libraries.

## **Electronic Journals**

### **1. Purpose**

The Library collects or provides access to materials in print and electronic formats. The challenges to providing access to electronic journals warrant a special section of the collection development policy focusing on these materials. This policy will provide guidelines for the selection and acquisition of electronic journals as well as the provision of access.

### **2. Scope**

This policy seeks to address the selection and acquisition of electronic journals accessible via the Internet. This policy covers electronic journals for which the Library gains free access, access at a reduced rate because the Library subscribes to the print, or purchased access to an electronic-only version. This policy also does not address the following electronic resources, which may fall into more than one of the following categories:

- online bibliographic or full-text databases
- Internet resources (monographic in nature)

### **3. Principal Access Points and Provision of Access**

The Library will provide access to electronic journals that it acquires and/or licenses via the Library web page. The Library will maximize access to the Library's electronic journals through several means: listing each purchased e-journal in the purchased discovery service (OCLC WorldCat); instructing said service to upload to other providers, at this time NLM's PubMed Linkout and Google Scholar; and appropriate staff and user support and training for optimal use.

#### 4. General Selection Principles

- **Selection Responsibility:** Responsibility for selecting these materials falls to Library Committee and the Library Director.
- **Funding:** The Library journal budget funds these purchases. Since 2009, the cost of print holdings is minimal, essentially all the funds allocated to journals now goes to purchasing electronic journals.
- **Adherence to Other Collection Development Guidelines:** The purchase of electronic journals should follow present collecting policies as outlined above. Specifically their purchase should adhere to the general subject boundaries and priorities of the collection and to the chronological, geographical, language, and date of publication guidelines set forth in general policies. The Library Committee and Library Director will select materials that meet the standards the Library expects of all materials in regard to excellence, comprehensiveness, and authoritativeness, and weigh the purchase of a particular title against other possible acquisitions from material budgets.
- Preference may be given to Consortial buying groups.
- **Specific Format Criteria:** In addition to content, the criteria listed below are used when considering the purchase of electronic journals:
- **Content and use:**
  - Meets the needs of the Library's primary clientele.
  - Should be relevant to more than just a few users.
  - Cost of this product, compared to similar resources.
  - Cost Per Use for present journals and after 2 years for new journals
  - Success of the journal as measured by the Journal Impact Factor.
  - Appropriate for placement in the library system, not better suited for office use with departmental code.
  - Licensing requirements can be amended to meet our needs.
  - Vendor reputation.
  - Vendor service and assistance when needed.
  - Vendor will supply designated standard usage statistics to establish the value of electronic resources under consideration for renewal.
  - Perpetual Access should be considered.
- **Technical specifications:**
  - Electronic resources should be accessible via IP address, or in a minimal number of cases, by password
  - User friendliness.
  - Ability to use keyword and Boolean searching when appropriate.
  - Screen layout quality.
  - Availability of full text, full image, tables and figures, etc.
  - Search speed.
  - No requirements for special set up or software installation on specific PC's.

- Electronic resources should be web-based products. Non-web based electronic resources should be avoided.

#### 5. Licensing

The Library will negotiate and comply with vendor licensing agreements. The Library will also promote compliance with licensing agreements among its users and among its staff.

Exceptions to e-journal primacy includes:

- Content of the print different than online version;
- Electronic not the primary publication;
- Electronic access has unacceptable limits on use or delayed publication;
- Electronic is only available through aggregator packages and cannot be retained if dropped by the vendor;
- Print has better features.

#### **Electronic Resources (e.g. Databases)**

- Subject matter and relevance to the clinical, educational, and research needs of primary clientele;
- Potential use by primary clientele – may be indicated by published reviews and requests from primary library users;
- Cost;
- Availability of necessary hardware, software, and connections;
- Licensing agreement requirements/restrictions;
- Appropriateness for the library environment (ability to be networked, etc.);
- Access method – preference given to IP filtered access over password access;
- Ease of searching and user friendliness;
- Search speed;
- Availability of full-text, full images, tables, and figures, PDF option, etc.
- Security issues;
- CME options;
- Vendor service reliability;
- Technical support.

#### **Other Sources of Information Resources**

**Interlibrary Loan:** Interlibrary loan (ILL) enables library staff to supplement the collection by obtaining copies and/or loans of items not available at the Tucker Medical Library. Electronic ILL systems are used to locate items worldwide and request them for NHL faculty and staff, as well as to extend Tucker Medical Library's resources to researchers and library users from other institutions. Limited ILL services may be extended to patients and their families. This service is provided free-of-charge to library patrons.

Faculty members with a joint appointment at the University of Colorado Denver are eligible to apply for a library account with the University Health Sciences Library. An active account at this library offers patrons access to those library resources free of charge.

### **Collection Maintenance**

Books that are missing, lost, or damaged are not automatically replaced, even when the library is reimbursed for these items. The decision to replace a book is made by the library Director based on use, subject matter and relevance to the needs of primary clients, currency, cost, and available funds.

Weeding, or the removal of items from the collection, is an integral part of developing and maintaining a relevant, useful collection. Materials no longer relevant to the needs of primary clientele and duplicate copies of seldom-used items are periodically removed from the collection. This is done to conserve valuable space and to improve the usefulness of the collection. Withdrawn books may be offered to other local libraries or discarded. Withdrawn bound journals are offered to other local libraries or through national library exchanges.

### **Gifts and Donations**

Gifts for the collection provide a valuable supplement to the library's Information Resources budget. Selection criteria for gift materials are the same as those for purchased materials. In most cases, duplicate materials are not be added to the collection. Resources most suitable for donation include:

- Funds to purchase online institutional subscriptions to health sciences journals;
- New editions of relevant health sciences texts;
- Books published by NJH faculty;
- Rare or historical health sciences materials related to NJH.

The Tucker Medical Library does not accept the following items for donation:

- Course textbooks;
- Medical or scientific books more than 5 years old;
- Textbooks that are superseded by newer volumes
- Books that have been exposed to water or mold, are torn or worn, or that have been written in;
- Multiple copies of the same book or copies of books already owned by the library;
- Books on subject matter outside relevant interests of NJH (see Selection Criteria in Collection Policy).

Exceptions may be made on a case-by-case basis if there are extenuating circumstances.

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

All gifts are accepted with the understanding that upon receipt, Tucker Medical Library reserves the right to determine disposition, retention, location, cataloging treatment, and other considerations relating to use. Materials received as gifts cannot be returned to donors. The Library cannot accept gifts with special requirements of location, circulation, or treatment without the approval of the Library Director.

Physical gift plates are available only for collections of exceptional value or historical significance to NJH, or collections which include a monetary donation to cover the cost of purchasing and printing bookplates. However, a donation acknowledgement or dedication can be added to the digital bibliographic record at the donor's request.

Tucker Medical Library reserves the right to use or dispose of any donated materials. If your materials are not added to the library's collection they may be discarded, sold, or donated.

### **Appraisal of Gifts**

It may be beneficial for donors to have their gifts appraised. If desired, donors may obtain an appraisal of their gifts for income tax purposes before donating the materials to the library. Such appraisals are the responsibility of the donor and should be made before the gifts are transferred to the Tucker Medical Library in order to establish their fair market value. Tucker Medical Library is unable to provide or arrange for any type of appraisal.

### **Letter of Acknowledgement**

You may request a receipt to be filled out at the time of your donation. The receipt will indicate your name, the date of the donation and the number of items donated only. If you would like an itemized documentation of your gift we ask that you provide the list of titles you have donated. A copy of this letter can be used to support tax deduction claims.

### **Journal Donations**

Tucker Medical Library accepts donations of scientific or medical journals less than 6 months old. Before donation, please remove any outer packaging (such as plastic covers) and visible address information. Donated journals will be added to the donated journal shelves next to the subscription print journals. All journals are weeded on a continual basis, with only the most current 6 months held.

### **Free Lending Library Donations**

Donations of appropriate items for the free lending library are encouraged and greatly appreciated. Accepted donations for this collection are restricted to leisure reading material, including such genres as

fiction, non-fiction, and biography. Examples of types of donations not actively encouraged for this area are medical, religious, textbooks, coffee table books. Leisure and popular magazines less than 3 months old are also accepted. Children's books are accepted; Tucker Medical Library may donate excess children's material to the Morgridge Academy school library on campus. Books for the Free Lending Library are not cataloged and, as such, bookplates or digital bibliographic notes are not provided for these donations.