

HS/HSL Collection Development Policy

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Introduction

The mission of the Health Sciences and Human Services Library organization is to meet the health and human services information needs of our diverse constituents through the provision of services, resources, and products in the best format, when needed. We support discovery, learning, and service, as well as preserve the historical record of the campus.

This Collection Development Policy provides guidelines for building the collection of information resources, electronic and print, to meet the information needs of the University of Maryland, Baltimore campus and its programs.

Clientele

- The primary clientele are the faculty, staff and students of the University of Maryland, Baltimore professional schools and the Graduate School. The Law School, which has its own library, is excluded from this policy.
- The Library makes every effort to support the information needs of students and faculty in off site and distance education programs.
- The collections are available to faculty, staff, and students of other University of Maryland campuses through cooperative lending agreements.
- As Regional Medical Library for the National Network of Libraries of Medicine/Southeastern/Atlantic Region, the HS/HSL makes its collections available to other biomedical libraries in the national network through interlibrary loan.
- Understanding its special role as Maryland's only public biomedical library, the HS/HSL strives to license all of its resources for in-house use by the general public.

HS/HSL Collection Development Policy cont'd

Scope and Coverage

- The scope of the core collection includes the clinical and basic biomedical sciences, dentistry, nursing, pharmacy, public health and social work. This core collection is supplemented by basic collections in closely related subject areas such as psychology and by peripherally related areas such as botany. Some out-of-scope subjects, which have in-scope elements, such as library and information science and political science, may be covered.
- The HS/HSL is committed to the constant evaluation of its collection and will continue to revise and expand the scope of the collection and coverage as the needs of its primary clientele change.
- Materials are collected primarily in the English language.
- The HS/HSL uses the definitions developed by the American Library Association to describe the levels at which various subject areas are collected.

Specific guidelines on the subject scope of the Library's collection are found in the appendix.

Formats

The Library is committed to collecting and maintaining a hybrid collection of materials, where resources are collected in the most appropriate format for their intended use. While we collect primarily in electronic format, print resources that are part of the emergency preparedness collection, that are of general interest and browseable, or that have other attributes which make them superior to electronic versions will be collected. Print journal archives will not be deaccessioned unless suitable electronic replacements are available. Audiovisual materials are collected by school media centers and are generally excluded from the HS/HSL collection. Please refer to the Additional Guidelines by Form or Type of Resource on page four, as well the Electronic Resources Collection Policy on page nine for more details on formats.

Selection Criteria

The Library welcomes suggestions for the addition of resources from the University community. Faculty librarians use the following criteria in making collection decisions:

- Support for the teaching and research mission of the University
- Demonstrated or anticipated demand for the resource
- Appropriate scholarly and intellectual level
- Reputation of the publisher or provider
 - Currency of the resource
 - Authority of the resource

Resource Sharing

In an effort to avoid duplication of expensive resources among the University System of Maryland campuses and in the local geographic area, the HS/HSL seeks to cooperate with local libraries whenever feasible. HS/HSL has entered into cooperative agreements with the University System of Maryland libraries and cooperative library networks to acquire electronic resources.

As the Regional Medical Library for the Southeastern/Atlantic Region and as a resource library for the State of Maryland, the HS/HSL recognizes its responsibility to retain unique titles in its collection.

Subjects that are peripheral to the HS/HSL collection will be made available to our users through interlibrary loan.

ADDITIONAL GUIDELINES BY FORM OR TYPE OF RESOURCE

Abstracting and Indexing Services

Major biomedical and social science abstracting and indexing services in English which are national or international in scope are collected. Online access is preferred.

Academic Dissertations

Only theses deposited in the Library by the graduate programs at the University of Maryland, Baltimore are collected.

Alumni Bulletins

Bulletins of alumni associations of University of Maryland, Baltimore professional schools will be collected whenever possible.

Annual Reports

Annual reports of the following types of organizations will be collected:

- University of Maryland, Baltimore institutions, if published
- Selected governmental health agencies (e.g., Maryland city and county departments of health, DHHS agencies, etc.)

Biographies and Autobiographies (see also Personal Narratives)

Biographies and autobiographies of biomedical and social work professionals are collected very selectively.

Case Histories

Monographs that are collections of case histories are collected selectively.

Congresses/Conferences/Symposia, etc.

Published proceedings are collected selectively.

Directories of Members

Membership directories generally are not collected below the national level, with the exception of the Maryland-D.C. area.

Examination Guides

Examination guides that are produced to aid students in preparing for specialty or board exams are collected very selectively.

General Works

General works such as Encyclopedia Britannica, Who's Who, Dictionary of National Biography, road atlases, books of quotations, etc. are collected on the recommendation of reference librarians.

Government Publications

The Library receives its federal documents electronically. Items are selected from the Superintendent of Documents classification lists for the U.S. Department of Health and Human Services and other health-related agencies. Electronic resources in specific subject areas related to the collection are added monthly.

Lectures and Speeches

Separately published lectures, speeches, and addresses in the core subjects are collected selectively.

Literature

Fiction, drama and poetry are not collected. The Library maintains a small rental leisure reading collection that is funded by a benefactor.

Looseleaf Publications

Looseleaf publications are collected only in core biomedical subjects when comparable works in other formats are not available.

Manuals

Laboratory manuals (in the research subjects) that are designed for use by health care personnel are collected if they include procedural details and techniques are explained. Workbooks that provide space to answer questions about experiments are not collected.

Newspapers

Print newspapers are selectively acquired and retained for about one week.

Personal Narratives

Personal narratives are collected selectively.

Popular Works

Popular materials, including bestsellers, are not collected even though the author may be a health professional. The Library maintains a small rental leisure reading collection that is funded by a benefactor.

Reprints

Reprinted materials are collected as follows:

- Reprint editions of monographs and series or serials are collected if the Library lacks the original, or if the original edition is too rare, too fragile, or too valuable to lend; if an added copy of the work is needed; or if the reprint contains significant introductory material or additional textual material which is lacking in the original edition.
- Reprints of the collected works of a health professional which are published in a volume or series are collected very selectively.
- Monographic collections of reprints, reprint series, and reprinted serials are not collected.

Statistics

Maryland and U.S. federal government health, vital, and population statistics are collected.

Tests

The Library collects in this format very selectively.

Textbooks

Textbooks supporting the professional education of UMB students are collected.

Translations

In scope materials translated from a foreign language into English are collected as appropriate.

Unpublished Materials

Manuscript materials of historical interest are collected selectively for the Historical and Special Collections in all areas of biomedicine.

Yearbooks

School yearbooks representing University of Maryland, Baltimore schools are collected for the Historical and Special Collections.

The Library does not collect in the following formats:

- Abridged Editions
- Audiovisual Materials
- Bibliographies
- Bulletins and Transactions of Non-University of Maryland, Baltimore Institutions or Organizations
- Catalogs
- Computer-Based Educational Materials (Computer-Assisted Instructional Materials)
- Directories of Organizations
- Health Education and Patient Education Resources
- Juvenile Literature
- Maps, Graphs, Posters, and Charts
- Microforms
- Newsletters
- Press Releases
- Standards
- Syllabi and Course Outlines (unpublished)

REFERENCE COLLECTION POLICY

OBJECTIVES OF THE REFERENCE COLLECTION POLICY

Resources are selected for the reference collection in accordance with the general collection development policy. Reference materials are non-circulating.

SUBJECT SCOPE OF THE COLLECTION

Information resources are selected for the reference collection as follows:

- Major reference tools in the fields of medicine, dentistry, nursing, pharmacy, public health, social work, and in support of the Graduate School.
- Peripheral coverage (handbooks, subject encyclopedias, dictionaries) in areas such as education, psychology, sociology, management, etc. Coverage is provided in the life and physical sciences as they relate to the information needs of the campus.
- A small group of general reference materials selected to meet the general information needs of the campus.

TYPES OF RESOURCES INCLUDED IN THE COLLECTION

The reference collection includes the following types of resources:

- **Abstracting and Indexing Services:** Major English language abstracting and indexing services that are unavailable electronically will be collected.
- **Membership and Organizational Directories:** Directories in the reference collection will be restricted to those related to the information needs of the University of Maryland, Baltimore campus and generally will not be collected below the national level, with the exception of the Maryland-D.C. area.
- **General Works:** The reference collection includes a selective collection of resources needed to meet the general information needs of the University of Maryland, Baltimore campus. The collection includes:
 - General encyclopedias
 - English language dictionaries
 - Foreign language dictionaries
 - Books of quotations
 - Atlases (local, national, and international)
 - Style manuals
 - Almanacs
 - General biographical directories
 - Telephone books (local only)

An attempt will be made to purchase the most current editions within budgetary limitations. Additional general works will be collected on a needs only basis.

- **Looseleaf publications:** Looseleaf publications are defined as those publications which are updated by replacement pages which must be interfiled in the basic work. Loose leaf publications will be collected only in core biomedical subjects when comparable works in other formats are not available.
- **Statistics:** The reference collection includes publications with the most currently available statistics related to the research needs of the University of Maryland, Baltimore campus from federal, state and local governments, and selected organizations.
- **Textbooks:** The most current editions of standard, in-scope textbooks are collected.

ACQUISITION OF NEW REFERENCE RESOURCES

Each member of the reference services staff is responsible for recommending and screening resources for possible inclusion in the reference collection. Services librarians are responsible for reviewing new acquisitions weekly to select items for the reference collection.

REVIEWING THE REFERENCE COLLECTION

The reference collection is reviewed periodically. Resources are removed to keep the collection current. The most recent editions of major texts will be shelved in the reference collection, while previous editions will be shelved in the circulating collection.

ELECTRONIC RESOURCES COLLECTION POLICY

SCOPE

Electronic resources must fall within the scope and coverage stated in the Library's general Collection Development Policy.

SELECTION CRITERIA

The criteria used to select electronic resources are the same as for the selection of print and other formats.

Criteria for the consideration of electronic resources include:

Technical needs:

1. The resource should authenticate by IP address, and permit remote access to authorized users (as defined in agreement) through a secure network;
2. The resource should be stable and available at all times;
3. Site-wide access or a sufficient number of concurrent users is necessary;
4. The vendor should provide an option for archiving with recognized services such as CLOCKSS or Portico.
5. COUNTER compliant users statistics should be provided.

User considerations:

1. The resource should be easy to navigate;
2. Adequate search functionality is required. Online support should be provided for users and trainers. Search results should be clear and capable of export.

Licensing:

1. If a license is required it must meet State of Maryland requirements.
2. A license should allow:
 - Electronic transmission of ILLs;
 - Use of online content for course reserves;
 - Use by Library walk-in users;
 - Use by distance education students.
3. The Library should have permanent access rights to subscribed content.

Librarians use these criteria and others identified in best practice guidelines to review new electronic resource acquisitions and to evaluate resources for renewal.

HISTORICAL AND SPECIAL COLLECTIONS POLICY

The Historical and Special Collections Department in the HS/HSL comprises two distinct groups of materials. The department houses books published before 1946 that are considered to have historical significance in the health sciences and social work. In addition, a collection of historical campus materials, such as college catalogs and yearbooks, as well as primary source documents from the campus' early years is maintained. The School of Medicine's manuscript theses through 1887 are housed in the historical collections; however, contemporary theses and dissertations from all schools are shelved as part of the circulating collection.

Once a historical collection has been started, the Library has full responsibility for its physical maintenance and further development. The Historical and Special Collections Librarian is the person chiefly responsible for selecting and acquiring such materials. The continued growth and development of the collections depends upon purchases, gifts, and the transfer of items from the circulating collection when their age and historical significance merit such treatment.

HISTORICAL BOOKS COLLECTIONS

Historical books collections are as follows:

Cordell Historical Collection: chiefly medical works

Crawford Historical Collection: a closed collection, which originated the University of Maryland Medical School Library in 1813.

Ferencz Historical Collection: the personal book collection donated by Dr. Charlotte Ferencz, including works on epidemiology, preventive medicine, and congenital heart disease

Grieves Dental Collection: chiefly dental works

Nursing Historical Collection

Pharmacy Historical Collection

Kendall Historical Collection: the personal book collection donated by Physical Therapy leader, Florence Kendall

Social Work Historical Collection

Woodward Historical Collection: primarily medical works, but also including other texts, donated to the Library by Dr. Theodore E. Woodward.

The Library is interested in acquiring historically significant works for the above collections. Appropriate reprints or facsimiles are acceptable alternatives to original texts, depending upon the circumstances associated with the individual work or its author.

In the case of duplicates, we retain the better copy. We dispose of the duplicates according to our discretion, which might include such options as exchange, sale, donation to other institutions, or other means.

CAMPUS ARCHIVAL MATERIALS COLLECTIONS

Because the Library is not the institution's official comprehensive archive, we do not collect unpublished administrative records, minutes, correspondence, or other such official items. The collection of historical campus materials includes:

1. Books, pamphlets, and other items dealing with the founding of the University and its components.
2. College catalogs, yearbooks, alumni bulletins, commencement programs, etc.
3. Newsletters or other pertinent published items originating from campus offices.
4. Publications from the University of Maryland Medical System, such as annual reports, newsletters, and other current-awareness publications originating from UMMS offices.
5. Biographical vertical file materials pertaining to individuals considered important to the history of the campus
6. Newsletters and annual reports devoted to the state-wide University System of Maryland as a whole; however, the Library does not keep publications which focus specifically on other campuses of the USM System.
7. Official Library publications, such as annual reports, newsletters, programs of events, etc.

Items to be excluded are private collections of faculty or staff associated with the campus, such as individual papers, correspondence, files, lab notes, personal libraries, and memorabilia, unless associated with the University during its founding years, or collected by an individual who has attained a level of eminence widely recognized above and beyond the University.

Gift Policy

The Library accepts book donations. Gift books often supply the Library with additional copies of heavily used resources or replacement copies of damaged or missing items. They are also a source for historically significant or rare works.

Of particular value are works published within the past five years in the health sciences and human services, in good physical condition, and without excessive marking. The Library reserves the right to add to our collections only those items that meet our current needs. Gifts not added to our collection will be, at the library's discretion, donated to other libraries or agencies, sold, or discarded.

Collection Review Policy

The Library reviews its collection on a regular basis to determine usefulness and/or the possible relocation or disposal of items. This review may include cancellation of subscriptions or standing orders, weeding, moving to storage, etc. Review is a continuous procedure. The purpose of reviewing the collection is to increase the currency of the collection and to create space for new

items to be added to the collection. Each item will be considered individually and as a part of the total collection.

When reviewing items for removal, faculty librarians rely on established best practices to determine which items to retain, move to storage, or deaccession. Monographs published within the past twenty-five years are retained in the circulating collection. Older items are moved to onsite closed storage. Items of historical significance are moved to the Historical Collection. If a monograph under consideration for removal from the collection is the last copy of a title within the University System of Maryland, it will be retained in closed storage. Journals are retained indefinitely. Electronic archiving is preferred.

Appendix

SUBJECT SCOPE OF THE COLLECTION

The definitions of collecting levels are based on those defined in the [ALA Guidelines for the Formulation of Collection Development Policies](#).

Comprehensive: a collection which contains all works in all languages and all formats in a particular field. Its aim is exhaustiveness. The Library will not collect in any field at the Comprehensive level.

Research: a collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

Advanced Study Level: a collection which is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographic tools.

Initial Study Level: a collection which is adequate to support undergraduate courses. It includes selections of currently published basic monographs and retrospective monographs; a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies.

Basic: a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

Minimal: a subject area in which only the most basic works are selected, such as a basic text and a basic reference tool.

SUBJECT LIST and LEVEL

<i>Subject</i>	<i>Level</i>
ABORTION (Sociological and medical aspects)	Research
ABUSE (Child, spouse, etc.)	Research
Alcoholism <i>see</i> Substance abuse	
ANATOMY -HUMAN -NON-HUMAN	Research Basic
ANESTHESIOLOGY	Research
ANTHROPOLOGY	Minimal
Bacteriology <i>see</i> Biology	
BIOCHEMISTRY	Research
BIOETHICS	Research
BIOLOGY -GENERAL -MICROBIOLOGY -BACTERIOLOGY -VIROLOGY -MOLECULAR	Research Research Research Research Research
Biomedical engineering <i>see</i> Engineering, Biomedical	
Biophysics <i>see</i> Physics, Biophysics	
Biostatistics <i>see</i> Statistics, Health	
BIOTECHNOLOGY	Research
BOTANY (Therapeutic and poisonous plants)	Basic
Cardiology <i>see</i> Internal medicine	
CHEMISTRY -GENERAL -INORGANIC -ORGANIC	Basic Minimal Basic
CRIMINOLOGY -JUVENILE DELINQUENCY	Basic Initial
CRITICAL CARE	Research
DENTISTRY (including Dental Hygiene)	Research
DERMATOLOGY	Research
DISEASES	Research
Drug/ alcohol abuse <i>see</i> Substance abuse	
ECONOMICS -GENERAL -Health <i>see</i> Health care delivery	Minimal
EDUCATION -INITIAL -Health <i>see</i> Health professions	Initial
<i>Subject</i>	<i>Level</i>

EMERGENCY MEDICINE	Research
Endocrinology <i>see</i> Internal medicine	
ENGINEERING, BIOMEDICAL	Basic
EPIDEMIOLOGY	Research
EVIDENCE-BASED HEALTHCARE	Advanced
FAMILY MEDICINE	Basic
Forensic medicine <i>see</i> Pathology	
Gastroenterology <i>see</i> Internal medicine	
GENETICS AND HEREDITY -GENERAL -HUMAN	Basic Research
GERONTOLOGY AND GERIATRICS	Research
HEALTH CARE DELIVERY	Research
HEALTH PROFESSIONS	Advanced
Health policy <i>see</i> Health care delivery	
Health statistics <i>see</i> Statistics, Health	
HOSPITAL ADMINISTRATION	Basic
HISTORY OF MEDICINE	Basic
Human genetics <i>see</i> Genetics, Human	
IMMUNOLOGY	Research
INFORMATICS, HEALTH	Research
Inorganic chemistry <i>see</i> Chemistry, Inorganic	
INTERNAL MEDICINE	Research
Juvenile delinquency <i>see</i> Criminology	
LAW, HEALTH-RELATED	Basic
LIBRARY AND INFORMATION SCIENCE	Basic
Managed care <i>see</i> Health care delivery	
MANAGEMENT AND ADMINISTRATION, GENERAL	Basic
Maternal/ child health <i>see</i> Obstetrics and gynecology	
MEDICAL TECHNOLOGY	Advanced
MEDICINE, COMPARATIVE	Advanced
Microbiology <i>see</i> Biology	
Midwifery <i>see</i> Obstetrics and gynecology	
Molecular biology <i>see</i> Biology	
Nephrology <i>see</i> Internal medicine	
NEUROLOGY	Research
NEUROPSYCHOLOGY	Advanced
NEUROSCIENCE	Research
NUCLEAR MEDICINE	Research
NURSING	Research
NUTRITION	Advanced
OBSTETRICS AND GYNECOLOGY	Research
OCCUPATIONAL HEALTH	Advanced
<i>Subject</i>	<i>Level</i>
ONCOLOGY	Research
OPHTHALMOLOGY	Research

Organic chemistry <i>see</i> Chemistry, Organic	
ORTHOPEDICS	Research
OTOLARYNGOLOGY	Research
Parsitology <i>see</i> Internal medicine	
PATHOLOGY	Research
PEDIATRICS	Research
PHARMACY	Research
PHYSICAL THERAPY	Research
PHYSICS -GENERAL -BIOPHYSICS	Minimal Research
PHYSIOLOGY, HUMAN	Research
POLITICAL SCIENCE	Basic
PREVENTIVE MEDICINE	Research
Primary care <i>see</i> Family medicine	
PSYCHIATRY/ CLINICAL PSYCHOLOGY	Research
PSYCHOLOGY	Initial
PUBLIC HEALTH -ENVIRONMENTAL AND SOCIAL FACTORS -SANITARY CONTROL, HYGIENE, ECONOMIC FACTORS	Advanced Initial
RACE AND ETHNIC PSYCHOLOGY	Advanced
Radiation therapy <i>see</i> Nuclear medicine	
Radiology <i>see</i> Nuclear medicine	
RAPE -CRIMINOLOGY -SOCIOLOGICAL AND MEDICAL ASPECTS	Basic Advanced
REHABILITATION MEDICINE	Research
RESEARCH METHODS	Advanced
Rheumatology <i>see</i> Internal medicine	
SCIENCE, GENERAL	Minimal
SOCIAL AND PUBLIC WELFARE	Research
SOCIAL WORK	Research
SOCIOLOGY	Advanced
SPORTS MEDICINE	Research
STATISTICS -GENERAL -HEALTH AND VITAL STATISTICS	Basic Research
SUBSTANCE ABUSE	Research
SURGERY	Research
Telemedicine <i>see</i> Informatics, Health	
TESTS AND MEASUREMENTS	Advanced
<i>Subject</i>	<i>Level</i>
Toxicology <i>see</i> Pharmacy	
Trauma <i>see</i> Emergency medicine	
Urology <i>see</i> Internal medicine	
VETERINARY MEDICINE	Basic

Virology <i>see</i> Biology	
Vital statistics <i>see</i> Statistics, Health and vital statistics	
Wounds and injuries <i>see</i> Emergency medicine	
WRITING	Basic