

# The William E. Laupus Health Sciences Library Collection Development Practices

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## **A. General Collection Development Practices**

The William E. Laupus Health Sciences Library, hereafter referred to as Laupus Library, supports a major academic health center and health sciences research program consisting of the College of Allied Health Sciences, College of Nursing, Brody School of Medicine, and School of Dental Medicine. The Laupus Library also supports the staff and clients of Eastern Area Health Education Center (EAHEC) and Vidant Medical Center. This collection development practices document serves as a selection guide to create a comprehensive and balanced collection of resources for all user groups. These practices attempt to ensure client needs will be met while keeping in mind the goal of collection development is to provide access to, not necessarily ownership of, current, viable, and well maintained resources.

In general, the formats in the collection will be books, serials, electronic resources, and non-print media. The library will develop the collection primarily in the English language and will judge the quality of items before they are included in the collection. Duplication of items in the Joyner Library may occur, but only in areas of concern to the Health Sciences Library, and for items that are heavily used or need to be readily available to our primary users.

Resource purchase requests from faculty, staff, and students will all be considered. Purchasing of requested items will depend on their applicability to the supported areas and the availability of funds. The library's Collection Development and Electronic Resources Committee provides selection criteria for maintaining a library collection that supports the Laupus Library, Health Sciences Division and East Carolina University mission.

The William E. Laupus Health Sciences Library Collection Development Practices will be reviewed annually by the Collection Development and Electronic Resources Committee.

## **B. Collection Development Guidelines**

The library collection is selected to support our primary clientele by:

- Supporting research and scholarship in the health sciences.
- Advancing teaching and learning, with an emphasis on curricular support within the Division of Health Sciences.
- Influencing patient care decisions through the provision of current information.

Any item that supports one or more of these guidelines is eligible for inclusion in the collection.

The Laupus Library has adopted the following **Levels of Coverage** for information resources:

- **Research Level:** The collection includes materials required for dissertations and independent research. It includes important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field.
- **Instructional Level:** The collection includes materials required to support undergraduate and most graduate instruction, or sustained independent study. It includes a wide range of basic monographs, a selection of representative journals, and comprehensive reference tools to support the curriculum.
- **Clinical Level:** The collection includes materials required to support patient care and clinical decision making. The collection includes a wide range of monographs, a selection of representative journals, and e-resources intended for practical use in clinical point-of-care decision-making.
- **Minimal Level:** The collection includes materials intended to support information needs in the health sciences which are not primary to research, instruction, or clinical practice.

Subject coverage is assessed regularly by Laupus librarians. The most current subject list is available in the Matthews Scientific and Medical Books, Inc. Approval Plan Profile Document.

Claims of loss, theft, or damage to works/items in the circulating and/or History Collections should be promptly reported to the Assistant Director of Collections & Historical Services. S/he will work with the library administration on needs related to insurance for historical items. S/he will work with the Collection Development Librarian on potential reorders of circulating materials. Every year, the History Collections department will include new acquisitions on the Fine Arts spreadsheet with the appraised value for inclusion in the Fine Arts Policy.

### **C. General Book Collection**

Laupus Library collects print and electronic materials for the General Book Collection. The acquisition of these materials is made with regard to the Levels of Coverage addressed in Section B. Consideration is given to authority, current demand, and budget.

Brandon-Hill, Doody Core, and ECU-authored titles are considered priority acquisitions. The library will not purchase second copies of books as a general rule. The exception is when a book is being used heavily. All requests for second copies will be made through the Collection Development Librarian.

Laupus Library will maintain an awareness of the impact of technology on our collections.

## **D. Reference Collection**

Laupus Library collects print and electronic materials for the Reference Collection. The acquisition of these materials is made with regard to the Levels of Coverage addressed in Section B. Reference materials are intended to provide pointed, authoritative information and convenient access. This collection includes “One Look” items such as atlases, association directories, dictionaries, encyclopedias, and statistical resources.

The most recent edition of a Reference work will remain in the Reference Collection. The most recent previous edition will be moved to the General Book Collection. Older copies may be deselected based on criteria outlined in section J. Deselection of Materials.

## **E. Electronic Resources Collection**

Laupus Library is committed to providing access to e-resources which support the Levels of Coverage in Section B.

Additionally, Laupus Library recognizes the unique nature of electronic resources, and seeks to create an electronic collection which provides access, but is not limited to: abstracting & indexing databases, bibliographic management software, point-of-care tools, image and video files, and other useful online resources, both on and off-campus. The nature of e-resources implies that special attention will be given to cost, scope, and discoverability of content. The Collection Development Librarian will collaborate with library and department faculty to determine the best use of funds for selecting and deselecting e-resources on an annual basis.

ECU Libraries collectively and collaboratively purchases online collections and resources from the shared Virtual Library budget. Whenever appropriate, the Collection Development Librarian will consult with colleagues at Joyner Library to determine the most cost-effective approach to acquiring e-resources which have the broadest impact on curriculum and research across the entire university.

Laupus Library will maintain an awareness of the impact of technology on our collections.

## **F. Serials**

Laupus Library is committed to providing access to serials which support the Levels of Coverage in Section B.

The Collection Development Librarian in consultation with the Collection Development and Electronic Resources Committee and faculty shall recommend serials for subscriptions. Subscription requests will be reviewed on an ongoing basis, though fulfillment of requests will

be dependent upon the availability of funds. Laupus Library prefers that journals be indexed in discipline-accepted databases. If journals are not indexed in databases such as Medline or CINAHL, the request will be given extra scrutiny. Requests for journals often requested via interlibrary loan will be considered based on ongoing demand. Impact factor and the title's inclusion on an authoritative list like Brandon-Hill or the MLA Guide to Health Sciences Information Resources will also be evaluated. Titles requested from patrons on East campus will be referred to Joyner Library.

Access to electronic back issues of journals is an important component of the Laupus Library collection. Back issues will be purchased upon the availability of one-time funds. Online perpetual access and ownership, as opposed to a leasing model, is preferred. Back issues will be checked against current holdings; online back issues for print holdings are preferred, as are those for which Laupus has a current subscription.

Print and microfilm/microform holdings which duplicate online back issues may be considered for deselection. History Collections holdings are excluded from this deselection requirement. The only duplicate titles considered for retention in History will be the NEJM microfilm, JAMA microfilm, and JNMA microfilm, North Carolina publications, and titles that are directly related to the collection interests of the History Collections. The History Collections staff will provide the Collection Development and Electronic Resources Committee with a rationale for retaining any such title.

Print and microfilm/microform holdings which duplicate online back issues will be considered for deselection. History Collections holdings and holdings that are part of the MedPrint and ASERL ScholarsTrust retention agreements are excluded from deselection.

## **G. Non-print Media**

Laupus Library is committed to providing access to non-print media which support the Levels of Coverage in Section B. Non-print media, be it manipulatives or audiovisuals, enhances the learning experience by supplementing monographic and serial content. This media should present information that is not easily represented by print materials.

Generally, the Laupus Library will not purchase non-print media if the vendor restricts the library's privilege to lend that material; computer software available for in-house use only will be purchased if necessary. Laupus will also make the best effort to purchase the most current format for audiovisual content and, wherever possible, will purchase non-print media that is "sold for library use".

## **H. History Collections Development Practices**

## Statement of Purpose and Mission:

The History Collections department at East Carolina University's Laupus Health Sciences Library manages books, artifacts, and manuscript collections relevant to the history of the health sciences, primarily in eastern North Carolina. Management of these materials includes preserving, conserving, curating, exhibiting, and making the items available for research. Materials in the collection date from 1536, but much of the holdings date from the 19<sup>th</sup>-20<sup>th</sup> centuries.

As a library collection with a museum component, the History Collections of the Laupus Library will primarily collect late 19<sup>th</sup>-mid 20<sup>th</sup> century materials that are relevant to the history of medicine, nursing, the allied health sciences, dentistry, pharmacology, public health, and domestic medicine primarily in eastern North Carolina. The History Collections also accepts recent materials from the history of ECU and the founding of the medical school. Formats included in these collections will be published materials such as books, serials, microfilm/microform, electronic resources, artifacts, and manuscript collections. The Collections will also include non-published materials such as manuscripts and other artifacts associated with the history of health care. Primary source materials will be included in the Collections regardless of the language in which they are published. Efforts will be made to acquire an English edition of those works originally published in a different language.

The History Collections supports the Country Doctor Museum in Bailey, North Carolina.

In general, materials published after 1970 will be included in the circulating collections.

### **I. Gifts to the Laupus Library**

The Health Sciences Library of East Carolina University appreciates and actively solicits gifts from anyone who may wish to contribute to the material resources and/or endowment. Gift Materials very often add an important dimension to the continuing process of Collection Development.

Before accepting a gift, however, the Library requests that the donor read and agree to the terms outlined in "The William E. Laupus Health Sciences Library Contract of Gift" attached as Appendix I. Books left in the library's lost and found for longer than 90 days can be added to the library collection if appropriate.

### **J. Deselection of Materials**

As part of the process of keeping the collection current, duplicate and out-of-date copies of books and non-print media are deselected, and retention policies are established as necessary. Continuous weeding is conducted in all subject areas. Concerning journals, titles that are out of

scope, print runs acquired electronically, and titles not kept for National Networks of Libraries of Medicine retention efforts will be considered for removal. The most recent previous edition of Brandon-Hill titles will be retained; older editions may be considered for deselection so that the library continues to provide a current, viable, and well-maintained collection.

Certain characteristics are examined to identify a candidate for weeding:

- Publication date
- Usage statistics
- Currency of clinical recommendations (excluding History Collections)
- Obsolete material format
- Condition of material
- Duplicate titles

History Collections materials will be reviewed for deselection by forming an Ad Hoc Collections Committee consisting of at least 3 library employees including the Assistant Director of Collections & Historical Services. Criteria for deselection would include:

1. Items outside the scope of the mission of the History Collections
2. Obsolete material format
3. Multiple titles/copies/specimens.

After the committee approves deselection and a proposed disposition of the History Collections material, a list of items will be sent to the library's Administrative Council for review prior to any further disposition.

#### **K. Challenges to Materials Practices**

Challenges to library materials will be referred to the Collection Development Librarian who will consult with the patron. If further action is needed, the patron will be asked to submit the "Request for Reconsideration of Library Resources" form (Appendix II) which will then be addressed by the Collection Development and Electronic Resources Committee. The committee will refer to the American Library Association's Freedom of Information Act and the Library Bill of Rights for guidance.

**The William E. Laupus Health Sciences Library Contract of Gift**  
Revised December 10, 2015

Donations are an important dimension of collection development. Before accepting a gift, the donor or the donor's representative must read and agree to the following stipulations:

1. By this gift, the donor makes an absolute, unrestricted and unconditional gift of the property, and agrees that the Library shall have the continuing right to use and/or dispose of the gift materials in the best interests of the Library.
2. The donor states that title to the materials is free and clear of all claims and he/she has full power and authority to donate the materials to the Library. The donor transfers legal title as well as all copyright and associated rights of all unpublished material to the Library.
3. The Library does not provide appraisals for donations, nor will the Library pay for an appraisal of donated material. Donors may wish to have an appraisal made for tax deduction purposes at their own expense before giving materials to the Library.
4. If I valued this gift for purposes of income tax deductions, I have prepared such a list and completed the ECU Medical & Health Science Foundation's Gift-in-Kind Donor Form.
5. I understand that gift materials added to the collection are integrated into the Library's general or History Collections. Specially designated areas are not generally available to house gift materials.

\_\_\_\_\_, I, the donor, waive the right to claim this gift as an in-kind deduction to my income taxes. Brief description of gift: \_\_\_\_\_

Signature of donor or donor's representative \_\_\_\_\_

Date of donation \_\_\_\_\_

Donor's name (please print) \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

The Laupus Library hereby gratefully acknowledges receipt of these materials.

For the Laupus Library \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

-----Library use only below this line -----

Number of individual gift items received: (To be completed by Collection Services)

Monographs	Serials	Audiovisuals	Other Mixed Materials (Specify)

Thank you letter by: \_\_\_\_\_ Date letter sent: \_\_\_\_\_ Foundation form sent: \_\_\_\_\_

Appendix II

**Request for Reconsideration of Library Resources**

The William E. Laupus Health Sciences Library will review any request for the reconsideration of resources or materials in the library collections. The Collection Development and Electronic Resources Committee shall refer to the American Library Association’s Freedom of Information Act and the Library Bill of Rights during the review process.

The Collection Development Librarian will respond to the request within 30 days.

Today’s Date \_\_\_\_\_

Name	
Address	
Phone	
Organization	

Resource/material suggested for reconsideration:

Explain as fully as possible any concerns about the resource/material: