

Document Title:	Collection Development Policy		
Document Purpose:	The collection development policy defines the method for managing all aspects of library stock development, including selection, acquisition, cataloguing and classification, processing and general collection maintenance.		
Document Statement:	Basildon Healthcare Library supports a patient led NHS by providing an up to date, evidence-based, pro-active multi-disciplinary Library, Information and Knowledge Service to all health and social care staff and students in South West Essex.		
Document Application:	SW Essex		
Responsible for Implementation:	General manager: Library and Knowledge Services Librarian Resources		
Main imperatives of this Document are:			
<ul style="list-style-type: none"> • The Library's collection of books, journals and other media is intended to form an integral part of providing information support to registered users of the Basildon Healthcare Library. • The policy will be modified as priorities and areas of interest respond to changes in clinical practice and supporting technologies. • The implementation of all goals stated in the policy will of course be dependant upon the availability of adequate financial resources and any proposed additional measures will need to be supported by suitable funding. 			
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DOCUMENT HISTORY

Revision History

Revision Date	Previous Revision date	Summary of Changes	Changes marked
July 2012		Minor editing, removal of PLCS & EKAT, addition of mobile technology No longer accepting print journal donations and annual survey in summer	

Basildon Healthcare Library Collection Development Policy

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1. INTRODUCTION

Definitions:

Collection management is ‘the systematic management of the planning, composition, funding, evaluation and use of library collections over extended periods of time, in order to meet specific institutional objectives’{Jenkins, 1991}
The collection includes published materials physically held and, increasingly, the provision of access to remote electronic information resources.

Scope and purpose

The library seeks to provide a collection that reflects the requirements of health care staff in SW Essex and of major stakeholders. The collection should aim to

- support evidence based practice, clinical governance, clinical practice, patient care, continuing professional development, education, training, research and development by providing access to high quality information resources relevant to the widening participation agenda
- facilitate maintenance of a multidisciplinary service and current and well-balanced collection of resources to reflect the varied needs of its multi-disciplinary user groups
- provide for the special requirements of users in order that all have equal access to the information they require regardless of location or disability
- ensure that maximum benefit is gained for library members from the allocated budget, space, and equipment – optimize use of library environment
- ensure close liaison and involvement with key SW Essex NHS staff
- establish a framework for the consistent continuous collection evaluation and improvement of the library service and resources
- develop the service to meet the requirements of new user groups, so long as funding is secured.
- manage the collection within the funds allocated to the Library Service budget and any other sources of funding which become available, and allocate and spend them effectively within the principles of best value
- monitor existing stock to determine its continued value
- optimise the use of resources by participating in local, regional, national and international collaborative activities
- keep abreast of current trends in healthcare information
- match the changing needs of all specialties
- be flexible enough to respond to long- and short-range objectives of the institution, and to changes in library operations and the publishing industry
- manage a move away from subject-specific resources to networked interdisciplinary, evidence-based electronic resources which support the 5S organisation of evidence from research.

*5S =

- **Sorting (Seiri)**
- **Straightening or setting in order/stabilize (Seiton)**
- **Sweeping or shining or systematic cleaning (Seiso)**
- **Standardising (Shitsuke)**
- **Sustaining or self-discipline (Shitsuke)**
- *Safety*
- *Security*
- *Satisfaction*
- be a part of service development which will also include electronic media and the development of awareness raising and education opportunities for library users.
- develop and make accessible, resources in electronic formats, as well as

continued access to hard copy resources

- guide library staff in the selection of library materials to support promoting a consistent and balanced up to date stock.

Changes

There will be a gradual change in purchasing policy as the budget decreases and e resources become more widely acceptable, We will change from a “just in case” model of purchasing to a “best value for money” model – tending to purchase or borrow materials as they are requested i.e. patron driven. We will increase our use of statistics and user consultation to determine user interests, including trials of requested resources.

Since we are now purchasing more sparingly, the proportion of our stock that is ageing will become larger than the new stock. Many of our older resources are still useful and relevant despite their age, but as the focus of our collection is largely clinical, it will date more quickly than non-clinical material.

We aim to address concerns over our ageing stock through a combination of:

- systematic checks on specific areas of the collection (currently focusing on all books and monographs over 10 years old.)
- deleting/ replacing individual resources as they are brought to our attention (e.g. through user feedback)
- replacing with new editions of high demand items when available.

We do not have a “training collection” but all resources on course reading lists are made available as course collections for the duration of the course.

Access to collection

The physical collection is stored in the Library on the 1st floor of the Education Centre (Robert Brown Postgraduate Centre). A lift is available.

The holdings and resources in various formats and media types are catalogued on ELMS and records can be searched by members via the online public access catalogue (OPAC) available 24/7. The catalogue can be accessed via our library website

<http://www.btuheks.nhs.uk>

All books are classified (grouped according to subject) using the National Library of Medicine scheme

New additions are displayed in the library entrance and listed on the OPAC.

Users

Our users include all NHS staff in SW Essex and others at the discretion of the Librarian Services. Library users can use the collection to support their day-to-day work and professional development/ studies.

Basildon Healthcare Library provides a knowledge resource and the collection is available to the following groups:

- All staff working in NHS organisations within the SW Essex catchment area:

Basildon and Thurrock University Hospital NHS Foundation SW Essex
Orsett Hospital
South Essex Partnership University NHS SW Essex (SEPT)
NHS South West Essex Primary Care SW Essex (PCT)
Essex Ambulance Service
EoE SHA

- Affiliated staff groups, including social care and local hospice staff
- Students on clinical placement
- Clinical observers (need to pay a deposit to use the library)
- Patients and their relatives and staff of local voluntary organisations are permitted to use the library for reference only at the discretion of the General Manager: Library and Knowledge Services

Availability of Resources

The collection of the library operates on different levels. Our collection policy reflects our function as a library of first instance and last resort; last resort for those whose primary access is their university and first instance where the library is the sole convenient source for the material they require.

Resources available for staff, who work for SEPT are considered separately as part of the Service Level Agreement with them.

2. FUNDING

The main source of funding is from the Strategic Health Authority, with additional funds from BTUH and SEPT.

Income generation is raised from overdue charges and sale of withdrawn books.

All purchasing decisions are made in the light of current financial resources and best value for money.

The annual budget spending is recorded on the acquisitions module on ELMS.

3. STOCK

Introduction

The policy applies to all stock purchased for the Library. It does not apply to resources purchased by and for individual departments within the organisation.

Systematic stock selection and retention policies have been worked out to develop those areas of the library's collection which are in most demand from members, and to make the most effective use of the acquisitions budget and of the available space.

The collection should cover the changing trends and issues that face the profession although these may be unpredictable and ephemeral.

The collection is multi-disciplinary in nature and aims to reflect the information needs of all groups of NHS staff and students whether they work in primary or secondary care. Basildon Healthcare Library (BHL) has a finite amount of space for physical materials and cannot retain all materials acquired indefinitely. The space issue is eased by materials accessed in full text via the Internet (ebooks). However, paper resources are still important in providing a library and information service and will be for the foreseeable future.

Major works will be updated as new editions are published subject to available finances. Normally only one copy of any publication will be purchased and/or held.

Selection

The policy seeks to maintain adequate stocks of up-to-date and authoritative works in all core areas.

Selection of materials is undertaken by the Librarian Resources, where necessary in consultation with the General Manager: Library and Knowledge Services. All the library staff should participate in stock selection decisions, coordinated by the Librarian Resources as part of the overall responsibility for the development of the collection. Decisions on selection, weeding and development are made by the Librarian Resources with support from the library team and in consultation with users wherever possible. Subject specialists, e.g. dermatology, will be asked if required to help with withdrawals and new purchases.

Sources for selection decisions include user requests or recommendations, reading lists, publisher catalogues, promotions and published reviews

Stock selection will reflect the broad range of multidisciplinary needs of its users.

Decisions are made with reference to member needs, usage, the development of the collection, the provision of access and the budget.

Decisions about resources to buy to cater for students are made on the basis of recommendations by the Royal Colleges and other relevant examining bodies. College Tutors and Postgraduate Deans should also be consulted as should NVQ and Educational Clinical Facilitators.

Reading lists and recommendations also inform the selection process. Titles from current reading lists are acquired where in print.

Other titles may be purchased to maintain an up-to-date collection or when requested by staff or students.

The Library will continue to build and maintain the collection as the most efficient way to meet the majority of users' information needs, and will continue for the foreseeable future to purchase a range of materials.

To encourage partnership and obtain Best Value for Money the Librarian Resources liaises with each department on all aspects of the service. The balance of selection responsibilities between staff and the Librarian Resources varies from department to department. We aim to have a library representative (champion) in most departments, who is responsible for channeling requests for purchase to the library.

Selection criteria

- Relevance to SW Essex staff
- Quality
- Currency
- Strength of current holdings
- Cost and value for money
- Intellectual level
- Reputation of author(s)
- Place of publication and publisher
- Publication format
- Level
- Language
- Recommended

Purchases

The following factors are considered before making a decision to purchase:

- Relevance, immediate or potential to clinical, learning and research activity
- User suggestion via forms in the library, request from ELMS or direct request to library staff
- If alternative resources are held in stock and available online
- Demand for item and request pressures, obtained from loan and request statistics
- Developing subjects, changing priorities of core users and core lists
- Single copies of differing titles on the same subject to provide balance
- Information from publishers
- Observations from library staff, particularly when shelving and handling requests
- In the case of electronic resources: ease of use, installation and networking, existence of appropriate licensing and archiving arrangements, Athens compliance
- New editions available of recommended / heavily used textbooks
- Whether the book is a new edition with revised information or merely a reprint
- Whether the item is from a recommended reading list
- Suitability of format or physical form for library use
- Budget available
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Evaluation of the comprehensiveness of the topic treatment, including the breadth and depth
- Relevance to observed and anticipated community needs and desires
- The reputation and qualifications of the author, creator or publisher of the work

- Skill and purpose of author or creator
- Consideration of the work as a whole, rather than a specific passage
- Evaluation of the currency and accuracy of the information contained to the extent that is possible
- Long-term significance or interest to user
- Specialist staff provided a positive review
- Whether the author is on the NHS SW Essex staff
- The creation of an electronic short loan collection, specifically within the context of the Virtual Learning Environment, to be investigated (future action)

Description and holdings

The book collection consists of around 8000 volumes.

The library currently subscribes to around 180 journal titles.

There is a physical limit to the size of the collection, which must be held within the Library's storage area.

Evaluation and assessment

Assessment of stock to determine its continued value to the collection should be an ongoing process.

The stock of the Basildon Healthcare Library will be assessed against the following:

- **Relevance** of the content, primarily to health services provided locally, but also to educational courses which are undertaken by local staff. This will include a wide range of subject areas and reflect the nature of the library's funding as well as user demand.
- **Quality** of material. Materials will generally be of an academic level reflecting health services education provision, and considered to be of value in developing health services. Explicitly evidence-based publications will be valued highly.
- As readers preferences change, we will move to include more provision of **electronic** sources which are accessible to all NHS SW Essex staff.
- Influence will be made on a purchasing decision if the title is **available regionally**.
- Librarian Resources will horizon scan for items which could be added to stock by **checking** publishers' catalogues and web sites, responding to emails, curricula and reading lists, and core collection lists.

Suggestions

Requests and reservations will be monitored regularly to identify gaps. Requests for items will be accepted if the following criteria are met:

- Full details of the order are made on a Suggestion for Purchase form or through ELMS book suggestions or in person
- The item is required to inform a SW Essex priority and meets the criteria of the Collection Management Policy
- The total cost can be met from the Library budget

Coverage

Basildon Healthcare Library aims for basic coverage of all areas of clinical and management work, though some subject areas may find that local department collections will support their work better than the Healthcare Library. We will also collect to support primary and community health services, including mental health. In some cases, we will need to supplement the library's physical stock with electronic sources or access to other libraries' collections.

Stock coverage is primarily clinical, but there is a substantial range of non-clinical material to reflect other requirements of its users e.g. education, nutrition, health service management, interview techniques, career development etc.

Development

The following principles should be used in developing the collection:

- The library must ensure that its resources are multidisciplinary covering the whole range of NHS staff employed by SW Essex
- The library will endeavour to provide key resources for students on placement in SW Essex – medical, nursing, allied health and non-clinical subject to available funds.
- The stock should cover all levels: from NVQ students to higher level research.
- The stock should reflect the core work of the SW Essex. The library should provide resources including mental health resources and ensure that other material is available to users through participation with appropriate interlibrary loan schemes

Level

The majority of the stock is at undergraduate, taught postgraduate and clinical practitioner level. However a broad range is available to accommodate the different levels of staff

Format and medium

The Library provides resources in the following formats:

- Annual reports
- Books (monographs), including Reference books
- Journals
- Official documents (particularly DoH and NHS) and Acts of Parliament
- Reports, including grey material
- Statistics
- Databases
- Electronic access to remote resources.
- Multimedia packs
- DVDs and CD-ROMS
- Catalogued electronic (online) media

- Theses

In theory, no distinction is made regarding format of material: the library will seek to acquire or make available all information within the selection criteria whether in print, electronic or any other format. Duplication of formats will be avoided as far as possible: developments in the archiving of electronic information will be considered in relation to continued holdings of physical information products. Consideration will be given to the usability, currency and archiving implications of the format in question.

The increasing popularity and accessibility of the Internet and Intranet has resulted in more emphasis on the purchase of electronic formats particularly in relation to journals. Where electronic equivalents of print materials become available, normally the print copy is also retained for those Library members who otherwise would not have access until a new edition is available, then, only one version will be retained depending on usage statistics (Benchmark is cost per download less than British library £10) .

Excluded Material not collected

- Obsolete formats.
- Material in languages unlikely to be known by the users in that subject.
- Subject areas not taught, researched or practiced within SW Essex, or specifically funded by other organisations.
- Information for patients or the general public

Use of open access space

The current book collection and all current and archived journals are housed on open shelves.

Language

The Library only collects in the English language

Promoting the collection

A marketing strategy drawn up by Librarian Services will include promotional events to advertise and promote the collection. It will also include training in the use of electronic resources.

A list of new items added to stock is published once stock has been added and is available on the ELMS OPAC.

4. DONATIONS

Introduction

The Library is always happy to consider book donations. Donations of relevant materials can make a significant contribution to the collection and ease pressure on the acquisitions budget.

The Librarian Resources reserves the right to add to stock only those donated items that meet the criteria of the Collection Development Policy after evaluation.

- Items already held will only be accepted if the existing copy is in demand.
- Print journals will not normally be accepted
- Unsolicited gifts will be accepted if they are appropriate to the library's collection in terms of level and subject matter.
- Items not held by the library will be considered by the Librarian Resources. Generally the Library will not accept outdated textbooks, popular magazines or mass-market paperbacks, and any materials in poor condition, or in outmoded formats.
- Large monographic sets and named collections, where ownership will pass to the Library, will be assessed according to their relevance, and the space and personnel resources required to hold, process and retain them.
- Offers of deposit collections (where the donor retains ownership) will be declined.
- It is a condition of acceptance that donations will not necessarily be retained permanently by the Library.
- Departmental staff may be consulted, but the Librarian Resources decision is final.

5. WITHDRAWAL POLICY

Introduction

In libraries dealing with healthcare it is essential that material containing out of date information is not retained, as it can compromise patient care.

The library strives within budget to renew 10-30% stock on an annual basis.

Finite space limitations dictate that the collection is maintained so that it is current and actively used.

Whilst it may be acceptable to retain a previous edition if it is felt the new edition will contain little new information, books that are more than two editions out of date should not be retained.

Items will be withdrawn from stock on an ad hoc basis, before departmental meetings and before a stock check (undertaken by Library staff every five years).

Retention and disposal

Core material is normally retained for up to 10 years. Some material (e.g. in fast-changing subjects, examination changes, superseded textbooks, old editions of standard works) are likely to be discarded sooner. A very few books of lasting value are retained indefinitely such as psychiatry, anatomy and physiology. Works which have value despite their age are kept as long as they do not hold out of date clinical information.

Material considered for disposal include the following factors

- published more than 10 years ago and having no historical value.
- contains outdated clinical content.
- revision aids published more than 5 years ago.
- in the collection for 5 years and have been issued less than 5 times and have no historical value.
- surplus to requirements (i.e. are duplicates or other copies are readily accessible).
- a readily accessible electronic version is available.
- a new edition is acquired.
- not in a fit state to be shelved.

Weeding of books

As materials become worn, dated, damaged or lost, the Librarian Resources or another appropriate staff member will determine whether or not to weed the item and if so, whether to replace it, based on the following criteria:

- The resource is still available for purchase and can be replaced.
- At least one loan a month has been taken out on the title
- Another resource or format might better serve the same purpose.
- There remains sufficient need to replace that resource.
- Updated, newer or revised materials better replace a given resource.
- The resource has historical or local interest value, i.e. written by a NHS SW Essex author.
- There are other copies available within the EoE regional libraries collection.

Weeding should take place regularly, with the entire collection evaluated for weeding at least once every five years.

Weeding of print journals

This is done at the annual survey in the summer as traditionally quieter. Titles over 10 years old are reviewed according to their content. Back years of journals are retained according to available space and usefulness. Criteria for journal cancellation include:

- changes in interests represented by SW Essex
- costs of purchase and storage
- level of use
- availability elsewhere
- possible loss of archival access

Preservation

The Library's preservation priorities are for frequently used stock.

Books - If popular textbooks become damaged, and are still in demand, they will be rebound or repaired if this proves to be a cheaper option than buying a new copy or if the item is no longer in print.

Journals - Back issues are retained for as long as the information they contain is likely to be of interest to the membership. Invariably, little-used titles, subject to survey statistics are removed rather than having just their early volumes discarded.

Journals may be offered to other libraries to fill gaps in their collections before being recycled.

Journals are bound if the nature of expected use requires it, or to protect the constituent parts from loss, but is not normal practice.

Videos

All videos (except one on mentorship still being used) have now been discarded due to nil usage.

Archiving

The library will endeavour to replace old editions of textbooks as soon as possible after a new edition is published, subject to previous editions being used and finances available.

If an old edition of a textbook is kept it will be clearly labeled to indicate that a newer edition is in print but not in stock.

The following criteria will be considered when withdrawing book stock:

- Age – the guiding principle used by the majority of libraries is 10 years, however in subjects such as mental health this is not always applicable therefore the advice of appropriate subject specialists will be sought.
- Usage – a report on the number of times an item has been borrowed can be run from ELMS reports. Those with nil loans will be subject to consideration for withdrawal, especially if over 10 years old.
- Condition – if budget permits titles used regularly but in poor state will be replaced.

Books will normally be offered for sale to library users unless the material is deemed potentially harmful to patient care. The material should be clearly marked as withdrawn from library stock and containing out of date information, so users are aware that the material has been superseded.

5. DOCUMENT SUPPLY & ACCESS TO OTHER LIBRARIES

Introduction

Increasingly the Library works in collaboration with partner organisations to make material available. As a result, this collection development policy statement document will develop as any agreements are put in place, which focus the collecting efforts of the Basildon Healthcare Library.

Inter-library Loans

Books, journal articles and dvds/cdroms can be obtained by completing an inter-library loan form for each item or by requesting the item online from ELMS.

The library participates in a number of inter-library loan schemes to enable it to obtain journal articles and books not available in its library. These include EDEN, University of Cambridge Medical Library and the British Library.

Relationships with other collections

Relevant bibliographic databases available online include Medline, Embase, AMED, CINAHL, Psychinfo, etc.

NHS staff have access through ATHENS to a number of electronic books, journals and online databases through the NHS Evidence service and resources procured through special consortia purchasing arrangements, co-ordinated by the East of England.

Additional local consortium purchases are also accessible by local NHS users.

Co-operative Arrangements with other libraries

Where it is expedient to do so, the Library will actively pursue co-operative arrangements with other health libraries. These may include:

1. Reciprocal access arrangements.
2. Support for any collaborative approaches to the licensing of electronic resources.
3. Collaborative acquisition, retention, and storage arrangements.

8. REVIEW PROCESS

Policy review

This policy will be reviewed and approved annually by the Library Monitoring Group. Changes to this policy will be made from time to time in the light of new developments, emerging disciplines and evolving trends to ensure that it continues to reflect the priorities of SW Essex. The General Manager: Library and Knowledge Services has ultimate responsibility for managing the budget, resources and space and will therefore make the final decisions to any changes in policy. Any disagreements should be discussed with the General Manager: Library and Knowledge Services.

The following to be taken into account at the annual review:

- Changes in national, local and organisational policy.

- Formats (audio-visual and electronic formats change frequently, and the collection needs to reflect these changes, with respect to the client environment).
- To ensure the best available coverage, given funding and space constraints.
- To ensure that the collection remains relevant to user needs.
- To enable all staff and other groups for whom we are contracted to provide services to achieve their goals in teaching, training, continuing education and clinical excellence by providing flexible access for all staff to high quality information resources, services and professional expertise, in order to facilitate study, research, professional development and evidence-based practice.
- To keep it a current and well-balanced resource.

The collection may periodically be reviewed before formal visits by accreditation bodies for the NHS.

Future Developments in Libraries

The Library and Information Services staff continues to monitor developments in conjunction with the ELMS and service developments advantageous to NHS staff. There is a growing trend to use mobile technology in libraries and this policy will reflect any relevant changes.

APPENDIX 1

Work action plan

Strategic Targets

Action	Target Date
Collection policy updated	July 2013
Stockcheck	Summer 2013
Selected weeding of stock over 10 years	Summer 2012 to Spring 2013
Journal usage audit	July 2012

Review of stock usage	(Monthly) report of nil loans
Assessment of subject coverage in main areas	Pre/post departmental visits. Consultation with consultants
Review of Journal subscriptions	September 2012

APPENDIX 2

Subject priorities

Priority for 2012/13

Weed out xyz stock – see below

Each year, as funding permits, certain areas have been identified to be the focus of sustained purchasing. These areas have covered subjects/material where stock is out of date or where gaps in provision have been identified.

<i>April 2011-2012</i>	<i>Anatomy and physiology, Diabetes, IELTS, Medical Records, Nursing and Midwifery, Radiology, Reflective Practice, Dentistry, Resuscitation</i>
<i>April 2012-2013</i>	<i>Elderly, ophthalmology, clinical governance, dermatology, oncology, palliative care</i>
<i>April 2013-2014</i>	<i>Exam/revision texts</i>