

UTHSC Health Sciences Library

Collection Development Policy

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Introduction and Purpose

The UTHSC Health Sciences Library Collection Development Policy identifies the selection principles to build and maintain the library's collections. The policy reflects the Health Science Center's curriculum, patient care, and research priorities; it documents how and why we build our collections and provides a vehicle for communicating this information to the university community.

The policy also provides a budgetary perspective, as well as the process for not only adding and maintaining resources, but should it become necessary, for making needed collection cuts. Faculty, staff, and student input is critical to collection development, and the criteria that our professional librarians consider in their deliberations for the collection provide a foundation. Weeding of the collection, and the reduction of the print footprint in libraries are important considerations for collection development.

This policy was developed by the Assistant Director for Electronic and Collection Services in consultation with Library administration and other Library faculty.

Feedback on this policy is encouraged.

This policy should be reviewed annually and revised every 5 years (or, as needed).

Philosophy

The Health Sciences Library (HSL) is strategically focused on developing collections of materials to support University of Tennessee Health Science Center (UTHSC) research, education, patient care, and service missions. To make information accessible at the point of need, the library selects current and actively updated electronic materials supplemented with critical print materials.

The HSL focuses on eliminating print resources, where possible, in favor of providing widely accessible online resources. In keeping with this collection philosophy, our print collection continues to decrease as access is increasingly provided to online materials delivered seamlessly to the user's desktop and mobile devices.

As a parallel strategy to complement items not available in the collection in print or electronic form, the library uses an interlibrary loan (ILL) and document delivery system, ILLiad: <https://libguides.uthsc.edu/ill> to provide fast access to needed journal articles for the UTHSC community. This service is free to the UTHSC community. The Library monitors ILL requests by journal title and considers adding subscriptions based on those requests.

Selection of books, journals, and databases for inclusion in the library is also based upon suggestions from UTHSC faculty, students, and staff; benchmarking with other institutions; health science selection resources; publisher turn-away statistics from the campus IP range including EzProxy server; and assessments and judgments on the relevance, coverage, and usefulness of specific resources.

The philosophy of collection development that centered on physically acquiring resources on important UTHSC subjects has given way to the realization that no academic health sciences library can obtain comprehensive coverage of multiple disciplines and specializations. Factors that have contributed to this change include the growing number of publications in the health sciences field, cost escalations that far exceed increases in appropriations for library materials, the broadening of academic program and degree offerings, and the demand for the increased research capability and clinical care materials (at point of contact) that electronic indexes, journals, and full text databases provide.

Mission

The mission of the UT Health Sciences Library is to provide an environment conducive to student learning and the biomedical information resources necessary for teaching, research, service, and patient care, and to support efforts to improve the health of Tennesseans.

Goals

Selectivity and response to specific information needs are the hallmarks of collection building in the 21st century. Our collection development goal is to identify, select, manage, and preserve collections that support the research, education, and patient care needs of UTHSC faculty, residents, students, and staff, and is focused on facilitating access to electronic and other resources and services that may or may not be physically located in, or owned by, the Health Sciences Library. Faculty, staff, and students must be able to rely on the library to provide the information needed for research. The campus must also maintain accreditation of its programs. While few libraries have budgets that permit in-depth coverage of any one subject, a collection budget that at least meets national standards is essential to ensure that the library is an aid and not an impediment to institutional productivity and accreditation.

UTHSC Components

Colleges

College of Dentistry

College of Graduate Health Sciences

College of Health Professions

College of Medicine

College of Nursing

College of Pharmacy

Centers of Excellence

Children in State Custody

Connective Tissues Diseases

<https://research.tennessee.edu/centers-of-excellence/>

Molecular Resource

Neuroscience

Pediatric Pharmacokinetics and Therapeutics

Research Institutes and Research Consortia

<https://www.uthsc.edu/research/institutes-and-consortium.php>

Institute for the Study of Host Pathogen Systems (ISHPS)

[Tennessee Clinical and Translational Science Institute](#)

[Memphis Consortium on Sickle Cell Disease and Classical Hematology Research](#)

[Tennessee Population Health Consortium](#)

[Tennessee Institute of Regenerative Medicine \(MIRM\)](#)

Other Research Centers:

[Center for Integrative and Translational Genomics](#)

[Center for Cancer Research](#)

[Center for Healthcare Improvement and Patient Simulation \(CHIPS\)](#)

[General Clinical Research Center](#)

Hamilton Eye Institute [Center for Vision Research](#)

Allocation of Funds for Library Collection

The decision for the allocation of budget will be based on the previous year's expenditure, inflation rates, new courses and programs offered, and new focuses of research by the institution.

The Assistant Vice-Chancellor for Health Sciences Library in coordination with Academic, Faculty and Student Affairs leadership is ultimately responsible for fund allocation for the purchase of materials, such as e-book orders, e-journal subscriptions, and databases.

Identifying and Selecting Resources

The library welcomes faculty, student, and staff input on the collection. Through the [liaison program](#), the library solicits input from the faculty of each department on campus. Suggestions for purchase may also be submitted through the [Library's online suggestion form](#) located on the library web site. All requests for additions to the collection will be evaluated based on the library's collection development goals, selection criteria, and available funding.

The Library Advisory Committee (LAC) is in the process of being reconstituted and possibly renamed. LAC also provides a communication mechanism for faculty and students and the library and serves in an advisory capacity to the Associate Vice-Chancellor for Health Sciences Library with respect to library planning and policy.

The Assistant Vice-Chancellor of Health Sciences Library makes final collection development decisions with the assistance of the Associate Director, Assistant Director for Electronic and Collection Services and Assistant Director for Research and Learning Services.

Levels of Coverage

The definitions of collecting levels are based on those defined by the American Library Association to describe the levels at which various subject areas are collected.

Research Level (Highest level)

The collection includes the major published source materials required for in-depth research and instruction, including materials containing research reporting new findings, scientific and experimental results, and other information useful to researchers. It is intended to include important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and electronic resources in the field.

Clinical and Instructional Support Level

The collection includes materials required to support patient care and clinical decision-making, and graduate level instruction. The collection includes a wide range of monographs, a selection of representative journals, fundamental reference tools, and electronic resources intended for instructional support and for practical use in clinical point-of-care decision-making.

Minimal Level (Lowest level)

The collection includes only the most basic works for the given subject area.

See [Appendix I: UTHSL Collection Development Subject Areas](#)

General Resource Selection Criteria

Faculty/Student/Staff requested or recommended

Subject area covered

see Levels of Coverage

Availability in electronic format is preferred where possible

Some resources may not be available in electronic format, or their cost, accessibility, or usability may make the print version of the resource a better option.

Cost

In general, library subscriptions should be of most use to the widest group of UTHSC faculty, staff, residents, and students possible. Resources that are only of use to one department or a handful of researchers cannot be sustained on the library budget. For narrow use resources, particularly those over \$10,000, the library can pay a single invoice and recoup funds via IRIS transfer voucher from a single or multiple campus departments, as well as facilitate remote/off-campus access via EzProxy.

Needed for accreditation

Intended audience

The library's primary audience are faculty, staff, residents, and students.

Currency

Authority

[Doody's Core Titles](#) is the leading authority for print and electronic books

Critical reviews / reputation

Language

The library collects and provides access to primarily English-language resources.

Consortia/Multi-campus contracts

Consortia or multi-campus purchases should be pursued as a means of saving money and/or increasing access to resources. Some examples are: University of Tennessee system, LYRASIS and Tenn-Share.

Print Resource Selection Criteria

Monographs

Some monographs are only available in print and selection of print monographs should follow the General Resource Selection Criteria, and the Level of Coverage for the subject involved, of this policy. Preference should be given, however, to purchasing the electronic version of a book if it meets the guidelines set out in Electronic Resource Selection Criteria—E-books, especially given UTHSC personnel are located throughout the city of Memphis and state of Tennessee.

Journals

Print journal subscriptions will be maintained only if the journal is not available in an electronic format, or if the electronic format does not meet the requirements set forth in Electronic Resource Selection Criteria – E-journals.

Reference

Print versions of reference materials will be maintained only if they are not available in electronic format. Boorkman, Huber, and Roper. [Introduction to Reference Sources in the Health Sciences](#) 6th Edition (2014) is used as the guide to selection and collection analysis of reference materials. The General Resource Selection Criteria and the level of subject coverage will be also consulted.

Electronic Resource Selection Criteria

E-journals

Required Guidelines

IP Access: Access is available from an IP authenticated site. Resources available via username/password access only will be evaluated on a case-by-case basis.

Off Campus Access: Reliable remote access should be available 24/7/365. Resources that do not offer off campus access will be evaluated on a case-by-case basis.

Journal Metrics and Faculty Citations: Journal citation metrics, in particular citation use in UTHSC faculty publications give guidance in journal selection.

Stable Platform: The journal must be available from a stable platform, either direct from the publisher or from a third party such as JSTOR or EBSCO.

Simultaneous Users: The number of simultaneous users supported by the system must be sufficient to meet the needs of the UTHSC community.

Timeliness: The full content of each issue should be available online no later than the publication of the print issue.

Printing/Downloading Capability: Users must be allowed to print and/or download all articles covered by subscription.

Interlibrary Loan and Fair Use: License must allow interlibrary loan of articles, preferable in electronic format, and explicitly comply with Fair Use guidelines.

Preferred Guidelines

Archiving: Publisher should provide an archive of content.

Perpetual Access: Publisher should provide perpetual access of all content to the library for the years subscribed.

Format: Publisher should provide full text content in PDF format or other equivalent full image content identical to print edition.

Interface Quality and User-Friendliness: Product should be robust, flexible, well indexed, and include numerous points of access. In addition, it should have a user-friendly, accessible interface.

Open Access Article Publishing Charges (APC): More and more publishers are beginning to provide APC discounts for institutional authors with subscription read packages. This is a negotiation point on any new subscriptions and package renewals. Examples include 10% discounts for BMJ Case Reports, MDPI, Taylor & Francis. Monitor <https://libguides.uthsc.edu/metrics/oa> for the latest discounts.

Read and Publish or Transformative Agreements: This is a hot topic in the scholarly publishing world and is something the Library is monitoring and discussing with vendors as part of renewal cycles.

Usage Statistics: Vendor should make available usage statistics for the journal titles subscribed to. Preferably in COUNTER 5 format retrievable via SUSHI protocol for ingestion into UTHSC's LibInsight statistics platform: <https://uthsc.libinsight.com>

E-books

Required Guidelines

IP Access: Access is available from an IP authenticated site. Resources available via username/password access only will be evaluated on a case-by-case basis.

Off Campus Access: Reliable remote access should be available 24/7/365. Resources that do not offer off campus access will be evaluated on a case-by-case basis.

Stable Platform: The e-book must be available from a stable platform, either direct from the publisher or from a third party such as STAT!REF, EBSCO, ProQuest or Rittenhouse (R2 Library).

Simultaneous Users: The number of simultaneous users supported by the system must be sufficient to meet the needs of the UTHSC community.

Printing/Downloading Capability: Users must be allowed to print and/or download all articles covered by subscription.

Vendor Reliability: Speed and access availability must meet users' expectations, with minimal server downtime. Planned downtime for maintenance must be communicated in a timely fashion.

Interface Quality and User-Friendliness: Product should be robust, flexible, well indexed, and include numerous points of access. In addition, it should have a user-friendly, accessible interface.

Textbooks

In general, textbooks will not be purchased by the library in print or electronic form. The library does not have the budget to purchase textbooks with simultaneous access for every student registered. Publishers vary on availability for library acquisition, let alone access with simultaneous user limits.

Titles adopted for course texts that are part of packages such as McGraw-Hill's AccessMedicine and Elsevier's ClinicalKey are a byproduct of those subscriptions, not necessarily the primary intent. While the library's written textbook policy was not officially modified until 2021, this practice has been in effect since 2016. Prior to that the library did try to purchase one copy of each textbook for the reserve collection, however it was never comprehensive. Some titles and copies may remain from the previous policy, though a significant weeding project is underway in Summer 2021.

Other titles that might be used as textbooks may be added to the collection if they serve as a foundational introduction to a particular topic. The Library subscribes to the annual [Doody's Core Titles](#) list curated by medical librarians throughout the United States and the Library endeavors to add in scope titles first from the Doody's Essential titles and then other Doody's Core titles.

Databases

Guidelines

IP Access: Access is available from an IP authenticated site. Resources available via username/password access only will be evaluated on a case-by-case basis.

Off Campus Access: Reliable remote access should be available 24/7/365. Resources that do not offer off campus access will be evaluated on a case-by-case basis.

Stable Platform: The database must be available from a stable platform with usage statistics.

Simultaneous Users: The number of simultaneous users supported by the system must be sufficient to meet the needs of the UTHSC community.

Printing/Downloading Capability: Users must be allowed to print and/or download all articles covered by subscription.

Vendor Reliability: Speed and access availability must meet users' expectations, with minimal server downtime. Planned downtime for maintenance must be communicated in a timely fashion.

Interface Quality and User-Friendliness: Product should be powerful, flexible, well indexed, and include numerous points of access. In addition, it should have a user-friendly, accessible interface.

License:

Definition of Authorized Users should include all current Faculty, Residents, Students, and Staff of the University of Tennessee Health Science Center, as well as walk-in visitors to the library.

State of Legal Recourse clause must be listed as Tennessee.

Must comply with University of Tennessee contracting guidelines.

Other resources

While the Library cannot fund all requests, it is open to being creative either with cost sharing with a particular College or distributing costs between Colleges when it is advantageous to be billed to the institution as a whole.

Examples:

- Memberships
 - Examples:
 - BioMed Central – (current, UTHSC is a member via UTK)
 - Potential: ORCID – an institutional subscription to ORCID would allow other API integrations with platforms such as Digital Measures, the campus faculty evaluation and profile system
- Electronic Theses & Dissertations (ETDs)
 - The Library currently funds Elsevier's BePress platform (<https://dc.uthsc.edu>) where ETDs are uploaded and archived.
- Grant Funding databases.
 - Some vendor product families cross between library research and institutional research support. The Library endeavors to coordinate such purchases so that decisions in either campus unit support one another and make best use of campus resources.
- Curricular resources:
 - Aquifer (Current model: cost sharing)
 - Complete Anatomy and Grant's Dissection (Current model: contract negotiation and invoice payment and transfer vouchers from Colleges).
- Study and Board Prep materials
 - For many years, SASSI (Student Academic Support Services & Inclusion) maintained a print collection of approximately 10,000 textbooks and board prep books cataloged

in a shared catalog: <https://libcat.uthsc.edu>.

The majority of these SASSI items are over 10 years old superseded by newer editions. The HSL Library is absorbing a fraction of this collection in 2021 (the remainder will be discarded). Future additions to this collection will primarily be in online form. The collection will continue to be weeded as it ages. The decision to absorb any print material donated to this collection is at the discretion of the Library.

- Example, potential study and board prep resources (annual subscriptions):
 - BoardVitals or ExamMaster
 - LWW Health Library's Board Review Series or McGraw Hill's' USMLE Easy
 - LWW Health Library

Gifts

While the library appreciates gifts of print and non-print resources that are in scope as defined by this Collection Development Policy, it reserves the right to refuse, add, exchange, or discard the gift resources as it sees fit.

Regarding gifts accepted, it shall be made clear to the donor that:

A typed list of resources is preferred. The list should include all facts of publication for monographs, and volume number and year for serials.

If possible, a list should be provided to the Assistant Director for Electronic and Collection Services in advance of receiving the gifted resources, so the donor can be notified as to which resources will be retained.

Gifts should be delivered to the Lamar Alexander Building. Donors should call before bringing gifts so a staff member can meet with them.

Except in rare instances, collections that must be kept intact are not accepted.

The appraisal of gifts to the Library for tax purposes is the responsibility of the donor along with all costs associated with the appraisal.

Free resources

Once identified, these resources need to be evaluated (based on our Resource Selection Criteria) to determine their suitability for inclusion in the collection.

Another factor to consider with free electronic resources is the amount of time and work involved in maintaining access.

Wish List

Budgetary constraints often prevent the library from purchasing all suitable items immediately. Materials that are not purchased in a timely fashion are added to our Wish List for future consideration.

The Wish List should be kept up to date, with all the pertinent information needed to make a decision on a resource, and to add that resource to the collection in a timely manner.

Year-end money

Occasionally at the end of the fiscal year, there are monies available that must be spent expeditiously. The Library should identify resources, preferably that do not have a recurring cost associated with them, which can be purchased quickly under a tight timeline. As these resources are identified they should be added to the Wish List and marked as candidates for purchase with end of fiscal year money.

See General Resource Selection Criteria above.

Resource Evaluation

Database trials

During database trials the General Resource Selection Criteria and Electronic Resource Selection Criteria – Databases should be used as the basis for evaluation along with the Level of Coverage appropriate for the subject(s) of the database.

Preview copies of resources

Evaluation of preview copies should be based on the General Resource Selection Criteria and Print Resource Selection Criteria as well as the appropriate Level of Coverage for the subject(s) of the resource.

Duplication of Content

In most cases, only one copy of materials is purchased.

Occasions in which multiple copies of a resource may be justified include:

High user demand (e.g., dictionaries)

Need for a circulating copy and reserve copy

Need for archival copy

Collection Maintenance

An ongoing analysis of the collection and library resources, employing objective measures of its strengths and weaknesses, is an essential part of the collection management process. This entails a serious commitment of staff time since institutional priorities change. The library must monitor these developments, and whenever possible, anticipate them.

Print Collection

The print collection should be inventoried every five years and analyzed to determine if each resource should be retained using the following factors:

Level of Coverage for the defined subject area

Usage statistics

Currency

Boorkman, Huber, and Roper. [Introduction to Reference Sources in the Health Sciences](#) 6th Edition (2014) is used as the guide to selection and collection analysis of reference materials.

Other factors from the General Resource Selection Criteria (see above)

Electronic Resources

Electronic resources should be analyzed annually to determine if they should be retained using the following factors:

Level of Coverage for the defined subject area(s)

Usage statistics

General Resource Selection Criteria (see above)

Electronic Resource Selection Criteria (see above)

Replacement

Demand, replacement cost, subject matter, and alternative availability are among the factors considered in deciding if a lost or damaged item is replaced. If a later edition is available, it will be ordered as the replacement.

Weeding and retention

The Library strives to provide current, authoritative print and electronic resources to meet the information needs of the various University communities.

The Library is also obliged to retain older materials that hold intrinsic and historical value.

Resources that are determined to be outdated, out of scope of this policy, or are used rarely and do not have any historical value should be removed from the collection.

Print copies of a journal must be considered for weeding if electronic archives, or back files, have been purchased for that journal. Guidelines for purchasing electronic archives should follow the Required Guidelines for subscribing to e-journals.

Inventory

State auditors require that some portion of the collection be inventoried.

Historical Collections

The Historical Collections is governed with an independent policy of this library collection development policy.

The Archivist should always be consulted if materials in the library's circulating collection are no longer needed and designated for weeding. The Archivist will then decide whether to accept or refuse them.

Appendix I: UTHSL Collection Development Subject Areas

Research

Allergy and Immunology

Anatomy and Neurobiology

Cardiology

Dentistry

Family Medicine

General Internal Medicine

Genetics

Hematology/Oncology

Microbiology, Immunology and Biochemistry

Neurology

Neuroscience

Ophthalmology

Pathology and Laboratory Medicine

Pediatrics

Pharmacy

Physiology

Preventive Medicine (includes Biostatistics)

Clinical and Instructional Support

Anesthesiology

Clinical Laboratory Sciences

Comparative Medicine

Connective Tissue (Rheumatology)

Cultural Competency

Dental Hygiene

Dermatology

Emergency Medicine

Endocrinology

Gastroenterology

Health Informatics & Information Management

Infectious Diseases

Interprofessional Education & Clinical Simulation

Nephrology

Nursing

Obstetrics and Gynecology

Occupational Therapy

Otolaryngology

Physical Therapy

Physician Assistant

Pulmonary

Psychiatry

Radiology

Surgery

Urology

Minimal

Consumer Health

Library Science

Nutrition

Patient Education

Psychology

Public Health