Collection Management Guide

Overview
The Health Professions Division Library collects resources based on faculty and curricular needs and recommendations, and provides information to faculty about new resources and technology to offer new possibilities for teaching and learning.

Selection Guidelines
The goal of Nova Southeastern University (NSU) Health Professions Division (HPD) Library is to provide service at a research level of support for electronic resources and a clinical level of support for print resources to the institution's faculty, clinical faculty, and students. The optimum collection made available to library users should be current, authoritative, relevant, and as comprehensive as deemed necessary.

Scope of the Collection
Books, journals, databases, multimedia, technologies and other related materials that support the curricula of the seven HPD colleges, and the research of HPD faculty, students and staff, will be acquired in the following areas:

- Anesthesiology
- Audiology
- Basic Sciences
- Biomedical Informatics
- Clinical Medicine
- Dental Medicine
- Disaster & Emergency Preparedness
- General & Medical Reference
- Nursing
- Osteopathic
- Pharmacy & Pharmacology
- Physical & Occupational Therapies
- Public Health
- Respiratory Therapy
- Sonography: Cardiovascular, Vascular, General
- Visual Science, with an emphasis on Optometry

Updated 12/19/13 by AMC
Books

Overview
At present, there are about 21,250 book titles available in print or electronically.

General
Materials will be acquired upon request by students, faculty, administration, or the librarians.

Requested materials will be reviewed by librarians using selection aids such as Doody's Review Service Online based on criteria including scope of subject areas, circulation of previous editions, and cost.

Approved purchases or subscriptions will be ordered from properly established vendors, dealers, or publishers.

Electronic
- Purchase or subscribe to depending on publisher and vendor.
- If available for purchase or subscription at a cost per user, then we will pay for 1 user per 50 students in class, if a required text, or just 1 user, if a recommended title.
- Will purchase or subscribe to unlimited users (site license) if option is available, and if budget permits.
- May subscribe to titles that may be updated to a new edition within 2 years; Prefer to purchase titles that update every two years or more.
- Titles will not be duplicated with the VitalSource packages for Dental and COM, unless the titles are required or recommended for other HPD programs.

Print
Reserves
- Retain 1 copy per 50 students;
- Acquire by request from faculty, or from book list;
- Maintain required and recommended course texts;
- Purchase or subscribe to electronic format, if available. If not, will purchase print copy;
- Move previous edition of reserve title to circulation when new addition is acquired;
- 3-hour loan period for use in the library;
- We will not collect workbooks of any sort.

Circulation
- We will not collect workbooks.
- We may add copies of titles on reserve that experience high use.
Journals

Overview
At present, there are approximately 2,700 active print and electronic journal subscriptions, with a total of over 60,000 print volumes.

General
We encourage all HPD faculty members to suggest journals to purchase or subscribe to.

All requests for journals are subject to approval.

We hold a preference to provide access to requested journals in electronic format.

Electronic
- We collect and/or provide access to electronic journals that are relevant to our HPD programs.
- We maintain current electronic subscriptions for titles by owning, leasing and through large aggregating databases.
- Electronic journals are actively maintained and reviewed periodically based on a balance of several factors:
  1. Cost;
  2. Availability and accessibility in electronic format;
  3. The nature of electronic format (e.g. - aggregated, leased, owned, etc.);
  4. Availability for access from other local, regional, and national libraries through InterLibrary Loan;
  5. Focus of specialty;
  6. Importance of the journal title in that field of study (Impact Factor and Eigenfactor); and
  7. The amount of use the title has received over a reasonable amount of time (data examined between 1 to 2 years of use by statistics provided by the vendor, local click-through counts, and use by InterLibrary loan).
- We hold a preference for access by I.P. Validation.
- We hold a preference for access for Unlimited users/Site License.
- We hold a preference for title ownership with perpetual access.

Print
- We collect and house print journals that are relevant to our HPD programs.
- We maintain current print subscriptions for titles that are difficult to access or are not archived in electronic format.
- We maintain print archives for previously subscribed titles where electronic archival format is difficult to access or not assured for perpetual access.

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The NSU HPD Library is an NLM resource library that participates in MedPrint. http://www.nlm.nih.gov/psd/printretentionmain.html. We maintain print archives for previously subscribed titles that have been identified as important to our collection and/or important for local, regional, and national archiving and lending purposes.

We attempt to focus our print archives in the following areas: Osteopathic Medicine, Optometry, and Dentistry.

Print journals are withdrawn based on a balance of several factors:

1. Cost;
2. Availability and accessibility in electronic format;
3. The nature of electronic format (e.g. - aggregated, leased, owned, etc.);
4. Availability for access from other local, regional, and national libraries through InterLibrary Loan;
5. Focus of specialty; and
6. Importance of the journal title in that field of study (Impact Factor and Eigenfactor).

Databases

Overview
Currently, HPD students, faculty and staff have access to 561 databases, with 146 focused on health and medicine.

General
Materials will be acquired upon request by students, faculty, administration, or the librarians.

When possible, librarians, faculty, and sometimes students, will review the recommended products via trials prior to purchasing/subscribing. User feedback is a major factor when making decisions to subscribe to or purchase databases.

Approved purchases or subscriptions will be ordered from properly established vendors, dealers, or publishers.

Consideration will be given to the databases uniqueness, functionality, patron access, licensing requirements, and cost of simultaneous users.

Site license and remote access availability is preferred.

Multimedia

Overview
Requests by HPD students, faculty, and staff for multimedia materials/resources will be reviewed by librarians. Approved materials and resources will be obtained from properly established vendors, dealers, and publishers.
**General**

Videos:

Subscribe to streaming video, or online database, if available and if funds permit, per request by faculty or students;

Purchase titles on request in CD or DVD format if online format is unavailable;

Will not acquire VHS of requested title, even if it is the only format available;

Acquire 1 copy per title, per request, unless otherwise requested by faculty;

Maintain on reserve.

**Technology**

**Overview**

HPD Library strives to be at the forefront of emerging trends in medical, educational, and library technologies.

We will make every effort to acquire technologies to enhance and support the curricula of all seven HPD Colleges.

We will provide trainings and support for all HPD faculty, staff and students upon request, and via regularly scheduled training sessions and workshops.

**Tablets & iOS Apps for Checkout**

Tablets and Apps are evaluated every semester to add for circulation depending on:

1. Cost;
2. Student and faculty feedback and recommendations;
3. Evaluation of the app by librarians; and
4. Curriculum needs.

**Hardware**

Contact Desman Ford, Computer Support Specialist, for all hardware requests.

**Software**

HPD Library does not fulfill software requests for students and faculty. Please contact your department for such requests.

For all internal library requests, contact Pia at NSU Libraries.

Order software via Ariba.
Retention

General
Decision to remove materials from the collection will be made by the Executive Director.

Weeded materials will be stamped "Withdrawn" before being given away or discarded.

Print Books & Journals
- Print books: In general, books will be held in the collection for ten years. Some books will remain longer, depending on:
  1. Current updates available;
  2. Subject matter;
  3. Edition, author of distinction, etc.

- Print journals are withdrawn based on a balance of several factors:
  1. Cost;
  2. Availability and accessibility in electronic format;
  3. The nature of electronic format (i.e. aggregated, leased, owned, etc.);
  4. Availability for access from other local, regional, and national libraries through InterLibrary Loan;
  5. Focus of specialty; and
  6. Importance of the journal title in that field of study (Impact Factor and Eigenfactor).

Electronic Books & Journals
- Electronic books are actively maintained and reviewed periodically based on the following factors:
  1. Required title or recommended title on course book lists;
  2. Cost;
  3. Availability and accessibility in electronic format;
  4. The nature of electronic format (e.g. - aggregated, leased, owned, etc.);
  5. Focus of specialty;
  6. The amount of use the title has received over a reasonable amount of time (data examined between 1 to 2 years of use by statistic provided by the vendors, local click-through counts, and turn-aways).

- Electronic journals are actively maintained and reviewed periodically based on a balance of several factors:
  1. Cost;
  2. Availability and accessibility in electronic format;
  3. The nature of electronic format (e.g. - aggregated, leased, owned, etc.);
  4. Availability for access from other local, regional, and national libraries through InterLibrary Loan;
  5. Focus of specialty;
  6. Importance of the journal title in that field of study (Impact Factor and Eigenfactor); and

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7. The amount of use the title has received over a reasonable amount of time (data examined between 1 to 2 years of use by statistic provided by the vendors, local click-through counts, and use by InterLibrary loan).

**Multimedia**

Multimedia will be held for 2 years until determined disposable by Executive Director.

**Technology**

Technology will be retained as long as it is still relevant and sustainable.

- Older camera equipment and accessories that is replaced with new equipment and accessories will be added to the circulating collection.
- Older generations of tablets and accessories will stay in circulation as long as they continue to function properly.
- Apps are evaluated every semester to add or drop for circulation and for circulating tablets depending on:
  1. Cost;
  2. Student and faculty feedback and recommendations;
  3. Evaluation of the app by librarians; and
  4. Curriculum needs.

**Donations**

**Overview**

The HPD Library accepts donations that meet the criteria as stated below; however, it is at the discretion of the library if the items are added to the collection, set out for students to take, or donated to other organizations, such as Books for Africa.

Receipts for donations are available through the library. Donors are responsible for estimating the value of the donated items.

Please contact us should you have a question about the donation process: Star Andrews 954-262-3129

**General**

- Core health professions texts are accepted, with the exception of drug information handbooks. Drug information handbooks older than 2 years are not accepted.
- Only journal titles of NSU-HPD Library's current collection are accepted. Date must be exclusive of collection or fill in for missing issues.
- The HPD Library print collection is focused on clinical use, not research. However, titles of established historical value and important relevant literature are accepted. Titles published pre-1950 and have low holdings at other libraries may also be considered.
- Monetary donations are accepted.
- Donations must be transported to NSU-HPD by the donor.
Donations containing mold, mildew, or insects are considered inappropriate as they are potentially dangerous to the existing collection. Any material that is damaged by water, is ripped or torn, or has been written in or highlighted, is also inappropriate.