

# Collection Management Policy : UCL Eastman Dental Library

**Section 1: Purpose and description of the collection**

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## 1. Purpose and description of the collection

### 1.1 Purpose

The main purpose of the UCL Eastman Dental Library collection is to support the teaching, learning, research, clinical practice and training needs of the UCL Eastman Dental Institute and the Eastman Dental Hospital.

### 1.2 Readership and access

The main readership of the collection is the staff and students of the UCL Eastman Dental Institute and the Eastman Dental Hospital. The collection is also available to all UCL staff and students, and all NHS staff employed by NHS trusts with which UCL has a Service Level Agreement.

All members of the Library may access the print collections. UCL staff and students have full access to the electronic resources to which UCL Library Services subscribes. NHS members may access many resources in UCL Library Services' electronic collection where licences permit and where possible, provision is made for remote access. There are dedicated computers for in-library use of electronic resources, which are also accessible by registered visitors to the Library.

The collection is also open for reference to anyone needing to research any aspect of dentistry.

### 1.3 Description and holdings

#### 1.3.1 Books

The book collection consists of approximately 3200 volumes. It is primarily a teaching, research and clinical collection supporting the teaching activities, research interests and clinical practice of the Eastman Dental Hospital and the UCL Eastman Dental Institute.

Core textbooks for taught courses are provided as ebooks whenever they are available via an affordable and sustainable purchase model. Where core textbooks cannot be made available as ebooks, multiple print copies are provided.

Online books are also purchased to support distance learning courses.

#### 1.3.2 Journals

There are currently 28 print journal subscriptions (excluding some donations). 14 titles have moved to electronic-only access in the past two years. Past issues of journals comprise around 5000 volumes.

### 1.3.3 *Other resources*

Around 150 CD/DVD ROMs, available for loan, are held, and some historical material is held in the Library's closed store.

### 1.3.4 *Material held off-site*

Research level theses completed by UCL graduates are held in the UCL Library Services Store and may be made available for reference consultation. Electronic copies of certain research theses are accessible from UCL Discovery, the UCL institutional repository.

## **1.4 Relationships with other collections within UCL**

### 1.4.1 *Book collections*

There is some overlap with the collection at the UCL Ear Institute Library. The collections of all the other UCL biomedical libraries also complement that of the UCL Eastman Dental Library.

### 1.4.2 *Journal collections*

There is normally no duplication of print holdings of specialist titles between the biomedical libraries; however certain general journals held by the UCL Eastman Dental Library may also be held by other biomedical libraries at UCL.

### 1.4.3 *Electronic collections*

UCL Library Services provides access to over 30,000 electronic journals including several thousands in biomedicine. Relevant bibliographic databases available online include MEDLINE, EMBASE, AMED, CINAHL, HMIC, BIOSIS, PsycINFO, SCOPUS and the Web of Science. Electronic books are purchased both individually and in medically focused collections.

NHS staff have desktop access to a number of these resources through their NHS OpenAthens login.

## **1.5 Relationships with other collections outside UCL**

Materials to support the clinical activities of UCLH staff are provided jointly by the Cruciform, Eastman Dental, Ear and Queen Square libraries together with the Bloomsbury Healthcare Library. NHS staff also have access to a number of electronic books, journals and online databases procured nationally and regionally.

The British Dental Association has a large collection of dentistry titles available through membership of the Association. An inter-library loan service is provided to supplement the Library's collection.

## **2. Acquisition priorities and decisions**

### **2.1 Responsibility for selection**

The selection of materials for the UCL Eastman Dental Library is the responsibility of the Site Librarian. Reading lists and recommendations are always welcome. Major changes to

journal subscriptions and other resources are discussed with and approved by the Eastman Library Users Committee.

Funding from the NHS contributes to the materials budget, excluding journal subscriptions which are paid for by UCL Library Services.

## **2.2 Subjects collected**

The collection aims to broadly cover all areas of dentistry. The main areas collected reflect the teaching, research and clinical activities of the UCL Eastman Dental Institute and Eastman Dental Hospital. Basic medical sciences and nursing texts are also collected where required.

## **2.3 Priorities**

### *2.3.1 Books*

Top priority is given to purchasing all materials necessary to support the courses taught at the UCL Eastman Dental Institute and Eastman Dental Hospital, and all recommended texts are acquired where in print and/or available online, in multiple copies where possible and appropriate.

The next priority is to acquire material which will enhance the teaching collection and update the book stock at all levels, both in print and online.

### *2.3.2 Journals and datasets*

Decisions about new purchases are considered in the context of the needs of current research and the availability of funds. Unless unavailable electronically, new journal subscriptions are not purchased in print. Cancellations of print subscriptions may be made where journals are available electronically and/or held at another UCL library. Any cancellations of unique journal subscriptions are only made after full consultation.

A new titles list is maintained by the UCL Library Services Periodicals Department for current ejournals, ejournal backfiles, ebook collections and other datasets pending availability of funds. Where additional funds become available, priorities within the list are identified.

## **2.4 Level**

The majority of the book stock is at postgraduate, researcher and clinical practitioner level. Part of the collection is also aimed at dental nurses, hygienists and therapists. Journals are collected at all levels.

## **2.5 Language**

Material is normally collected in English.

## **2.6 Format and medium**

Material is collected in print, digital and electronic format. For print books, paperback is usually preferred for economy. For all new electronic subscriptions, permission is also sought for in-library use by non-UCL readers as a minimum.

The UCL Online Reading Lists service is used to provide access to readings in all formats.

## **2.7 Collaborative collecting agreements**

Joint decisions about electronic purchasing are taken between all the biomedical libraries at UCL.

## **2.8 Multiple copies**

Unless ebooks are available, multiple copies of core texts on reading lists are acquired, and numbers increased where demand is demonstrated to be high or as advised by academic staff. For books in high demand, one copy is given a three-day loan status to facilitate maximum access. The remaining stock is generally available for four-week loan periods, except for reference items.

Lost or worn items are replaced if still required for current teaching, research and clinical practice.

## **2.9 Donations**

Donations will be accepted in line with the criteria set out in the UCL Library Services Donations Policy at [http://www.ucl.ac.uk/Library/donations\\_policy.doc](http://www.ucl.ac.uk/Library/donations_policy.doc).

In general books will only be accepted if relevant to current or anticipated programmes, or consistent with the existing subject profile of the collection. Incomplete journal runs are not normally accepted except to replace missing or damaged stock. Material in a poor physical condition is not normally accepted.

## **2.10 Exchange and deposit arrangements**

There are no arrangements in place.

## **2.11 Material not collected**

Material which is available at other UCL libraries and is not directly relevant to the UCL Eastman Dental Institute and Eastman Dental Hospital's activities is not collected unless there is a specific need for it.

# **3. Retention and preservation policy**

## **3.1 Review of the collection**

The collection will be reviewed periodically by the Site Librarian and decisions taken on retention, relegation to store and disposal. Wherever possible, advice is sought from interested departmental representatives.

## **3.2 Use of open access space**

All books and journals are held on open access shelves with the exception of a small collection of books and journals in closed storage.

## **3.3 Relegation**

Journals prior to 1950 are kept in closed storage, as are previous editions of textbooks where the book is considered important (for example, if it is on a reading list). A small

historical collection consisting of some history of dentistry titles and some old texts considered to be of value are also kept in closed storage.

### **3.4 Retention and disposal**

Space limitations dictate that the collection is maintained so that it is current and actively used. Books that will be withdrawn include: superseded editions (unless considered important enough to be stored), rarely consulted material felt by subject experts to be of little use, and out-of-date books (except those of historical value or by UCL Eastman Dental Institute/Eastman Dental Hospital authors). The availability of duplicate copies at other UCL sites will also be taken into account when assessing the retention of monographs.

### **3.5 Preservation**

The collection is included in the overall UCL Library Services Preservation Policy.

### **Collection Management Policy review procedures and dates**

This policy will be reviewed and approved periodically by the Eastman Library Users Committee.

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