

Collection Management Policy: Royal Free Hospital Medical Library

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1. Purpose and description of the collection

1.1 Purpose

The Royal Free Hospital Medical Library seeks to provide a collection that reflects the teaching and research needs of UCL's Royal Free Campus and the clinical practice, education and training and research needs of the Royal Free London NHS Foundation Trust. As teaching becomes increasingly research-based, so the collection will reflect the local research strengths and priorities.

Collection development as it relates to the Trust is guided by relevant aims outlined in the Trust education strategy as follows:

- *to ensure all staff groups will have universal, easy, equitable access to high quality learning and information resources relevant to their needs and at all appropriate settings, including at the point of care*
- *to provide access to the best evidence to support evidence based practice in both policy development and service delivery*

It is intended that the collection will evolve to support a multiprofessional user base.

1.2 Readership and access

Use of the collection is primarily made by staff and students of UCL's Royal Free Campus and staff of the Royal Free London NHS Foundation Trust. The collection is open to all staff and students of UCL as well as all staff of the NHS Trusts that are associated with UCL through a Service Level Agreement.

All members of the Library may access the print collections. The holdings and resources in various formats and media types are catalogued and records can be searched by members via the UCL Library catalogue via Explore (<http://www.ucl.ac.uk/library/explore>), available 24/7.

UCL staff and students have full access to the electronic resources to which UCL Library Services subscribes. NHS members and any registered visitors to the Library may access electronic resources, where appropriate licences permit, from dedicated computers allowing in-library use.

1.3 Description and holdings

The collection includes published materials physically held in the Royal Free Hospital Medical Library and, increasingly, the provision remotely to online information resources.

The book collection consists of approximately 19,000 volumes and is housed on the ground floor of the Library. It is primarily a teaching collection, supporting the MBBS and BSc in Applied Medical Sciences curricula as well as other programmes delivered locally (especially taught postgraduate). Texts suitable for continuing medical education / CPD and for professional medical examinations are also held. Approximately 50 multimedia DVDs are held for use within the Library. The Library

currently receives approximately 130 journals in print. Current journal issues are held on the ground floor of the Library, whereas journal issues before 2010 are kept in the Library basement store. Since 2007, a concerted effort is made to provide a varied stock that is suitable for all staff of the Royal Free London NHS Foundation Trust.

1.4 Relationships with other collections

There is a substantial overlap between the collections held at the Royal Free Hospital Medical Library and those held at the UCL Cruciform Library where they support the undergraduate medical curriculum. Material for the first two years of the MBBS is complemented by that held in the UCL Science Library.

Although certain general journals will be held at several UCL Library sites, most holdings have been de-duplicated across the UCL medical libraries. Most e-resources are available online through subscriptions held by UCL Library Services. This includes approximately 50,000 e-journals, approximately 600,000 e-books and many relevant bibliographic databases.

1.5 Relationships with other collections outside UCL

Materials to support the clinical practice, education and training and research activities of local NHS staff are provided by the Medical Library. NHS staff also have access to a number of e-books, journals and online databases purchased nationally and regionally. NHS staff additionally have ATHENS access to a number of resources procured through special consortial purchasing arrangements, co-ordinated through a London Medical Schools Group consortium or other local purchases, including access to all Lippincott Williams and Wilkins journals and the PsycARTICLES journal collection via Ovid, and over 400 e-books via OUP, including several Oxford Textbooks and Handbooks.

Staff and students have access to the Wellcome Library for the History and Understanding of Medicine, and also to the collections of professional bodies through membership of those bodies. These include the British Medical Association and the Royal Society of Medicine.

2. Acquisition

2.1 Responsibility for selection

The selection of materials is undertaken by professional staff of the Library, especially the Collection Development Librarian, where necessary in consultation with the Librarian. Reading lists and recommendations inform the selection process. Journal surveys provide backup for priority purchases. All recommendations for book purchases are acted upon.

In the case of evidence based resources that may be accessible at the point of care (e.g. Clinical Evidence, Clinical Knowledge Summaries, Dynamed, UpToDate), care is taken to ensure that these are selected in consultation with key members of staff, wherever possible. Where resources such as these are made available through local subscription, every effort is made to negotiate best value licences.

2.2 Subjects collected

The main areas collected reflect the subject coverage for undergraduate and postgraduate taught programmes as well as local clinical specialty and research strengths. Stock selection reflects the broad range of multidisciplinary needs, as funding allows.

The Medical Library receives an annual book fund allocated through UCL Library Services. NHS funds also contribute towards the materials budget.

2.3 Priorities

Print books are purchased to maintain an up-to-date collection for a wide range of disciplines reflecting the multiprofessional user base. The selection is guided by user recommendation, new publication monitoring, Core Collection Guides issued by the BMA and RCN, recommended reading lists from UCL Medical School and other programme providers locally, and liaison with practice development staff and individual departments. e-book provision is prioritised wherever possible and as available resources allow.

Decisions about new journal purchases are made in the context of print or online local holdings, online availability and the outcome of bids for new resources. New subscriptions are usually only made to support a new department, curriculum programme or specialty strength, or when existing subscriptions are cancelled. A journal survey is held regularly, with input invited from local academic and consultant staff, to inform decisions on cancellations or new subscriptions.

A new e-journals wish list is co-ordinated across UCL medical libraries. There is a similar arrangement for new databases and e-books. As additional funds become available, priorities within the wish lists are identified jointly by UCL's Academic Support Managers (the Royal Free Hospital Librarian is one of these), with input from all UCL medical site librarians.

2.4 Level

The stock covers all levels, from vocational qualification student level to higher level research, as necessary. The majority of the book stock is at undergraduate, taught postgraduate and clinical practitioner level. Journals address the local research priorities.

2.5 Language

Material is normally collected in English.

2.6 Format and medium

Material is collected in print, DVD and online form. Print books are usually purchased as paperbacks. Where available, an e-book equivalent of core student books will automatically be purchased; other e-books are considered subject to likely usage and price. Wherever possible, e-books are purchased alongside all print acquisitions for NHS staff access.

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. For all new e-resource subscriptions, permission is also sought for in-library or remote use by non-UCL readers.

2.7 Collaborative collecting agreements

Identification of recommended teaching materials is co-ordinated among the medical school libraries. Electronic purchasing is jointly decided among UCL medical libraries.

The Information & Learning Resources Working Group operating across London NHS libraries makes collaborative decisions on procurement of resources London-wide. Medical Masterclass, BMJ Learning and Anatomy.tv are such resources, which are supported within the Library and promoted. The Librarian of the Royal Free Hospital Medical Library is a member of this Group.

The London Medical Schools Content Procurement Group arranges consortial licensing of academic resources for staff in associated NHS Trusts for a wide range of e-journal, e-book and other e-resources. The Librarian of the Royal Free Hospital Medical Library is a member of this Group.

The HEE Library & Knowledge Services Leads Content and Collections Development Group (CCDG) seeks to ensure that staff and students in the NHS and partner organisations have easy and reliable access to a fit-for-purpose portfolio of electronic information resources to support patient care, education, research and management decision making. CCDG's primary focus is the national collection of primary and secondary sources (bibliographic databases, e-journals and e-books) funded by the 13 LETBs in England. The Librarian of the Royal Free Hospital Medical Library is a member of this Group.

2.8 Multiple copies

Multiple copies of textbooks are purchased when there is no e-book availability, the number depending on previous usage figures or staff recommendation. A formula is otherwise in operation defining the number of multiple copies bought for UCL student use.

2.9 Donations

Donations are accepted only if relevant to current or anticipated programmes of study or research or clinical practice needs or generally consistent with the existing subject profile of the collection. Incomplete journal runs are not normally accepted except to replace missing or damaged stock or (if bound) to replace unbound stock. Material in a poor physical condition is not normally accepted.

2.10 Exchange and deposit arrangements

There are no such arrangements in place

2.11 Material not collected

The Library does not acquire material for the specific use of patients or members of the public.

3. Retention and preservation policy

3.1 Review of the collection

The print collection is periodically reviewed by the Royal Free Hospital Medical Library's Collection Development Librarian and decisions taken on retention, where necessary by consultation with the Site Librarian. Wherever possible, advice is sought from departmental representatives locally.

Assessment of the collection to determine its continued value is ongoing, especially as regards the relevance of the content and the quality of the material. Usage data informs decisions.

3.2 Use of open access space

The current book collection and all journals from 2010 are housed on open shelves.

3.3 Relegation

Older editions of books by Royal Free authors are held in the Library basement store. Collections in areas such as the history of women in medicine, medical education and gastroenterology / hepatology are also held in the local basement store.

3.4 Retention and disposal

Space limitations dictate that the collection is maintained so that it is current and actively used. A systematic and ongoing weeding programme is maintained, focusing on replacing older editions of essential texts across all subject areas. The bookstock withdrawal policy encompasses the following criteria:

- superseded editions, with the exception, generally, of the penultimate edition
- rarely consulted material felt by subject experts to be of little use
- out-of-date books, except those of historical value or by Royal Free authors

Unique withdrawn titles are deposited at the UCL Library Services Wickford store

Back years of journals are retained according to available space. Many pre-current print holdings have been withdrawn as they are accessible online from dedicated computers allowing in-library use. Retained pre-2010 issues are held in the Library's basement store. Criteria for journal retention or disposal include:

- changes in research interests represented on site
- costs of purchase and storage
- level of use

3.5 Preservation

If popular textbooks become damaged, and are still in demand, they will be rebound if this proves to be a cheaper option than buying a new copy or if the item is no longer in print. Digitisation of selected content may be considered for high-use items, e.g. for a reading list.

Collection Management Policy review procedures

The policy will be modified as priorities and areas of specialty focus respond to changes in educational programmes and clinical practice locally. The policy will be reviewed and approved periodically by the Library Committee of the Royal Free Hospital Medical Library.