



Appalachian College of Pharmacy

Library and Learning Resource Center

Collection Development Policy

I. Introduction

The Library and Learning Resources Center (LLRC) is a vital element of the Appalachian College of Pharmacy and its priorities are the students, faculty, and staff of the college. The purpose of the LLRC is to support the institution's overall mission of providing exceptional educational programs, leading edge research, and superiority in health care by:

- Providing instruction in the use of information resources.
- Providing a nurturing environment that is conducive to study, research, and learning.
- Providing technology to advance educational purposes.
- Creating a stimulating and synergistic setting for intellectual growth.

Mission Statement

The mission of the library is to provide services that:

- Identify and respond to the changing information needs of its local and remote users through professional consultation, innovative use of computer networks and evolving information technologies.
- Foster intellectual freedom and scholarly pursuit of knowledge.
- Facilitate timely access to information.
- Promote collaborative relationships with other organizations and institutions, sharing information and other resources to expand and enhance programs and services available to students, faculty, staff and the clinical community.

Intellectual Freedom

The LLRC operates in accordance with the American Library Association's Intellectual Freedom Principles for Academic Libraries.

Patron Community

The primary users of the LLRC are students, faculty, and staff of the Appalachian College of Pharmacy (ACP). Non-primary users include pharmacists and other health professionals in Buchanan County and surrounding counties, students and faculty affiliated with other regional medical and pharmacy schools, and the general public.

II. Selection Criteria

The following are general criteria that are used when selecting new resources:

- Relevance to curriculum (Does it support the students' education?)
- Intended audience (Is the material written at an appropriate level?)
- Cost (Can similar information be acquired for a lower price?)
- Accuracy of material
- Reputability of author/publisher
- Timeliness (Is the material out of date?)
- Need (Does the LLRC already have materials that cover the same information?)

The following tools are used by library staff to keep the library's collection current:

- Core resource lists (e.g., AACP's *Basic Resources for Pharmaceutical Education* and the Medical Library Association's *Drug Information: A Guide to Current Resources*)
- Book reviews
- Publishers' announcements
- Patron recommendations
- Interlibrary loan/document delivery statistics

Library Advisory Committee

A selection committee attended by four faculty members will meet with library staff three times a year (once each term) to evaluate and make recommendations for the development of the library's collection.

The committee members will also serve as liaisons to their respective groups (the faculty and student body). If a faculty member wishes to suggest a book or journal for purchase by the library, he/she may submit the recommendation to the appropriate Library Advisory Committee representative.

All large item purchases (e.g., high-priced journal subscriptions) will be evaluated by the committee and approved by the Dean before a final decision is made by library staff.

Recommendations

The library accepts suggestions and recommendations for book and journal purchases from both faculty and students. Recommendations can be submitted to a Library Advisory Committee representative or through a form available on the library's web site. Recommended titles will be reviewed and considered for purchase three times a year (at each Library Advisory Committee meeting). The LLRC is under no obligation to purchase recommended titles.

III. Scope of the Collection

Collecting Levels

The numerical collecting levels defined below measure the LLRC's commitment for acquiring library resources by subject area. These collecting levels do not describe the LLRC's current collection; rather, they are goals that will serve as guidelines when making selections for new books to be added to the collection.

5. Comprehensive – A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field.

- The LLRC will not collect at this level.

4. Research – A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also aims to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field.

- Pharmacology and therapeutics

3. Study – A collection which is adequate to support undergraduate and most graduate course work; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity.

- Botanic, Thomsonian, and eclectic medicine
- Genetics, reproduction, bioethics
- Homeopathy
- Internal medicine, oncology, neurology, psychiatry
- Microbiology, immunology, virology
- Pathology, pain management
- Pharmaceutical industry
- Physiology
- Public health, epidemiology, preventative medicine, health administration

2. Basic – A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere.

- Dentistry
- Dermatology
- General medicine, medical education, medical history
- Human anatomy
- Obstetrics and Gynecology
- Ophthalmology, optometry
- Nursing
- Pediatrics
- Surgery
- Veterinary medicine

1. Minimal – A subject in which few selections are made beyond very specific works.

- Industrial management
- Theory and practice of education

Language

The LLRC will primarily collect materials in English, with the exception of international journals and conference proceedings that may contain non-English articles.

Duplicate Items

The LLRC will not acquire more than one copy of a title, with the exception of heavily used reference works that are needed at both library sites. If a faculty member requests that a duplicate title be collected, he or she must provide written justification for the purchase. The final decision will be made by library staff.

IV. Formats in the Collection

Monographs

Hardback monographs are generally preferred over paperbacks, but paperback versions may be selected when there is a significant difference in cost.

Serials

New serial purchases are evaluated annually based on usage of current serials and interlibrary loan statistics. Priority is given to journals indexed in MEDLINE and Iowa Drug Information Service (IDIS).

Newspapers

Newspapers and magazines of local interest will be collected and kept for a six-month period.

Electronic Resources

The LLRC strives to improve access to books and journals for faculty and students that are not physically located at ACP. However, due to the costs of electronic resources, if a resource is available in both print and electronic formats, LLRC staff will make a selection based on the following factors:

- Cost (Is there a large difference in cost?)
- Permanence (When an electronic subscription expires, will the LLRC lose access to retrospective content?)
- Content (Does the electronic version provide the same information as the print version, including color charts, figures, etc.?)
- Other features (Is the electronic content searchable? Is it available both on- and off-campus? Does it require training to use?)

The LLRC will collect electronic resources in the following categories:

- Abstracting and indexing services
- Full-text databases
- Monographs in electronic format
- Serials in electronic format

Reference

Highly-used sources that contain factual information will be collected and kept in a non-circulating collection. Such items include directories, dictionaries, encyclopedias, and formularies. Older versions of reference works will be moved to the circulating collection when new editions are made available.

Gifts

The LLRC appreciates donations of library materials such as books, individual journal issues, and historic or rare items. Materials that are donated to the library are subject to the standard selection criteria described above. If an item does not fit within the scope of the LLRC collection, the library reserves the right to donate, sell, or otherwise discard the item. The LLRC cannot appraise donated materials.

V. Evaluation of the Collection

The LLRC's collection will be evaluated annually during the summer term to identify gaps in the current coverage as well as materials that should be removed from the collection. There will be three components of the evaluation: a quantitative review, a qualitative review, and weeding.

Quantitative Review

The quantitative review will use objective data to examine the physical characteristics of the collection. The following information will be collected:

- Total number of items
- Number of items per subject area/format type
- Median age
- Annual expenditures per subject area/format type
- Usage data (includes circulation and in-house usage)

Gaps in the collection will be identified by analysis of interlibrary loan and document delivery usage. A large number of requests for a single topic or journal title may indicate a need to make purchases in that area.

Qualitative Review

The qualitative review will be primarily conducted using the library advisory committee. Committee members will subjectively evaluate the library's collection in terms of its level of support for teaching and research purposes.

Weeding

Weeding will be performed annually to remove books and other items that are no longer appropriate for the collection. The following factors will be used when selecting items for removal:

- Usage – Items that have not been used (circulated or used in-house) within the past three years.
- Condition – Items that have pages missing, are falling apart, or otherwise damaged beyond repair.
- Timeliness/Accuracy – Items that are outdated or otherwise inaccurate (generally more than five years old for scientific or technical publications). The availability of a newer title on the same topic will determine whether the item should be kept.

- New Editions – Items that have newer editions available. Older editions can be kept if they are heavily used, but not past 3-5 years.
- Irrelevant – Items that do not support the needs of the students and faculty.
- Trivial – Items of no scientific merit.

All weeding decisions will be submitted to the library advisory committee. Books that have been removed from the collection will be sold, donated, or discarded at the discretion of library staff.

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