

SUBJECT: Collection Development: Collection Management

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Collection Management

RESPONSIBLE PERSONS: Library Staff

POLICY

1. The collection shall include a broad range of sources required for the support of clinical, educational, research and administrative needs of the Mount Carmel community. Library Staff will strive to support user needs including:
 - a) resources that contribute to the quality of care of patients
 - b) continuing education of physicians, nurses, nursing faculty and students
 - c) continuing education of allied health personnel including pharmacists, dietitians, respiratory technologists, surgical technologist and other health care professionals
2. In order to enhance and broaden access to the collection, the HSL will maintain its membership in certain organizations including OCLC, OPAL/OhioLINK, The Greater Midwest Regional Library Network, OHSLA, and the Medical Library Association.
3. The library shall also maintain a cooperative relationship with other libraries.

SCOPE

1. The scope of the Mount Carmel HSL shall include subjects in medicine and health sciences and those that are closely related to the health sciences.
 - a) Subject areas supported by the collection in medicine and health may include: 1) basic medical sciences; 2) body systems; 3) diseases; 4) general medicine; 5) health care delivery; 6) history of medicine; 7) hospitals and hospital administration; 8) medical specialties; 9) nursing practice of medicine; and 10) public health.
 - b) Subjects closely related to the health sciences shall include: 1) anthropology; 2) biometry; 3) cytology; 4) demography; 5) biology; 6) genetics; 7) library and information science; 8) psychology; 9) religion; 10) sociology; and 11) statistics.
 - c) Other subject areas supported by the library collection shall include those that contribute to the health sciences including: architecture, facilities design, economics, botany, chemistry, education, history, human ecology, human engineering, mathematics, philosophy and ethics, physics, and political science.
 - d) Other subject areas that are deemed relevant to the collection shall be included if it is agreed that they support the missions, activities or programs of the Mount Carmel Health System.
 - e) Levels of the collection shall vary depending upon the needs of the Mount Carmel Community. Each level shall include a wide range of materials.

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CRITERIA

Priorities and limitations shall be placed upon the collection according to specified criteria.

1. Priority shall be given to materials relating to the clinical practice of medicine and nursing. The collection shall include both print and non-print formats.
2. Limitations of the collection shall include English language materials, materials published during the current 25 years and materials directly related to the Mount Carmel Health System, its people, and programs.
3. The majority of the collection will reside at Mount Carmel Health Sciences Library-West (MCW). Locations at Mount Carmel-East (MCE) and Mount Carmel St. Ann's (MCSA) will house a basic reference collection in addition to collections specific to each site's respective specializations.
4. The collection of the Mount Carmel HSL shall meet the requirements of accrediting, licensing, or regulatory bodies. These shall include but not be limited to: The Joint Commission, The National League of Nursing, The Ohio State Board of Nursing Education and Nurse Registration, The Ohio Department of Health, The Ohio Department of Mental Health, and accreditation vehicles for graduate nursing, medical, residency, and allied health programs.

DEVELOPED BY: Library Staff

DATE: 5/26/03

REVISED BY: Library Staff

7/16/07

REVIEWED BY: Stevo Rokсандic

7/16/07

APPROVAL FOR IMPLEMENTATION BY: *Aur Schiele*

DATE: 8/7/07