

OHSU Library Collection Development Policy

About the Library

The Oregon Health & Science University (OHSU) Library, the largest health sciences library in Oregon, serves the faculty, staff and students of OHSU, as well as health professionals and residents of the State of Oregon. The Library supports OHSU's core missions of healthcare, research, academic and central services.

Mission

The OHSU Library advances the effective, efficient, and ethical use of information in support of education, research, and healthcare.

Purpose of the Policy

The purpose of the OHSU Library collection development policy is to:

- Provide a framework to guide collection development decisions that align with the mission of the Library and the institution as a whole;
- Document the roles and responsibilities of Library staff in making collection development decisions;
- Ensure that collection development decisions are made in support of OHSU academic, clinical and research programs and departments by clearly defining the scope and breadth of the Library's collections.

Collection Development Goals

Collection development goals for the OHSU Library include:

- Creating and sustaining a flexible collection that meets the dynamic needs of the OHSU academic, clinical, and research communities;
- Making informed decisions based on data from assessing the collection, changes to academic, clinical and research programs, and library use patterns.
- Using available funds as efficiently as possible;
- Working closely with the Orbis Cascade Alliance to maximize the purchase power of the consortium and reduce unnecessary duplication whenever possible.

Collection Scope and Guidelines

Selection Criteria

The Library develops its collection to support the academic, clinical and research activities of the University. Since the Library is unable to acquire everything published in areas pertinent to the Universities programs, the Library employs the following general criteria when evaluating titles to be added or removed from the collections.

- **Formats**

The Library collects primarily books, journals and other needed resources for permanent and long-term retention. Electronic journals are preferable to print, with print journals acquired only when

electronic access is unavailable or unreliable and the journal contains extraordinarily valuable information.

- **Currency**
Emphasis is placed on materials published in the past five years unless requested by OHSU faculty or staff, or if the information is of historical or lasting reference value.
- **Relevance to the current or potential needs of OHSU's clinical, educational, and research activities**
To ensure that the Library's collection meets the needs of the OHSU community, liaison librarians maintain close ties with their respective academic departments, institutes and research programs. They keep informed about research activities, new faculty or programs, and curriculum changes in their areas of responsibility.
- **Depth of the existing collection and consortia availability of resources**
When considering purchases the Library considers the strengths and weaknesses of the existing collection. While the Library attempts to build upon strengths, unneeded redundancy is avoided.
Consortia relationships can influence collection development through such activities as the joint purchase of print and electronic resources, resource sharing, and collection development agreements. The Library participates in two consortia, the Orbis Cascade Alliance and Portland Academic Health Libraries. Both consortia provide free patron initiated borrowing of print materials between member libraries. The Library also participates in consortia purchases of electronic resources via the Orbis Cascade Alliance.
- **Cost**
Though the value of a resource to the OHSU community cannot be measured only by its cost, price must be considered when making purchase decisions. When evaluating "free" materials, the cost of processing, cataloging, shelving, and preservation is also considered.
- **Works by OHSU affiliated authors**
The Library actively attempts to collect all monographs that are authored, edited, or contributed to by OHSU affiliated faculty and staff and permanently retains these works.
- **Cancelling subscriptions and withdrawing Items**
Decisions to cancel subscriptions and withdraw specific items are made within the context of the total collection policy.
Subscriptions may be cancelled when one or more of the following criteria are met:

- the resource is no longer relevant to the academic, clinical, and/or research needs of OHSU
- evidence of little or no usage
- the cost becomes too great for the Library to absorb
- license terms do not adhere to the OHSU's requirements
- the content is duplicated elsewhere in the Library's collection

Physical library materials are considered for withdrawal when one or more of the following criteria are met:

- there are multiple copies of the item available either locally or via consortia
- newer editions are available
- lack of use by Library patrons
- poor physical condition
- no longer relevant to the academic, clinical, and/or research needs of OHSU

- **Donations of physical materials**

All donations of library materials are reviewed to determine their appropriateness for addition to the collection using the same selection criteria as for new purchases. Donations that do not provide intellectual or historical value to the Library's collection may be rejected, returned to the donor, or discarded. Specific criteria are outlined in the Library's book and journals donation policy: http://www.ohsu.edu/xd/education/library/about/upload/collections_donation_policy.pdf

- **Collection of historical items**

The Library's Historical Collections & Archives collects rare books, archives, manuscripts, and artifacts. Due to the unique nature of these collections they are guided by a separate collection development policy: <http://www.ohsu.edu/xd/education/library/about/collections/historical-collections-archives/about/upload/collection-development-policy.pdf>

Organization of collection development activities

OHSU Library collection development activities are carried out primarily by the Library faculty and staff, although requests and advice from teaching and research faculty are actively solicited. The Collection Development and Assessment Librarian is charged with conducting environmental scans and assessment of the collection needs of the OHSU community in conjunction with the liaison librarians.

Liaison librarians select from approval plan notifications and work with their respective academic departments, institutes and research programs to develop those areas of the collection. The liaison librarians serve as a contact between the Library and each school, department, or center as outlined here: <http://>

www.ohsu.edu/xd/education/library/services/liaison-librarians-assignments.cfm

Selection activities are supported by classified staff assistants who perform the searching and verification necessary to ensure accuracy and completeness of information for selection decision-making.

Recommendations from anyone in the OHSU community are accepted through the suggest a purchase form: <http://www.ohsu.edu/xd/education/library/services/books-journals/purchase.cfm>

In addition to selection and purchasing, other collection development responsibilities include collection analysis; monitoring of standing orders, subscriptions, and approval plans; selection of materials for remote storage; and policy development.