



## Collection Development Policy

### University of St. Augustine for Health Sciences Library

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#### 1. Introduction and History

The mission of the University of St. Augustine for Health Sciences (USAHS) library is to support the professional development of health care providers by supplying information products and resources relevant to the curricula of the University programs and helping students, faculty, and staff make use of those products and resources. This policy provides the background and guidelines associated with the scope and nature of the library collections, including the selection and deselection of library materials and resources.

The primary objectives of the USAHS library collections are:

- To support students in their research and study, and
- To support faculty and staff in their teaching and scholarship.

The USAHS library was most fortunate in acquiring the personal library of Dr. Stanley V. Paris, PhD, PT. This valuable collection became the foundation upon which the University's library was built. The initial collection held a large number of historical texts in the field of physical therapy and a large collection of teaching videotapes. Ever since, other faculty members have contributed and continue to contribute their personal collections to supplement the USAHS library.

As the University expanded to new locations and programs, the collections have grown to include eBooks, electronic databases, electronic journal subscriptions, streaming video collections, equipment, anatomy models, and more in addition to print monographs.

## **2. Clientele Served**

The primary clientele the library serves are the students, faculty, and staff of USAHS. Additionally, the library and its collections may serve other groups, such as USAHS alumni, as per the Policy on Alumni and Guest Library Use.

## **3. Curriculum**

The intent of the library collections are to supplement and support the curricula offered at USAHS. The library is not responsible for subscriptions to or procurement of resources central to the curricula; that is, resources required to be maintained due to the central role they play within USAHS coursework. Collections of required textbooks in eBook format that eliminate the need for students to purchase texts on their own, for example, would fall to the responsibility of the program. Please see the USAHS Library Reserve Textbook Policy for details.

## **4. Nature of the Collections and Selection Criteria**

The library collections are made up of various materials and resources, both physical and electronic. The first principle of selection is that material acquired must relate to the curriculum taught at USAHS.

Selection of materials in all formats for the USAHS library is based on:

- Librarian recommendations via strategic collection development processes,
- Usage statistics or other available data, and
- Recommendations from faculty members, program directors, administrators, and students.

While materials acquired and collected are primarily in the English language, as the need arises, materials in other languages may also be added to the collection.

Campus librarians are primarily responsible for acquisition of physical materials for their campus libraries. Distance Learning Librarians are primarily responsible for acquisition of eBooks. The Director of Library Services is primarily responsible for acquisition of electronic journals, databases, and other online resources.

The library staff will have final approval for acquisitions based on perceived need, budgetary constraints, and space considerations.

The library staff will attempt to ensure that only the most authoritative and reliable resources are included in the library collection. However, it is ultimately the responsibility of the library user to evaluate and corroborate the information contained in library resources. Neither the library staff nor the University should be held liable for a user citing or applying incorrect information.

4a. Books

Book purchases, whether in electronic or print formats, must be relevant to the degree programs offered at USAHS. Books in electronic format are the preference, as these resources are more accessible to more of the library's clientele than are books in print format. If an identified title is not available in eBook format through the library's eBook platforms, a print copy may be purchased.

Acquisition of required textbooks in either print or electronic format is governed by the USAHS Library Reserve Textbook Policy.

4b. Journals

The journal collection is the primary source of information provided by the library. All journal subscriptions are electronic, unless a combined print/online subscription has a lower cost than an online only subscription for a particular journal. Otherwise, print copies of journal issues housed in one of the USAHS campus libraries are either archival from past print subscriptions, or comprised of donations.

Access to full text scholarly journals and trade publications may be provided through several means, including subscriptions to electronic databases, electronic subscriptions to journal collections or packages from serials publishers, or electronic subscriptions to individual journal titles directly through the journal publisher.

Selection of new journal subscriptions is based heavily on interlibrary loan request statistics. Recommendations from faculty members and program directors also carry weight.

4c. Electronic Databases

Electronic databases include databases of text content such as journal articles, as well as databases of streaming video content.

Electronic databases are selected based on subject matter, content, and relevancy to the degree programs offered at USAHS. Relative cost is also a factor in subscription decisions.

Before subscribing to a new database, trial access is usually secured for a period of time to allow the library staff, faculty members, and program directors time to use and evaluate the usefulness of the database to USAHS. Members of the Library Committee, in particular, are asked to provide their feedback.

For databases of journal content, the Director of Library Services may conduct a title list analysis to determine what full text content provided by the database is already included in the library's collections. That analysis may also factor in to the selection decision.

#### 4d. Equipment and Models

The library collections on the physical USAHS campuses include equipment and models such as bone models, muscle models, brain models, treatment tables, wheelchairs, crutches, canes, wedges, goniometers, stethoscopes, blood pressure cuffs and sphygmomanometers, clipboards, compression wraps, tape measures, reflex hammers, and other materials found to be needful.

Selection decisions for the number and variety of these materials are based on usage statistics and faculty/student recommendations and requests. Space limitations and the durability of items through frequent use are also considerations.

The goal of these collections is to provide students and faculty with supplementary reference materials for short-term use.

#### 4e. Special Collections

The USAHS Library maintains the following special collections:

- Historical monographs in the physical therapy field and
- Occupational therapy assessment manuals and kits

All materials in the first listed special collection are acquired through donations. The library staff do not seek out or purchase these materials.

Selection of occupational therapy assessment manuals and kits is based on usage within the curriculum and faculty recommendations. In some cases, occupational therapy assessment manuals and kits are acquired through the occupational therapy department for the campus, and then made available to students through the library.

#### 4f. Other Resources and Materials

Other resources and materials not yet identified, such as software and mobile applications, may also be included in library collections. Decisions related to the selection of these resources are based on cost, access options, and relevance to the USAHS curricula and the library's mission. The library staff members are open to exploring a variety of new resources or materials that will support students in their learning and faculty in their teaching and research. However, recommendations for resources or materials deemed better suited to another

student support department, such as the Writing Center or Career Services, will be conveyed for their consideration.

## **5. Expansion of the Collections**

The expansion of the library's collections primarily result from the addition of new campuses or programs to USAHS's offerings, though selection for the existing campuses and programs is ongoing.

### **5a. New Campuses**

When the University adds a new physical campus, the physical library space on the new campus is determined by the Executive Committee, Director of Facilities, and any project managers, architects, or designers for that campus. These individuals and groups should reach out to the Director of Library Services or campus Librarian for that location for recommendations and feedback on the size, design, furnishing, and layout of the space to ensure it will meet the anticipated needs of the student and faculty population.

The Director of Library Services, or a librarian designated by the Director of Library Services, will select and acquire physical materials for the new campus based on the collections and principles established in Section 4 of this document.

A new campus library will include a core collection of print books related to the programs to be offered at that location. The number of books in the core collection varies by campus based on what programs will be offered, current titles available related to those programs, and space considerations. All core collection titles are recently published within 5 years, with certain exceptions possible based on subject matter or significance.

Electronic resources are equally available to clientele at any campus location, so additional electronic resources are not necessary due to the addition of a new campus. However, pricing of some electronic resources may be based on the number of campuses served.

### **5b. New Programs**

When the University adds a new program, the Director of Library Services will meet with the program director to discuss what electronic resources would be useful to support the program and supplement its curriculum. If the program has a physical campus presence, the program director may also meet with the campus librarian to discuss recommendations for physical library materials to support the program.

Depending on the timing of the start of the new program relative to the budget year and on the priority level of the specific resource, new library resources and

materials to support a new program will be available before the program's inaugural class begins courses, or potentially the beginning of the next budget year.

## **6. Weeding (De-selection) of Materials**

The USAHS collection is continuously assessed and therefore there is a process of continuous weeding.

### **6a. Books**

In as much as space allows, the library will keep older monographs in print format, including previous editions of current titles, for their historic value. The library may weed duplicate copies of these older monographs, as only one or two copies are necessary for archival purposes.

When space constraints necessitate weeding of books in print format, a librarian will manage the weeding project, basing de-selection on the following:

- The date of publication of the title,
- The relevance of the title to the USAHS curricula,
- The number and recentness of check outs of the title,
- The number of other copies of the title held in the campus collection,
- The number of other copies of the title held in any USAHS campus collection,
- The rarity of the title based on holdings reported in WorldCat, and
- The historical significance of the title.

Though weeding is a normal and necessary process in library collections, the librarian leading the weeding project should be sensitive to the opinions, preferences, and recommendations of campus faculty members. This may include alerting faculty members to large weeding projects and soliciting their feedback.

In circumstances where space does not allow for the preservation of older, significant monographs, the library may digitize these texts as requested and as permitted under copyright law.

### **6b. Journals**

In as much as space allows, the library will keep issues of significant journal titles in print format for archival purposes. When space constraints necessitate weeding of journals in print format, a librarian will manage the weeding project, basing de-selection on the following:

- The relevance of the title to the USAHS curricula,

- The availability of the title in electronic format, including whether USAHS access is temporary or perpetual,
- The journal's run of issues is significantly incomplete and there is insufficient value within the scope of USAHS curricular and user needs to complete it, and
- Whether other USAHS campus libraries hold the same issues.

Though weeding is a normal and necessary process in library collections, the librarian leading the weeding project should be sensitive to the opinions, preferences, and recommendations of campus faculty members. This may include alerting faculty members to large weeding projects and soliciting their feedback.

6c. Outdated Formats

The library may weed materials in outdated electronic formats, especially if the library lacks the equipment necessary to access the content. The library may replace these materials with newer editions in newer formats when they are available.

6d. Damaged Items

The library will repair, replace, or weed damaged items depending on the severity of the damage and the necessity of the item to the collection. Damaged anatomy models may be broken down and re-cataloged as separate pieces.

6e. Disposal

With the exception of damaged items, which will be discarded immediately, materials weeded from one campus library will be evaluated for inclusion in another campus library, including planned future campus libraries, based on available space and current collection. Materials weeded from all campus libraries will first be made available to students and faculty to add to their personal collections. Any remaining materials will be discarded.

6f. Electronic Subscriptions

The library may cancel existing electronic subscriptions in several circumstances including, but not limited to:

- Low usage statistics over several consecutive years;
- When access to the same content becomes available through a different product or subscription (e.g., an individual journal subscription is cancelled because of a new subscription to a database that provides sufficient full text access to that title);
- Replacing a subscription with a product that meets USAHS needs better, or is a lower cost for similar benefits;

- Decreased budget funds necessitating cutting current expenses.

Library staff members will make reasonable efforts to inform clientele when existing electronic subscriptions are cancelled and to solicit feedback on the decision.

## **7. Access to the Collections**

Access to the USAHS library's physical and electronic collections is exclusively for current students, faculty, and staff members of USAHS. Certain additional allowances are outlined in the Policy on Alumni and Guest Library Use.

### **7a. Hours**

Please check [the library's website](#) for the most up-to-date listing of hours for each campus.

### **7b. Catalogs**

The USAHS library maintains an online public access catalog (OPAC) through Softlink's Liberty system. The OPAC uses the National Library of Medicine cataloging scheme, including MESH subject headings. The [Library Catalog](#) includes physical resources and eBooks held at all campuses of the USAHS library. The USAHS library also maintains an online, searchable list of all journal holdings, called the [Journal Finder](#) (an EBSCO product).

### **7c. Loans**

All current staff, faculty and students have borrowing privileges with the USAHS library. Please see the USAHS Library Circulation Procedures for details.

### **7d. Electronic Access**

Online access to the library's electronic resources is granted to all current students, faculty, and staff members of the University through their Active Directory account, which is tied to their USAHS email address. The library's online resources authenticate users via IP address recognition through a proxy server managed for the USAHS library by the Library and Information Resources Network (LIRN).

Certain authorized users who do not have a USAHS email address may contact the library at [library@usa.edu](mailto:library@usa.edu) for credentials. Please see the Policy on Alumni and Guest Library Use for details.



7e. Access to Resources Not Held by USAHS

The USAHS library maintains reciprocal interlibrary loan agreements through several platforms, including the Florida Library and Information Network (FLIN), DOCLINE, and OCLC.

Through these platforms, the library staff can access articles, book chapters, books, and more by request for our clientele. Turnaround time for articles and book chapters is generally two business days or less, but could take longer depending on the rarity of the materials and the workload of the library providing them.

Turnaround time for entire books in print format can be a week or more due to the time it takes for the material to be shipped between libraries. Interlibrary loan books must be picked up and returned to one of the USAHS campus libraries in person due to the risk involved in shipping materials that do not belong to our library.

**8. Budget**

Acquisition of new library resources and materials is often limited by the budget available. The Director of Library Services is ultimately responsible for adhering to the budget approved for the library, and therefore must make the final decisions about whether new resources and materials can be added to the collections. The Director of Library Services prioritizes recommendations to make the best use of the funds available in a given budget year.

The library budget approval process follows the same procedures used by other departments at USAHS. The library's fiscal year is January-December. In general, budget planning begins in early summer with gathering information about and quotes for potential new electronic resources. In late summer, the Director of Library Services meets with Campus Librarians and Distance Learning Librarians to discuss their funding recommendations for physical resources at the campus level (Campus Librarians) or eBooks (Distance Learning Librarians). In early fall, the Director of Library Services submits budget requests to the USAHS Finance department, providing justification and taking into account price increases of current subscriptions and quoted costs for new subscriptions. Typically in December, the Director of Library Services receives the budget amounts for the new fiscal year, approved by the USAHS Executive Team and the Board of Directors. Requests for additional funds outside of this process are not typical.

Costs for most electronic resource subscriptions are based on the number of FTE students enrolled the previous year, as reported to IPEDS. Therefore, costs are variable from year to year depending on enrollment and vendor price increases.

## **9. Donations and Gifts**

The USAHS library will accept donations and gifts based on the following criteria:

- Material relates to USAHS curricula;
- Material is recent (published within the last ten years) OR material is a significant legacy work within the field;
- The library does not already hold more than 2-3 copies of the material at each campus OR the existing copies of the material circulate frequently enough to warrant an additional copy;
- The material is in good condition OR needs only minor repairs;
- The benefactor understands and agrees that once donated, the material is property of USAHS and the library can choose to use or dispose of the material in any way it chooses and at any time without permission from the benefactor;
- Both parties understand that the USAHS library has the right to decline any gifts or donations offered with contingencies to which the library does not wish to adhere.

The USAHS library will provide an itemized receipt of materials donated upon request, but will not assign monetary value to non-monetary donations. If the donation is monetary, USAHS will provide a receipt with the donation amount specified, as per the IRS requirements for such a donation. USAHS is a for-profit university and donations are not typically tax deductible.

## **10. Preservation Activity**

All materials are stored in a temperature-controlled environment when they are not on loan. Staff members identify resources that require repair or rebinding in the shelving and handling process.

## **11. Review of the Collection Development Policy**

Although the Collection Development Policy is under continuous review by the USAHS staff, it is formally reviewed and approved by the Library Committee, made up of faculty from various programs and campuses.

Approved by the Library Committee July 2018  
Approved by the University Administration July 2018