

**EASTERN VIRGINIA MEDICAL SCHOOL**

**EDWARD E. BRICKELL  
MEDICAL SCIENCES LIBRARY**

**COLLECTION DEVELOPMENT  
AND  
MANAGEMENT STRATEGY**

Rev. 2019

## Statement of Purpose

The Library provides information management expertise and institutional leadership to connect clinicians, students, researchers, and staff with the information they need to advance the clinical, educational, research, and public service programs of Eastern Virginia Medical School. The Library equips users with the skills and experience to organize and manage information effectively throughout their careers. It also serves as a biomedical information resource for Eastern Virginia Medical School, the local community, and the nation through cooperative programs with other libraries and agencies.

The complexity of the health care environment, assimilating the enormous volume of information, and the immediacy of the impact that the appropriate information can have in the treatment of a patient or scientific discovery dictate that all services and collections revolve around providing information when and where it is needed. The information must be available in multiple formats for requested delivery, and at an affordable cost to the individual and the institution.

The following values guide the Library in carrying out its mission.

1. We believe the Library is a core resource for the strategic management of information and is an essential partner in ensuring informed health care decisions and the discovery of impactful knowledge.
2. We work diligently to strengthen our reputation for quality service and resolution of patron inquiries.
3. We plan for and take advantage of opportunities to expand our role within Eastern Virginia Medical School.
4. We support innovation while respecting the traditions that underpin health care delivery, education, research, the patrons we serve, and our profession.
5. We respect and nurture the contributions of all faculty and staff in their pursuit of personal and professional development in service to others.

## General Statement about the Collections

The Collections exist to assist the faculty, students and staff at Eastern Virginia Medical School meet their clinical, educational, research, and public service mission. The Library maintains collections of books, journals, in both print and electronic formats, as well as databases related to the health sciences. The Library's document delivery service obtains documents from the collection for a fee. A reserve collection contains primary health sciences texts, as well as items requested by course instructors. The reference collection includes directories, dictionaries, indexes, statistical sources, and other research tools. The historical collection in the Thiemeyer Medical History and Reading Room houses materials from the 18th, 19th and early 20th centuries given by the Norfolk Academy of Medicine, local health care professionals, and other community patrons.

The Edward E. Brickell Medical Sciences Library at Eastern Virginia Medical School (EVMS) serves as a resource for the school, the health care providers and citizens of Hampton Roads, as well as other health sciences libraries. The Library's collections are used widely within the region and the nation to provide valuable information to others. The Library serves as a Resource Library in the National Library of Medicine's National Network of Libraries of Medicine (NN/LM).

The Library spends a large percentage of its overall operating budget on purchasing materials for the collections. On average the Library spends 70% of the collection budget on electronic journals, 13% on databases, 17% on electronic books and less than 1% on monographs.

The resources acquired for the Library's collections reflect the diverse clinical, educational, research and public service interests of Eastern Virginia Medical School. The Collection is dynamic as to anticipate and respond to the constant growth of biomedical fields. Because of their proximity to Eastern Virginia Medical School, the libraries of William & Mary, Old Dominion University, and Norfolk State University influence the character and emphasis of the Library's collections. The Library provides a robust introductory medical and health sciences collection to meet the clinical and educational missions of Eastern Virginia Medical School. Although able to meet basic research needs, the Library continues to pursue resources to bolster current research efforts, the EVMS Centers of Excellence and the public service mission at Eastern Virginia Medical School.

The primary responsibility for the selection of materials rests with the Technical Services Coordinator and the staff of professional librarians, with recommendations and guidance from faculty and library patrons. Selection decisions rely heavily on an awareness of the needs of practicing clinicians, the content of the health sciences curricula, and the scope of biomedical research programs at Eastern Virginia Medical School.

The purpose of the Collection Development and Management Policy is to provide guidelines for the selection of print and electronic resources for the Library's collections. These guidelines reviewed regularly, assist the Library in meeting the information needs of Eastern Virginia Medical School.

## **Overview of the Collections**

### **General Collection**

The General Collection of the Library consists of primary and instructional level monographs and serial titles, in print and electronic format, which support the graduate and advanced programs, clinical and research programs of Eastern Virginia Medical School.

### **Reserve Collection**

The Reserve Collection exists to provide users immediate access to a core biomedical collection and materials placed on reserve by Eastern Virginia Medical School instructors in order to ensure access for class assignments. The Reserve Collection is specifically designed to be a primary collection of books to support the education and patient care

programs of the Eastern Virginia Medical School. Required texts are the core of the collection. Typically used for concentrated study, they also serve as quick reference sources. Items in the collection circulate for brief periods in order to provide all users with equal and assured access to core biomedical knowledge. Not generally duplicated in other collections in the library, the purchase of multiple copies of seminal textbooks for the reserve and general collections do occur on a highly selective basis.

### **Reference Collection**

The Reference Collection, both print and electronic, is a significant source for information in the Library. It is a readily available non-circulating collection which is used primarily for consultation and dissemination of information to address the user's immediate needs. The Reference Collection includes sources of information on persons or organizations; sources of factual data, including handbooks and statistical sources; and indexes, abstracts, and bibliographies. The collection, both print and electronic, is a core collection of highly-used general and specialized sources of information.

## **SPECIAL COLLECTIONS**

### **Browse Collection**

The Browse Collection houses a small gathering of donated fiction and nonfiction monographs for the use of Eastern Virginia Medical School faculty, staff, and students. Awarded an All of Us grant from the National Library of Medicine, the Library purchased over 80 titles for the Browse and General Collection. Also, the Library receives the local newspaper for leisure reading.

### **Historical Collection**

The Historical Collection houses works which document the history of medicine. The collection is principally composed of the Anne E. Marr collection given by the Norfolk Academy of Medicine.

### **Lay Reference Collection**

With the past support of the Friends of the Eastern Virginia Medical School Library contemporary health-related materials are selectively acquired. This section contains materials that will educate the community and assist health care professionals in educating health consumers and patients in matters of health disease, and self-care.

## ACQUISITIONS

### Selection Criteria

The clinical, educational, research and public service programs of Eastern Virginia Medical School require the most current information. Resources which report new and revised information with high anticipated use receive preference.

The Library selects resources based on the following:

- course requirement
- subject
- depth of existing collection in that subject
- the number of copies based on the anticipated use
- scope and content
- price
- format
- off-site accessibility

Library staff relies upon established professional selection tools in their effort to build a relevant and timely collection. These tools include but are not limited to:

- reviews in scholarly journals or newspapers
- recommendations from students, staff, and faculty
- standard lists
- stock lists and approval lists from leading vendors
- interlibrary loan requests
- catalogs of professional associations
- publishers' announcements
- trials for electronic resources
- "turn away" statistics for electronic resources

### Serials

The Library has access to over 2000 print and over 75000 electronic titles in the health sciences. The subject scope of the Library's collections includes medicine, biomedical sciences, and health professions. The holdings are used as a resource by other libraries in the region and the nation. The decision to acquire any title carries with it a long-term commitment of both funds for the purchase or licensing and staff time for maintenance. Shelf space must also be committed when print serials enter the collection. Historically, serial subscription prices and the number of in-scope titles have increased beyond the Library's ability to fund all the titles that our users may need. The Library, therefore, adheres to a systematic and rigorous set of criteria for journal selection.

### **Serials Selection Criteria**

Preference is given to serials with subject coverage of sufficient breadth to be of use and interest to a department or an interdisciplinary program which cuts across departmental lines; journals of interest to programs limited to a small number of individuals or requests from individuals considered complementary to more comprehensive programs are potential additions to the collection. Interest demonstrated through interlibrary loan activity, turn away statistics, and recommendations from EVMS faculty, staff and students are influential in the selection process.

Research journals in the health sciences which report scholarly results from extensive scientific investigation and clinical research journals which report scholarly results based primarily on clinical experience are preferred. Clinical journals which report clinical information in case study format are usually given second priority in selection but may assume a higher priority in some health care disciplines.

English language serials indexed in MEDLINE/PubMed, PsycINFO, and CINAHL or any of our highly-used point of care resources are preferred.

The price of a serial subscription, whether high or low, should always be a secondary criterion. It should be considered in combination with the primary criteria and should rarely be the sole factor determining the appropriateness of a title for the Collection.

### **Serials Selection/Retention Limitations**

Budgetary limitations govern the extent to which the Library can meet the serial collection goals established by the Collection Development Policy. Due to the proliferation of new serials, subscription cost increases and the competitiveness for limited dollars, the Library has established an annual review cycle for all electronic serials. Held in the summer and conducted by the Technical Services Coordinator and the professional staff, the Library undergoes a review process of their current serials subscriptions and reviews purchase recommendations received from patrons.

### **Textbooks**

Textbooks, as required by faculty for coursework in the core health sciences, are collected and retained in the Reserve collection for that semester. Clinical handbooks, pocket reference texts, and text primarily designed as study guides or quick reference are acquired selectively. Electronic books are purchased primarily as collections with single titles purchased selectively.

### **Theses & Dissertations**

In general, the Library does not acquire theses and dissertations. The exceptions to this policy are theses and dissertations completed by students enrolled in the Eastern Virginia Medical School and cooperative programs. Provided through a consortium, the Library can access the Electronic Thesis and Dissertation database.

### **Historical Collection**

The Historical Collection houses works which document the history of medicine. The collection is principally composed of the Anne E. Marr collection given by the Norfolk Academy of Medicine.

The Library's goal is to retain historical materials which support Eastern Virginia Medical School's educational, public service and research interests. There is no academic degree or comprehensive research program in the history of the health sciences. The collection consists of donated items, principally from the Norfolk Academy of Medicine.

Meeting defined criteria the Library adds Gifts of rare and unique materials in most health sciences areas. The criteria are:

- relevance to actual needs of Eastern Virginia Medical School
- scope and content;
- depth of the existing collection
- quality of work

Additional factors assuming greater importance in making a selection include:

- price
- presence of other editions of the same work
- physical condition
- availability of a facsimile edition
- provenance
- local availability

The selection decision is usually made by applying all relevant criteria, and rarely will a single factor determine the final decision. The Library does not limit this collection by format.

### **Historical Collection Selection/Retention Limitations**

Budgetary limitations govern the extent to which the Library can meet the goals established by the Collection Development Policy. Due to the high cost and the smaller percentage of use of the Historical Collection, to add materials to the Collection the Library pursues joint funding efforts and accepts gifts. Those materials meeting the needs of Eastern Virginia Medical School's faculty, staff, and students are preferred. Contemporary publications on the History of Medicine are purchased for and housed in the General Collection.

The development and retention of the Historical Collection are dependent on the amount of space available to store materials. Items and formats which support user needs are a priority for retention and on-site storage. This collection as a whole is given high priority for storage in a secure area due to the low use and non-clinical (i.e., non-urgent) nature of historical materials.

## COLLECTION EVALUATION

Collection evaluation is a continual process that libraries must adhere to in order to maintain high quality, manageable collections. Collection maintenance, assessment, and weeding are all integral parts of the process known as Collection Evaluation.

### Collection Maintenance

- The circulation or other library staff or patrons using the collection report damaged/deteriorating items to the Technical Services Coordinator who decides whether to repair/retain the item or withdraw/reorder the item.
- Lost items are reported by the Technical Services Coordinator twice yearly. A determination is then made to replace the item or the delete the record.

### Collection Weeding

- The Collection is not historical in scope, so it is essential to review superseded editions frequently. The Library retains first editions of standard texts but withdraws editions older than the immediately superseded edition for space reasons. Periodic weeding efforts remove non-substantive or outdated materials showing no evidence of use within the past ten years.
- The majority of the print serials are bound and retained indefinitely. As the budget allows titles of significant value with unbound journals will be sent to the bindery. There are currently less than five titles received in print because electronic is neither available, or they are donations from the publisher.

### Reference Collection

Each section of the reference collection is reviewed and evaluated once a year by the Reference staff. In general, the Library retains only the current edition of items in the Reference Collection.

### Reserve Collection

In general, the Library retains only the current edition of items in the Reserve Collection.

## COLLECTION ASSESSMENT

### Interlibrary Loan Records

In addition to identifying specific titles, Interlibrary Loan records give valuable information concerning highly requested subject areas and who are requesting them. They help identify faculty advisors and for deciding what areas of the collection need a closer review.

### Statistics

Circulation and Interlibrary Loan statistics are valuable in determining the needs of patrons



and where to focus on the growth of the collection. Circulation statistics include internal and external circulation.

For electronic resources usage statistics are acquired from individual publishers and aggregators, and the Technical Services Coordinator calculates a cost per use. Turn away statistics are also used to determine if there are titles that should be collected.

## **RESOURCE SHARING**

Through interlibrary loan/resource sharing services the Library stretches monetary resources by avoiding unnecessary duplication of low-use items. Resource sharing ensures the Library meets all information needs for the user either through ownership of high-use/time-sensitive materials or by borrowing out-of-scope/low-use materials from other libraries. Interlibrary loan services share resources through local, state, and national agreements.

The Library is a member of the National Library of Medicine's National Network of Libraries of Medicine and participates in the Virtual Library of Virginia (VIVA). Through these affiliations, the Library obtains journal articles and monographs from lending institutions throughout the state and nation. In the fiscal year 2017-18, the Library filled 4729 requests from libraries for items held in its collections. In the same period, the Library borrowed 609 items for the faculty, students, and staff of Eastern Virginia Medical School.