General statement:

The goal of the collection development efforts at the Oliver Ocasek Regional Medical Information Center is to build a collection that supports the needs of the faculty, students and staff at NEOMED, as well as supporting the mission of the university.

Purchase decisions must be made within the budgetary constraints of the library.

Responsibilities:

The Collection Management Services Department oversees the selection, acquisition and cataloging of the materials made available to users. Other library staff provide input into collection decisions. Ultimate responsibility for the development and maintenance of the library’s collection rests with the Health Sciences Library Director, working with the Collection Management Services Librarian.

Collection Analysis:

Journal purchases are reviewed yearly, generally in the summer. Librarians select titles for possible removal from the subscription list by reviewing yearly usage statistics as well as cost per use figures and copyright charges for each title, and by asking for faculty input. During this process, low use or high expense per use materials are often dropped. Requests for new journals are analyzed at this time by examining the level of need of the resource (curriculum support, faculty research support, core material) as well as any library budgetary constraints. The holdings of other OhioLINK (a statewide university library consortium) institutions are considered in order to determine any interlibrary loan options and the copyright charges that may be incurred.

Generally, new materials (non-journals) are added after trials (for high cost materials) or added based on analysis of need and past use of similar materials. Standard collection development tools are used to review the existing collection and determine new purchases. These tools include Doody’s Core Titles in the Health Science, publisher lists of new titles, and tools suggested by the college accreditation bodies, the Liaison Committee on Medical Education (LCME) and the American Association of Colleges of Pharmacy (AACP).

OhioLINK impacts our analysis and decisions in the collection area. This library is an OhioLINK library and provides input (along with 88 other libraries in OhioLINK) regarding joint resource purchases. The Collection Management Services Librarian serves on the OhioLINK Cooperative Information Resources Management Committee that reviews and makes recommendations on new databases and publishers that the OhioLINK consortium should consider acquiring. Through the OhioLINK online catalog, NEOMED students, faculty, staff and associated hospital clientele have access to the statewide collection of 48 million books and other library materials: 12,000 electronic journals, 140 electronic research databases, and 55,000 electronic books.

Suggestions for new collection purchases from faculty, students and staff are considered and receive the same scrutiny as other purchases. Suggestions may be sent to Lisa Plymale, lma@neomed.edu.

Weeding

Weeding or removal of items from the collection is done periodically. Older items, generally 11 years or older, are either sent to the Northeastern Ohio Cooperative Regional Library Depository or withdrawn from the collection.

When new editions of materials held in reference, reserve or board review sections are received, the older items are moved to the general circulating collection.
Donations

Donors are asked to submit a list of items to facilitate the selection and processing of materials and for gift acknowledgement purposes. Donated items should receive approval from the Collection Development Librarian before being sent to the library. Although donations of books, journals, or audiovisuals to libraries are tax deductible, libraries, as the beneficiaries of these gifts, cannot make legal appraisals for income tax purposes. However, the library will send a gift acknowledgement letter.