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I. Introduction

University of Alabama at Birmingham

Mission
UAB is a research university and academic health center that discovers, teaches and applies knowledge for the intellectual, cultural, social and economic benefit of Birmingham, the state and beyond. http://main.uab.edu/show.asp?durki=66682

Vision

Goals and Objectives
Located at: http://main.uab.edu/show.asp?durki=66683

Lister Hill Library of the Health Sciences

Mission
To seamlessly connect the members of our communities to the world's recorded knowledge and wisdom so that they can discover new knowledge and make informed health decisions.

Vision
The Lister Hill Library is a recognized leader in developing fun, astonishing and innovative services that enable people to seamlessly link to the recorded knowledge that they need for the creation of a healthier world.

Values
• Service to the Global Community and to Ourselves
• Customer-focused, people-centered services that are dynamic, proactive, and go “Above & Beyond”
• Teamwork & Partnerships
• Professional Growth
• Excellence in all things
• Innovative Leadership
• Respect, Integrity and Diversity

Goals
1. LHL develops systems and services that select, preserve and organize that subset of the world’s recorded knowledge that are of primary interest and relevance to the communities that we serve.
2. LHL faculty actively participate in scholarship and knowledge discovery and share the results of their investigations with the larger scholarly community.
3. LHL creates branded, integrated, point-of-need, collaborative user-oriented environments designed to link the members of our communities with the recorded knowledge resources that they need.
Purpose of the manual

The Lister Hill Library collection development manual provides a framework of best practices and principles to ensure that the collection maintains its integrity to uphold the institution’s mission. Its purposes are to:

- Act as a reference for library staff in identifying materials (electronic and print; either purchased or free) that appropriately belongs in the collection;
- Promote consistency in collection development decision making for the growth and management of the Library's collections;
- Define the parameters within the collection on how decisions are made;
- Provide documentation to accrediting agencies that the library upholds rigorous collection standards. In addition to describing the responsibility of the collection to the university’s administration, the Network of Alabama Academic Libraries (NAAL), the National Network/Libraries of Medicine (NNLM), Consortium of Southern Biomedical Libraries (CONBLS), Southeastern Library Network (SOLINET), the faculty, staff and students of the University of Alabama at Birmingham; and community partners.

List of Institutional Programs

Located in Facts & Figures, “UAB Program Accreditation”
http://www.iss.uab.edu/facts&figures.pdf

UAB also supports a number of specialized Centers. These Centers cover the gamut of research, especially multidisciplinary research. Centers are entities that are approved by the Board of Trustees. The list of Centers (http://main.uab.edu/show.asp?durki=11373) is maintained by the Office of Planning and Analysis.

Description of User Groups

For collection development purposes, these are the customer groups that the Library supports: The Library's primary support includes the faculty, staff and students of the UAB Schools of Medicine, Dentistry, Nursing, Optometry, Public Health, Health Professions and Joint Departments, and the UAB Health System. Given the Library’s state, regional, national and global responsibilities, consideration is given to the following groups:

- Other UAB schools; i.e., psychology, engineering, education, etc.
- Alabama Health Professionals
- Other groups referenced in the section “Relationships with Other Libraries”
- Members of the general public
e. Members of UAB education and health partnerships, including regional and global programs.

A Brief Look at UAB and Its History

The University of Alabama at Birmingham is the only public four-year institution of higher learning in the Birmingham metropolitan area. UAB is one of three schools within the University of Alabama System, with sister institutions located in Tuscaloosa and Huntsville. The university is comprised of 12 academic schools (Arts & Humanities, Business, Dentistry, Education, Engineering, Health Professions, Medicine, Natural Sciences & Mathematics, Nursing, Optometry, Public Health, and Social & Behavioral Sciences), a graduate school, and two academic libraries (Mervyn Sterne and Lister Hill). The UAB Health System, a self-governing entity controlled by the university and the system board, manages health care activities at the medical center and throughout the central Alabama region. UAB has a student enrollment of over 16,000 students and with more than 18,000 faculty and staff is the state’s largest non-governmental employer.

Officially, UAB became an independent school in 1969. In a press conference held in Montgomery on June 16, 1969, Governor Albert P. Brewer announced that a three-campus University of Alabama System was being established with independent schools in Tuscaloosa, Huntsville, and Birmingham. The 1969 date, however, does not accurately reflect the history of the institution or all of its components.

In 1936 the University of Alabama began offering night and weekend classes in Birmingham through the university’s extension division. In 1944 the city was selected as the site of the newly re-established four-year medical school (its own origin being traced back to its foundation in Mobile in 1859). The following year, the new Birmingham-based medical center was established within the existing Jefferson and Hillman hospitals; the entire “campus” at the time was the four blocks containing and adjacent to the two hospitals. In 1954 the University moved its extension programs from downtown to the city’s Southside in order to be adjacent to the growing medical center.

During this entire period and up until the announcement by Governor Brewer, all activities in Birmingham were considered the activities of a branch of the main campus in Tuscaloosa. Those students who completed degrees during this period graduated from the University of Alabama. In 1966, however, President Frank A. Rose designated all university operations in Birmingham as the “University of Alabama in Birmingham,” a degree-granting branch of the main Tuscaloosa campus.

The process of autonomy continued over the next few years and was finalized with the governor’s announcement in June 1969. UAB held its first commencement ceremony as an institution within the University of Alabama System on June 7, 1970.

The growth of the University during the last half of the 20th century is truly remarkable. From a new medical school located on a four-block campus, UAB has grown into a comprehensive university occupying over 80 city blocks and offering full-life health care facilities and education in the health sciences and other fields at the baccalaureate, graduate, and professional levels.

Tim L. Pennycuff, University Archivist
December 2006

For a more in-depth summary of the history of UAB and its various components, see the chronology of UAB history found at http://www.uab.edu/historical/uabchron.html.

Cooperative Agreements
The Lister Hill Library supplements its collection by utilizing the resources of many other libraries through cooperative agreements. Following are institutions and consortia that impact the collection of the Library:

**Alabama Public Library Service (APLS)**
The APLS mission is to promote and support equitable access to library and information resources and services to enable all Alabamians to satisfy their educational, working, cultural, and leisure-time interests. These resources and services will be provided through APLS's statewide programs and through direct grants and assistance to libraries and library systems to meet users needs. [http://www.apls.state.al.us/](http://www.apls.state.al.us/)

**Consortium of Southern Biomedical Libraries, Inc. (CONBLS)**
As a member, the LHL participates in activities that include reciprocal interlibrary loan activity, cooperative purchasing and licensing of electronic resources and supporting mutual interests in health sciences librarianship. [http://www.uab.edu/conbls](http://www.uab.edu/conbls)

**Health InfoNet of Alabama / Go Local**
Health InfoNet of Alabama is a free, statewide consumer health information service of the Alabama public and medical libraries. [http://www.uab.edu/lister/golocal](http://www.uab.edu/lister/golocal)

**The National Network of Libraries of Medicine (NN/LM)**
LHL is a Resource Library of the Southeastern/Atlantic Region of the NN/LM and participates in DOCLINE, an automated interlibrary loan request routing and referral system for resource sharing. As a Resource Library, the LHL is responsible for providing resources to health practitioners in the State without library access. [http://nnlm.gov](http://nnlm.gov)

**The Network of Alabama Academic Libraries (NAAL)**
NAAL's purpose is to coordinate a statewide program to strengthen and share library resources supporting graduate education and research. [http://www.ache.state.al.us/NAAL](http://www.ache.state.al.us/NAAL)

**Relationships with other libraries**

**Mervyn H. Sterne Library:** Cooperative collection growth includes joint purchases of electronic resources, development of an institutional repository for dissertations and thesis, and a task force on scholarly communication.

**The Kirklin Clinic Patient Resource Library:** Staffed partly by LHL librarians, the library provides a variety of resources in consumer health, including Internet access, medical booklets, reference texts and audio-visual material.

**The Reynolds Historical Library, the Alabama Museum of the Health Sciences and the UAB Archives together comprise the UAB Historical Collections. The Reynolds Historical Library represents a nationally respected collection of rare and important books, manuscripts, and artifacts in the medical sciences. The Reynolds collection, originally formed by Dr. Lawrence Reynolds (1889-1961), ranks among the top collections of its type in the United States. The collection development policy for the UAB Historical Collections may be accessed at: S:\HISTCOLL\HC Policies.**

**Children's Hospital Library:** Relationships are maintained on a cooperative basis to support UAB faculty and staff who are affiliated with these institutions.

**Lister Hill Library** provides support to several departmental medical libraries at UAB ranging from small collections to larger ones staffed with librarians, i.e., Southern
Review Cycle for the Policy

This document is continually evolving and changes will be made as needed to reflect current practices and policies. The Collection Development Manual will be completely reviewed every five years by members of the Collection Development Committee in order to ensure that the document is timely and sets forth policies that meet the needs of the University community.
II. Definitions & Responsibilities

Responsibilities for Collection Development:

Approval Plan Profile Administration
Associate Director for Content Management (primary)
Acquisitions Librarian (secondary)

Approval Plan Review
Associate Director for Content Management (primary)
Acquisitions Librarian (secondary)

Archives
University Archivist

Consumer Health Collection
Community Services Librarian (primary)
Associate Director for Content Management (secondary)

Gifts
Acquisitions Librarian (primary)
Acquisitions Library Assistant (responsible for gift acknowledgments)

Government Documents
Associate Director for Content Management (primary)
Acquisitions Librarian (secondary)
Community Services Librarian

History of Medicine Collection (in LHL circulation collection)
Associate Director for Historical Collections (primary)
Associate Director for Content Management (secondary)

Indexes and Abstracts (electronic & print), aggregated full text databases, & link resolvers
Associate Director for Content Management (primary)
Acquisitions Librarian
Library Liaisons
Serials Librarian (secondary)

Journals; Electronic, Print and Back Files
Associate Director for Content Management (primary)
Library Liaisons
Serials Librarian (secondary)

Licensing/Electronic Resources Management
Associate Director for Content Management (primary)
Acquisitions Librarian
Serials Librarian (ERMS primary)
Serials Library Assistant
Lister Hill Library at UAB University Hospital
Clinical Services Librarian

Monographs: Direct Orders & Standing Orders
Associate Director for Content Management (primary)
Acquisitions Librarian (secondary)

Multimedia
Associate Director for Content Management (primary)
Acquisitions Librarian
Electronic Resources Cataloger

Reference Collection
Associate Director for Content Management (primary)
Acquisitions Librarian
Library Liaisons (secondary)

Reserve Collection; Electronic or Print
Library Assistant, Reserve Manager (primary)
Electronic Resources Cataloger
Associate Director for Content Management (when consultation is requested)

Reynolds Historical Library
Associate Director for Historical Collections (primary)

Site-wide Licensed Software
The UAB Site License Advisory Committee (SLAC) meets quarterly to evaluate and recommend software titles for possible site licensing by the university. (Non-library software).
http://www.uab.edu/it/software/slac.html

Collection Development Committee

Members:
Associate Director for Collection Management, Chair
Acquisitions Librarian
Assistant Director for Reference Services
Assistant Director for Access and Document Delivery Services
Associate Director for Historical Collections
Associate Director for Public Services Cataloger
Clinical Services Librarian
Community Services Librarian
Deputy Director
Director
Electronic Resources Cataloger
Serials Librarian

Scope of Responsibilities
1. Review and adjust the collection development manual.
2. Ensure compliance with the collection development policy.
3. Address challenges to the collection - e.g. objections to controversial or objectionable materials.

**Collecting Levels & Subjects**

The following levels define the scope and strength of collections in specific subject areas.

**Out of Scope**
The library does not collect in this area.

**Basic Information Level**
A highly selective collection which serves to introduce and define the subject.

**Instructional Support Level**
A selective collection which is adequate to support undergraduate and most graduate instruction, or sustained independent study within a curriculum.

**Research Level**
A collection which contains the major published source materials required for dissertations and independent research, including specialized reference tools.

**LC/NLM Class Subject Description**
- A General Works Dictionaries and Other General Reference Works *Basic*
- BF 1-190 Psychology *Basic*
- E History: America Civil War. Confederate States *(as it pertains to medicine)*
- GN Anthropology *Out of Scope*
- H Social Sciences General
  - HA Statistics *Basic*
  - HB Economic Theory *Out of Scope*
  - HD 4801-8942 Labor *Out of Scope*
  - HF 5001-5780 Business *Out of Scope*
  - HM Sociology *Out of Scope*
  - HQ Family. Marriage. Women. Sexual Life *Basic*
  - HV Social Pathology. Welfare. Criminology *Basic*
- KF Law (U.S.) Federal Law *Basic*
- L Education *Basic*
- Q Science General *Basic*
  - QA Mathematics. Computer Science *Basic*
  - QC Physics *Out of Scope*
  - QD 1-65 Chemistry: General *Out of Scope*
    - QD 71-142 Analytical Chemistry
    - QD 146-197 Inorganic Chemistry
    - QD 241-441 Organic Chemistry
    - QD 450-801 Physical and Theoretical Chemistry
    - QD 901-999 Crystallography
  - QH 1-199 Natural History *Out of Scope*
    - QH 201-278 Microscopy *Instructional*
    - QH 301-705 Biology *Basic*
  - QL 1-355 Zoology: General *Basic*
    - QL 360-739 Invertebrates *Out of Scope*
    - QL 750-991 Animal Behavior *Basic*
- QS Human Anatomy *Research*
QS 1-132 Anatomy
QS 504-532.5 Histology
QS 604-681 Embryology

QT Physiology Research
QT 1-37.5 General
QT 104-172 Human Physiology
QT 180-275 Physiology and Hygiene

QU 1-220 Biochemistry Research

QV Pharmacology Research
QV 1-370 General
QV 600-667 Toxicology
QV 701-835 Pharmacy and Pharmaceutics

QW Microbiology and Immunology Research
QW 1-300 Microbiology
QW 501-949 Immunology

QX 1-675 Parasitology Research

QY Clinical Pathology Research
QY 1-350 General
QY 400-490 Blood

QZ 1-380 Pathology Research

SF Animal Culture Veterinary Medicine Instructional Basic

T Technology Basic

U Military Medicine Basic

V Naval Science Out of Scope

W Health Professions Research
W 1-96 General
W 100-275 Medical, Dental, and Pharmaceutical Service Plans
W 322-323 Other Medical Services
W 601-925 Forensic Medicine and Dentistry

WA Public Health Research
WA 1-106 General
WA 108-245 Preventive Medicine
WA 250-292 Prevention of Accident and of Injury
WA 300-395 Health Problems of Special Population Groups
WA 400-495 Occupational Medicine, Health and Hygiene
WA 525-590 Health Administration and Organization
WA 670-847 Sanitation and Environmental Control
WA 900-950 Statistics and Surveys

WB Practice of Medicine Research
WB 1-130 General
WB 141-293 General Diagnosis
WB 300-962 Therapeutics

WC 1-950 Communicable Diseases Research

WD 1-175 Nutrition Disorders Research
WD 200-226 Metabolic Diseases Research
WD 300-375 Immunologic and Collagen Diseases. Research
WD 400-430 Animal Poisons Instructional
WD 500-530 Plant Poisons Instructional
WD 600-670 Diseases and Injuries Caused By Physical Agents Research
WD 700-758 Aviation and Space Medicine Instructional

WE Musculoskeletal System Research
WE 1-190 General
WE 200-600 By Tissue
WE 700-890 By Region

WF Respiratory System Research
WF 1-900 General
WF 970-985 Thorax and Thoracic Surgery

WG Cardiovascular System Research
WG 1-170 General
WG 200-460 Heart
WG 500-700 Blood Vessels

WH 1-700 Hemic and Lymphatic Systems Research

WI Digestive System Research
WI 1-250 General
WI 300-387 Stomach
WI 400-575 Intestines
WI 600-650 Anus and Rectum
WI 700-770 Liver and Biliary Tract
WI 800-830 Pancreas
WI 900-970 Abdomen and Abdominal Surgery

WJ Urogenital System Research
WJ 1-190 General
WJ 300-378 Kidney
WJ 400 Ureter
WJ 500-504 Bladder
WJ 600 Urethra
WJ 700-875 Male Genitalia

WK Endocrine System Research
WK 1-190 General
WK 200-280 Thyroid Gland
WK 300 Parathyroid Glands
WK 350 Pineal Body
WK 400 Thymus Gland
WK 500-590 Pituitary Gland
WK 700-790 Adrenal Glands
WK 800-885 Islets of Langerhans
WK 900-920 Gonads

WL Nervous System Research
WL 1-203 General
WL 300-405 Central Nervous System
WL 500-544 Peripheral Nerves
WL 600-610 Autonomic Nervous System
WL 700-710 Sense Organs

WM 1-611 Psychiatry Research

WN Radiology. Diagnostic Imaging Research
WN 1-160 General
WN 180-240 Diagnostic Imaging. Radiography
WN 250-250.5 Radiotherapy
WN 300-340 Radium
WN 415-665 Radioactivity (excluding roentgen rays and radium)

WO Surgery Research
WO 1-75 General
WO 100-149 General Surgery
WO 162-198 Surgical Procedure and Armamentarium
WO 200-460 Anesthesia
WO 500-517 Operative Surgery and Surgical Techniques
WO 600-640 Plastic Surgery
WO 660-690 Transplantation
WO 700-820 Traumatic, Industrial, and Emergency Surgery
WO 925-950 Surgery in Special Age Groups
WP Gynecology Research
WP 1-390 General
WP 400-480 Uterus and Cervix Uteri
WP 505-660 Physiology and Functional Disorders
WP 800-910 Breast

WQ Obstetrics Research
WQ 1-175 General
WQ 200-260 Pregnancy
WQ 300-330 Labor
WQ 400-450 Obstetrical Surgery
WQ 500-505 Puerperium

WR Dermatology Research
WR 1-105 General
WR 140-660 Skin Diseases

WS Pediatrics Research
WS 1-141 General
WS 200-205 Diseases of Children
WS 260-368 By System
WS 405-463 By Age Group

WT Geriatrics. Chronic Disease Research
WT 1-39 General
WT 100-166 Geriatrics
WT 500 Chronic Disease

WU Dentistry. Oral Surgery Research
WU 1-290 General
WU 300-360 Operative Dentistry
WU 400-440 Orthodontics
WU 460-490 Special Groups
WU 500-530 Prosthodontics
WU 600-640 Oral Surgery

WV Otolaryngology Research
WV 1-190 General
WV 200-290 Ear
WV 300-358 Nose and Paranasal Sinuses
WV 400-440 Pharyngeal Region
WV 500-540 Larynx

WW Optometry Research
WW 1-100 General
WW 101-170 Eye
WW 202-290 Parts of the Eye
WW 300-320 Refraction and Errors of Refraction
WW 350-358 Corrective Devices
WW 400-460 Neuromuscular Mechanism
WW 475-480 Problems Associated with Eye Diseases
WW 505-525 Occupational and Traumatic Ophthalmology
WW 600-620 Age Groups
WW 704-722 Optometry

WX Hospitals and Other Health Facilities Research
WX 1-147 General
WX 150-190 Hospital Administration
WX 200-225 Clinical Departments

WY Nursing Research
WY 1-100.5 General
WY 101-145 Special Fields in Nursing
WY 150-164 Nursing Techniques in Special Fields of Medicine
WY 191-200  Other Nursing Services
WY 300   By Country

WZ History of Medicine  Research
WZ 1-40   General
WZ 51-80.5  History, By Period, Locality, Etc.
WZ 100-150  Biography
WZ 220-225  Manuscripts
WZ 230-260  Early Printed Books
WZ 270   Americana
WZ 290-294  Modern Editions and Criticism of Early Works
WZ 305-350  Miscellany Relating to Medicine

Z Bibliography and Library Science
Z 116-549  Printing and Publishing  Out of Scope
Z 551-659  Copyright and Intellectual Property  Basic
Z 662-1000  Libraries and Library Science  Basic
Z 1001-1946  Bibliography: General  Basic
Z 5051-7999  Bibliography: Subject  Basic
Z 8001-8999  Bibliography: Personal  Basic
III. Selection Criteria

Selection criteria are the factors taken into account in determining whether or not to add materials to the collection. The selection process should be a weighing of these factors to make a decision. The following guideline applies to the majority of purchases:

Need
Relevance to the actual need of the research, clinical, and educational programs of UAB. The schools, departments, centers, etc. which comprise the library's primary and secondary user groups are listed in Description of User Groups. Main measures of need are purchase recommendations from users and requests through the Library Liaison program.

Scope and Content of the Item
Preference will be given to materials that are directly integrated into the curriculum, or for research discovery and clinical practice.

Quality
There are two quality types - content and technical - both of which are subjective.

1. Content - content quality can best be determined by weighing several factor collectively; those factors include sponsorship, comprehensiveness, the degree of scholarship, its lasting value, relevance, the reputation of the authors, publisher, the contributors, the editorial board, the producers, the authority of the information presented; and the impact of the title in the discipline, especially important for journals. Also of increasing importance in the selection of journals is evidence of peer review.

2. Technical - technical quality reflects the type and amount of illustration, bibliographies, clarity of images, and the type of binding and paper. In the case of audiovisuais, factors include cinematography and production details, sound quality, and quality of video or audiotape. Acid-free paper and preservability of the physical and digital pieces are of growing importance in the selection process.

Depth of the Existing Collection
It will rarely be necessary for the Library to acquire all the titles published on a particular subject. Existing strengths of the collection should be considered, as should overlaps in collection responsibilities and collections with Mervyn Sterne Library. The LHL will cooperate with Sterne Library to minimize duplication of titles held within the UAB Libraries. Further, other items on the subject already in the collection should be assessed to determine if they could meet the need. Availability of a title through extramural formal and informal networks or arrangements, e.g., NAAL, CONBLS, etc. Cooperation allows the Library to minimize purchase of titles for which low demand may exist.

Currency, Timeliness, Uniqueness
Research, clinical practice, and continuing medical education in the health sciences require the most up-to-date information. Such information changes rapidly. Preference is given to items that report new or revised information in a timely fashion or present information from a different perspective than that
which already exists in the collection. In general, the library does not purchase monographs with an imprint older than three years of the current year.

Bibliographic Accessibility
This criterion applies primarily to journal literature and is included because that literature is considered primary in health sciences libraries. The decision to include a journal in an indexing source increases access to its contents and also the level of its use in the library. Because the LHL includes in its collection a large number of primary indexes and offers search access to several on-line databases, bibliographic accessibility is a primary criterion in selection and retention of journal titles. Preference is given to English language journals indexed in: PubMed, CINAHL, and Web of Science.

Inclusion of a Title in a Recommended List or Journal Index
Sponsorship of the item has already been noted under quality, but if the item is also on a recommended list or in a list from a health-related association for accreditation, or if it appears on a list that has been systematically compiled, an item may have greater appeal. Published and located in the professional literature, core biomedical selection lists are authoritative, nationally recognized selection tools. The LHL will consider purchase of books and journals listed that have corresponding programs at UAB. The lists and their updates will also be used as a benchmark to measure the accuracy and currency of our approval plan vendor.

Audience Level
Items selected will be prepared for the undergraduate, graduate, and professional audience.

Price
Price is the assigned monetary value of a good, service or asset. The cost to acquire content is taken into consideration and can be a deciding factor to determine if the material is deemed of value to the collection. Value of the content is how much a product or service will benefit and be used by the UAB community.

Language
The Library will acquire only materials that are solely published in English. Preference will be given to monographs published in the United States or North America and international publications with a substantial American authorship. Journals in English from other countries and may be collected if they are utilized by the UAB community.
IV. Formats


Special emphasis of particular formats and literature types are noted below:

**Academic Dissertations** (Electronic format)
A copy of a UAB dissertation or thesis from a health-related schools and departments are obtained electronically from the Graduate School Office. Those from outside of UAB are rarely collected. Users needing a non-UAB one are referred to the library's Document Delivery (borrow) or UMI (purchase).

**Alumni and Student Publications**
Bulletins of alumni and student associations of UAB professional schools will be collected and housed in the UAB Archives.

**Annual Reports**
Annual reports of the following types or organizations will be collected:
1. Annual reports of UAB and UAB health related schools
2. Selected State and local governmental health agencies (e.g., Alabama city and county departments of health, DHHS agencies, etc.)
3. Annual reports from agencies, foundations, corporations, etc. received free of charge and only if they have substantive content and are relevant to the interests of UAB's biomedical community

**Atlases**
General geographic and road atlases are collected at a minimal reference level. Demographic or other atlases may be collected based on subject content.

**Audiovisual Materials**
Audiovisual materials are generally more expensive than books and require hardware for operation. Priority will be given to those materials requested for a classroom setting.

**Bibliographic Works**
1. Subject bibliographies that are derived from major indexing services will not be collected
2. Other subject bibliographies will be collected selectively
3. Those bibliographies that are simply a list of publications of an individual, faculty member, or a health-related institution will not be collected

**Biographical Works**
Biographical works of health professionals will be collected very selectively, and only if they have a significant influence in the health sciences.

**Catalogs**
1. Individually issued catalogs of drugs will not be collected; this information is available in the PDR or in equivalent publications, which will be collected
2. Product catalogs will not collected since they are available on the Internet
3. Publisher and AV producer catalogs are not part of the general collection but are available for Collection Development purposes
4. Catalogs from UAB health-related schools and UA are placed in the journal collection.

Collected Works
Collected works are not collected for the general collection; however, those of major medical and health sciences figures may be collected by Historical Collections.

Conference Proceedings
1. Publications containing only a list of the participants or only programs without abstracts will not be collected.
2. Publications containing abstracts will be collected selectively, provided that the published proceedings are not already in the library's collection or available on the Internet.
3. Published proceedings will be collected selectively, if published within one year of the conference, or published later with significant revisions.

Consumer Health
This material designed for direct use by consumers, as well as those intended to be used by health professionals to educate patients.

Continuing Education
Continuing education materials provide evidence of the content, instructional techniques and educational philosophies found in formal education for the health professions. These materials typically contain information collected from other sources and reorganized into forms suitable for instructional purposes. LHL collects very selectively.

Dictionaries and Encyclopedias
The newest edition of the major medical dictionaries and encyclopedias are collected and the older titles are kept. When possible, these materials are added purchased in electronic format. General English dictionaries are also purchased. Foreign-English language dictionaries are purchased as needed. General encyclopedias and biomedical encyclopedic texts will be selectively obtained and housed in the reference collection. Older general encyclopedias will be removed from the collection; however older biomedical encyclopedic texts will be retained and moved to the circulating collection. The library adds these materials very selectively.

Directories of Members
Membership directories generally will not be collected below the national level, with the exception of the Alabama and Southeastern area. Foreign directories will be collected selectively at the national level.

Digital Images
Images digitize from primary sources in the health sciences.

Directories
Directories of organizations will not be collected below the national level, with the exception of the Alabama and Southeastern area. Foreign directories will be collected selectively at the national level.

Electronic Resources
Works that have been digitized and made accessible through electronic devices. This category includes an ever-growing array of electronic journals, monographs, reports, articles, databases, digital collections, still and moving images, sound, and interactive resources.
Examination Review Guides
Examination review guides which are produced for board certification or license examinations appropriate to the scope of the students and programs at UAB will be collected only in English and only if the major medical publishers or professional organizations publish them. Preference is given to electronic formats. Examination books published to accompany specific textbooks are not collected.

Fact Sheets
Fact sheets issued for general public information purposes will not be added to the collection; occasionally such materials are of temporary use for the reserve desk.

Government Publications
Government publications will be collected selectively.

Handbooks and Manuals
Handbooks will be collected selectively.

Journals
Selectively collects clinical, research and other practice journals in the health sciences.

Laboratory Manuals
Laboratory manuals in the core subjects that are designed for use by health care personnel will be collected if procedural details and techniques are explained. Workbooks that provide space to answer questions about experiments will not be collected.

Loose-leaf Publications
Loose-leaf publications are defined as those publications which are updated by replacement pages which must be interfiled in the basic work. Loose-leaf publications generally will not be collected and if so, only in core biomedical subjects when comparable works in other formats are not available. If collected, they are part of the reference collection.

Manuscripts
Manuscripts are not actively collected. Historical Collections may include manuscripts or may receive them as gifts.

Microforms
Publications in this format are not collected.

Monographs
Published monographic works that contain original thought or research are selectively collected.

Newsletters and Newspapers
A newsletter is a printed sheet, pamphlet, or small newspaper containing news or information of current interest to, or bearing upon the interests of, a special group. These materials will be collected selectively only in the comprehensive subject areas.
1. Health-related newsletters written for the general public.
2. Newsletters of state and local organizations.
3. Alumni association newsletters.
4. Employee newsletters of health-related institutions (excepted are newsletters published by institutions in the UAB Medical Center, which may be collected by UAB Archives.)

5. Newspapers will not be collected.

Pamphlets
Pamphlets are short, unbound, printed works which generally deal with subjects of current interest.

Pharmacopoeias and Formularies
Pharmacopoeias and formularies are authoritative treatises on drug standards and preparation. They may contain descriptions of pharmaceutical products, tests for determining their identity or purity, preparation formulas, or dispensing and dosage information. These works provide an historical record of pharmacy practice, drug use, and drug availability. These materials are collected selectively and which are widely used or which present unique information. Collecting emphasis is on a national level.

Prints and Photographs
There is no active program to obtain prints and photographs, though many are housed in Historical Collections.

Reprints and Facsimiles
Reprinted materials will be collected as follows:

Reprint will be collected if the library lacks the original, or if the original edition is too rare, too fragile, or too valuable to lend; if an added copy of the work is needed; or if the reprint contain significant introductory material or additional textual material which is lacking in the original edition.

Standards and Guidelines
Official United States national standards for devices and products used in health care delivery or in biomedical research will be collected selectively. Publications which identify standard levels of safety for products or conditions which affect human health will be collected selectively. The electronic format is preferred.

Statistical Works
United States federal, Alabama and local government health, vital, and/or population statistics will be collected. Non-U.S. (Government) health, vital, and/or population statistics may be collected. Statistical series which contain substantial health, vital, and/or population statistics in addition to other statistics may be collected; however, if such series are published in sections, only the sections which contain health, vital, and/or population statistics will be collected. The electronic format is preferred - see Electronic Resources.

Textbooks
Textbooks intended for use in the professional education of health sciences personnel will be collected. For those medical center schools which offer undergraduate degrees in health sciences areas, the Library will collect textbooks to support those programs.

Translations
In-scope materials translated from a foreign language into English may be collected selectively.
V. **Electronic Resources**

**Introduction**

The Library is committed to advancing the mission and goals of the University and Health System by developing and maintaining a dynamic collection of electronic resources that meet the information, educational, research and patient care needs of the faculty, staff and students of UAB. The collection reflects the dynamic needs of the Library's customers and the rapidly changing nature of health information, education, biomedical research, and clinical services.

The Library's collection development policy addresses the selection, acquisition and retention of library materials and information resources. Those policies apply to all formats including electronic resources. When possible, the Library will give priority to the acquisition of electronic resources that offer significant added value such as uniqueness of information, ease of use, wider accessibility, timely updates and effectiveness.

The Library values its partnership with various consortia such as CONBLS, NAAL and SOLINET. Cooperative acquisitions and cost sharing arrangements should be pursued when feasible.

**Scope**

The term electronic resources as used in this policy refer to any source of information which can be accessed or used via electronic device or hardware. Electronic resources include, but are not limited to, those intended for addition to the Library's collection, for delivery of educational or research content, for inclusion on the Library's networks or computers, and for remote access by authorized Library customers. The following are examples of electronic resources but is not inclusive:

- Bibliographic databases
- DVD or multimedia *(purchased separately)*
- Electronic Books
- Electronic Journals
- Exam / Test Simulation
- Point of care
- Streaming video
- Subject databases
- Web sites

**Selection responsibility for fee-based resources**

The Associate Director for Content Management is the primary to recommend purchases and/or cancellations of electronic resources. The Library Liaisons are encouraged to forward purchase recommendations from faculty and students for consideration. Electronic resources that are recommended for purchase will be trialed first, with request for feedback from the UAB community. If feedback is positive and the content is needed to fulfill curricular activities, research discovery or clinical care, the resource will be added. However, acquiring new electronic resources requires a long-term fiscal commitment by LHL. The amount of money the library spends on electronic resources is limited by its annual budget. Requests are accepted on a continuous basis and prioritized, but resources can only be ordered as funds become available.
Selection responsibility of freely available resources

If an electronic resource is freely available, the Associate Director for Content Management is the primary to consider if the content improves or enhances the existing collection. If so, it is added. Freely available resources are evaluated by the same rigorous criteria as purchased resources.

Selection Criteria

The criteria used to select electronic resources are the same as for the selection of print. The resource must contribute to the Library's mission of providing support for instruction, research and patient care for its primary clientele and have a demonstrated demand; contain accurate information; and be within the Library's budget. The following are considered when evaluating electronic resources for the collection:

1. The cost of the subscription and the number of potential users.
2. Content producer's reputation.
3. Is connectivity reliable?
4. Intuitive search interface.
5. Search functionalities.
6. Is the data current? How often is it updated?
7. Does the electronic resource include full text? Can it link out to full text content?
8. Will the Library have access to content if the subscription is cancelled or publication ceases?
9. Does the product offer ease of output to printers or user's files?
10. Is remote access permitted?
11. Negotiable licensing terms?
12. Does the publisher/vendor deposit content into a digital preservation program?
13. Usage statistics available from the publisher/vendor

Once a decision is made to add the electronic resource to the collection, its usage is monitored annually by the Associate Director for Content Management. If the electronic resource has low or no usage, it is considered for cancellation.

Licensing

The Associate Director for Content Management is responsible for finalizing all license agreements after appropriate legal review by the University's Office of Legal Counsel. The license agreement is signed by the University's Provost.

Accessing the collection

The Library's Web site and OPAC shall serve as gateways to access the electronic collections. Remote access is limited to faculty, staff and registered students, or anyone recognized by the university as an affiliate of the institution. In-library use is available to anyone who walks into the Library.

De-Selection criteria
The Electronic Resources Cataloger, along with the Associate Director for Content Management, is responsible for de-selecting material from the collection in which the format or content is deemed obsolete or no longer available.

The factors below are among those considered for electronic resources:

1. The resource is no longer meets the selection criteria.
2. Hardware or software to view the electronic resource is obsolete.
3. Content on electronic resource has expired, i.e. continuing education
4. Licensed content on electronic resource has expired.

Criteria for digital preservation

Digital preservation is defined as: long-term, error-free storage of digital information, with means for retrieval and interpretation, for entire time span that the information is preserved. The Library participates in LOCKSS (Lots Of Copies Keep Stuff Safe) an open source system allowing libraries to collect, preserve and provide their readers with access to material published on the Web. The LOCKSS system allows a library, with permission from the publisher, to collect, preserve and disseminate to its authorized users its own copy of material to which it has subscribed, and open access material. Each library's system collects its copy using a specialized web crawler that verifies that the publisher has granted suitable permission. Libraries which have collected the same material cooperate in a peer network to ensure its preservation.
VI. Other Policies
Procedural statements on the following:

Gift Policy

The Lister Hill Library of the Health Sciences appreciates the interest that prospective donors show in the Library. The library will gladly consider accepting donations of books, journals and audiovisual materials. This policy is presented as a guide to donors to acquaint them with the Library's policies and procedures when making disposition of items given to Lister Hill Library.

Prior to receiving the material, the prospective donor is asked to provide a written list of materials they wish to donate. This list may be sent via regular mail, hand-delivered, FAX or through an E-mail. The library staff will check the items against the Library's catalog to determine which items will be requested for the collection. If the donor is unable to create a list, upon request, the library can create a list. Gifts commonly received include monographs and textbooks, bound journal volumes and unbound journal issues, and audiovisuals. The donor is then responsible for transporting all donated material to the library.

The Library will formalize the receipt of the gift(s) with a Gift Acknowledgment Letter and a Gift Acknowledgment Form. This form specifies the number and type of material received and may also include information about the exact titles given.

IRS regulations prohibit the library staff from assigning a value to the gifts received.

Donors with substantial collections who wish to place restrictions on the housing or use of their gift should write a letter to the Library Director specifying the terms of the gift. Institutional constraints when compared to the restrictions of the potential donor determine whether such gifts can be accepted.

Gifts are used as replacement copies for monographs, serials and non-print formats where appropriate but cannot be relied upon as a dependable source.

Multiple Copies

Multiple print copies of monographs will be purchased sparingly.

Journals

The Library acquires two copies of a journal title under the following conditions:

The second copy will be housed in the LHL@WP hospital library; or
The title has a history of theft and mutilation, and there is no electronic access to an online archive.

Replacements

Monographs
Monographs are not automatically replaced. Requests to replace missing, lost or severely damaged monographs will be handled by the Associate Director for Content Management. The following are general guidelines.

Identify by:
1. Looking at Horizon reports of long overdue or lost items.
2. Purchase recommendation from patron

Replacement criteria:
1. Is the book in heavy demand? Has it circulated more than five times?
2. Is the subject matter still in scope?
3. Is the book still in print? If so, is there a more recent edition? Monographs more than two (2) years old will be replaced selectively based upon the demand for them and their cost. The latest edition will be acquired.
4. Is the title a “classic” or is it needed to fill in the run of volumes?

Journals

The Associate Director for Content Management is notified of a missing print issue by LHL staff. If the missing print issue has an electronic counterpart for which the library has archival rights the electronic copy will serve as the replacement. If an electronic copy is not available, the library will acquire from an exchange list, or order directly from the publisher or back issue vendor. The Library uses exchange services whenever possible, then the publisher or a back issue vendor to prevent gaps in the Library’s holdings.

Non-print format (multi-media) or accompanying materials

Non-print formats or accompanying materials are not automatically replaced. Requests to replace missing, lost or severely damaged items will be handled by the Associate Director for Content Management. The following are general guidelines.

Identify by:
1. Looking at Horizon reports of long overdue or lost items.
2. Purchase recommendation from patron

Replacement criteria:
1. Is the non-print format in heavy demand? Has it been requested by a patron to be replaced?
2. Does the accompanying material provide substantive value to the attached work? If so, does the lack of the accompanying material render the attached work unusable?
3. Is the subject matter still in scope?
4. Is the title or accompanying material still available? If so, is there a more recent edition? Non-print items more than two (2) years old will be replaced selectively based upon demand for and cost.
5. Does the library own equipment to view the format? If the format’s medium is obsolete, the material will not be replaced.
6. Is the title needed to fill in the sequence run of a series?
As a resource library in the National Network of Libraries of Medicine, the largest health sciences library in the state, the library responsible for the state archives of medical and health material and a library with a well-developed history of medicine collection, the Library has a responsibility to maintain a broad collection of monograph and journal titles.

Monographs
For the most part, monographs are retained indefinitely.

Journals
For the most part, serial titles are retained indefinitely. Cancellation of a current serial subscription is undertaken only after much thought and after input from the Library staff and UAB faculty.

Reference Collection
1. Some titles may be weeded if they are more than ten (10) years old and if more current material has been added;
2. The major abstracts and indexing titles, and major bibliographies are retained indefinitely;
3. Some titles which are serial in nature and which have material which is updated and/or superseded are treated in one of two ways:
   a. Later edition in Reference - older materials are sent to the monograph collection
   b. Library keeps Latest Edition Only - titles whose content is totally superseded by that of the new edition are withdrawn upon receipt and processing of the newest edition.

Audiovisuals
1. Hardware to view material is obsolete.
2. Content has expired, i.e. continuing education.
3. New release of material is acquired.

Preservation

All library materials are preserved in accordance to best practices.
VII. Collections within LHL

Reference

Policy Statement

Reference collection resources (both print and electronic) are selected in accordance with the general collection development manual. Additional selection criteria specific to the reference collection include:

Currency of the content
Convenience for ready reference
Non-circulating status of print materials

Subject Scope of the Collection

Reference resources are selected for the collection as follows:

Major reference tools are provided in all areas of the health sciences including medicine, nursing, dentistry, optometry, public health, allied health and the basic medical sciences. Basic reference tools are provided in the closely related areas of biology, chemistry, general science, psychology, and pharmacy.

Some coverage is provided in subject areas which are not specifically biomedical, but contribute to the functioning of the Medical Center, such as education, social sciences, library science and statistics.

A small group of reference materials are provided to meet the general information needs of the library's users.

Weeding the Reference Collection

Weeding, the removal of an item from the active reference collection is to be done periodically. The purpose of weeding the reference collection is to keep the resources current and maintain ready access and accurate retrieval of the items. Weeding the collection is the responsibilities of the Assistant Director for Reference Services. Items which are weeded are either placed in the circulation collection, given to the general university library, withdrawn or discarded.

Some general guidelines for weeding the reference collection are as follows:

Frequency of use
Subject (is the subject still relevant?)
Uniqueness
Date (is the information still valid?)
Physical state of the item
Duplication of the contents in more recent works

Ready Reference Materials
Ready reference items are standard reference books, which are in high demand and used frequently by the library staff. They are placed on designated shelves near the information desk for quick and easy access.

Items added to or removed from the ready reference shelves will be determined by Assistant Director for Reference Services.

Ready reference materials will be evaluated annually by the Assistant Director for Reference Services.

**Reserve**

The Library offers both print and electronic reserve service for members of the UAB Community. Materials are usually placed on reserve at the request of instructors in order to support various academic programs and departments.

Permanent Reserves include high demand materials such as style manuals, test study guides, primary text and physical exam videos. This collection also includes UAB Annual Reports and journal issues or journal supplements in media formats. Most of these materials (excluding journals) are a part of the regular circulating collection, but are housed in this more controlled area with a shorter loan period to maximize access.

**Professional Development**

Library science monographs and serials for the use by librarians and support staff within Lister Hill Library are purchased upon request.