Purpose
The Collection Development Procedure guides decision-making in the following areas:

- the management of Barwon Health Library's print and electronic collections;
- defining the scope and extent of the Library’s collections;
- articulating a set of purchasing principles and priorities which must remain dynamic to ensure that the Library is able to respond to current and future needs of clients and contribute to achieving Barwon Health’s business goals, within the constraints of the Library’s collections budget;
- providing a framework for procedures associated with collection building, selection, acquisitions, de-selection and archiving;
- creating a basis for discussions between Library staff, clients and key stakeholders regarding collection development and management, access rights and mechanisms;
- to inform alignment of collection development with strategic directions of Barwon Health, specifically in support of clinical services, teaching, training and research.

Target Audience
All Barwon Health staff

Definition
Barwon Health Library refers to the library services located at the University Hospital Geelong (St Mary’s Library and Research Centre) and the McKellar Centre, and offered through the physical and online access points.

Procedure

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FUNCTIONS OF THE COLLECTIONS
The Library collects and provides access to information and knowledge resources to perform three essential functions for Barwon Health:

1. to fulfil Barwon Health’s governance responsibilities by ensuring that evidence-based information resources are available to inform clinical decision-making and policy development;

2. to satisfy clients’ needs for information for the purposes of clinical decision-making; education, training and professional development; research, programme evaluation and service innovation; policy and planning; health technology assessment; management and administration;
3. to fulfil the requirements for teaching hospitals to meet the national standards of the Australian Commission on Safety and Quality in Health Care, specialist professional colleges, the Australian Health Practitioner Regulation Agency, and other accrediting bodies.

SCOPE AND EXTENT OF THE COLLECTIONS
The scope and extent of the collections are defined by reference to four main factors:

1. Subject area – these cover all Barwon Health’s professional disciplines;
2. Level – generally aimed at a practising health professional level, but may extend to researcher level;
3. Perspective – information resources are used for patient-care, research, education, policy development and other management purposes; note, in the future this may also be extended to include consumer health literacy, patient information and education materials;
4. Purchasing model – whether resources are purchased (with perpetual ownership rights), leased (or ‘accessed’), or available via ‘open access’ provisions.

Secondary considerations may include:
- consortial or cooperative purchasing arrangements, for example, regional, state-based and national site licence agreements;
- advances in health care information and communications technologies;
- technical compatibility, including platforms of the various vendors, Barwon Health's IT strategy.

FORMATS AND LOCATIONS
The collections comprise print and electronic materials housed onsite (current collection), offsite (non-current collection), and on remote servers (accessed via the internet).

- Print format resources comprise hard copy books and serial publications, and these items are housed in the University Hospital Geelong and McKellar Centre Libraries, Departments, Community Health Centres, and in offsite storage.
- Electronic format resources comprise online bibliographic and fulltext databases of journals, reference texts, medicines information and other clinical decision-support reference tools, and electronic publications located in the Barwon Health Publications Repository.

CLIENT GROUPS SERVED
Barwon Health staff in all divisions, all disciplines and in all locations comprise the Library’s primary client groups, that is:
- clinicians
- educators/trainers
- researchers
- clinician-researchers
- executive
- managers
- policy staff
- administrative staff

These groups are eligible to become members of the Library and receive access and borrowing rights covering all Barwon Health Library collections.

Secondary client groups (who may be eligible for limited access to the Library collections):
- Regional Members of the Library (in the Barwon-South West region)
- clinical placement students
- Barwon Health volunteers
other national/international libraries
general public and consumers

PURCHASING PRINCIPLES

At all times the main objective is to purchase materials which perform one or more of the three essential functions (see FUNCTIONS OF THE COLLECTIONS above), are current, evidence-based, authoritative, within the specified subject areas, and provide the best value for money.

Where information of equivalent quality is available in both print and electronic formats, electronic resources (books and journals) are selected in preference to print resources for the following reasons:

- equity of access facilitated by simultaneous and multiple online access points;
- emergence of new hybrid products, for example, point-of-care reference tools;
- safe preservation and storage conditions;
- costs of managing physical collections, including space.

Exceptions to this may include some key reference and study texts, general interest browsing materials.

The Library aims to remain vendor- and platform-neutral, and wherever possible, to purchase electronic resources directly from publishers, and not via third party vendors or aggregators, for the following reasons:

- embargoes may apply,
- ongoing (perpetual) access is generally not included in the ‘leasing’ model of licensing,
- it may be unclear what the product actually contains or what may be missing from the original publication;

Ebooks and ejournals with perpetual access and no ‘Digital Rights Management’ provisions are purchased in preference to ‘leased’ materials especially in subject areas of research importance, and where pricing is not prohibitive;

Electronic and print journals are generally purchased by subscription through a single subscription agent and titles are reviewed on an annual basis to ensure usage justifies ongoing subscription costs;

Electronic backfiles of journals that are considered to be of research value (i.e. in areas where collecting is at a researcher level) may be purchased as budget allows;

Clinical decision-support systems which integrate evidence-based information resources with clinical systems at point-of-care in a dynamic fashion (i.e. through live-links) may be purchased where they meet all specific selection criteria with regard to subject area, quality, evidence-base, and technical compatibility;

Region-wide licences for access to electronic resources may be negotiated to cover access for all of the Barwon-South West region’s health facilities, and where appropriate, for all health professionals in the region.

SUBJECTS COVERED AND SUBJECT AREA STRENGTHS

The following broad subject areas are collected at a practising health practitioner level to support all areas of evidence-based health care policy and practice. Note the asterisk (*) denotes core areas which are strengths of the collection and/or priority areas to be developed for research purposes.

Medicine: anaesthesia, *cardiology, communicable diseases, dermatology, disaster medicine, emergency and trauma medicine, endocrinology, epidemiology, gastroenterology, general medicine, haematology, immunology, *infectious diseases, intensive care, medical biochemistry, medical statistics, *nephrology, neurology, nuclear medicine, obstetrics and gynaecology, occupational medicine, *oncology, ophthalmology, *orthopaedics, *paediatrics, pain management,
* Palliative care, parasitology, pharmacology, physiology, plastics and reconstructive surgery,
* Psychiatry, radiation oncology/radiation injury, radiology, *rehabilitation medicine, respiratory medicine, surgery, toxicology/poisons;
Aboriginal health;
Aged care;
Alcohol and other drugs;
* Allied health, audiology, dietetics, exercise physiology, neuropsychology, occupational therapy, orthotics, pastoral care, physiotherapy, podiatry, prosthetics, psychology, social work, speech pathology;
Community care;
Dentistry;
Diabetes care;
Disabilities;
Health care management;
* Health informatics, technology assessment, information/knowledge management, health libraries;
Health professional education and training;
  * Health services and systems;
Human ethics/research;
Mental health;
  Nursing and midwifery: intensive care, emergency, cardiac, critical care, perioperative, cancer, paediatric and neonatal, community, continence, wound, stomal therapy;
Pathology;
Pharmacy;
Public health;
* Rehabilitation;
  Research in health care;
  Safety and quality in health care.

**TYPES OF MATERIALS COLLECTED**

In addition to print and electronic (online) resources in the designated subject areas, the following categories of material may be collected or accessed via web-links:

- Audio-visual materials (e.g. CDs, DVDs or USBs purchased as part of a print resource)
- Reports and grey literature publications
- Selected annual reports and government publications
- Material of historical relevance to Barwon Health
- Oral histories
- Official publications of Barwon Health staff, including articles, presentations, conference papers, abstracts, theses, staff sabbatical reports.

The following categories generally are excluded:

- Education kits, multiple copies of set texts required for academic study, texts for use by work units and held outside the Library, ephemera.

**SPECIAL COLLECTIONS**

**Historical Collection**

- Some items may be considered to be of historical value and/or of particular relevance to Barwon Health and these may be housed in a secure historical collection.
- Items selected for the historical collection may include: first editions, original materials, 'last copies', publications about Barwon Health or by Barwon Health staff.
• For conservation and preservation reasons, access may be restricted and handling guidelines applied.

Barwon Health Publications Repository
The purpose of the Barwon Health Publications Repository is to archive and provide perpetual access to official Barwon Health electronic publications. The Library selects, acquires, catalogues, archives and makes accessible Barwon Health’s official publications in the repository.
• Publications of an official nature, i.e. those created and distributed by authorised staff or contractual arrangements, including outputs of Barwon Health research, are collected and deposited in the repository automatically. (Barwon Health Library’s ‘Publications Repository Procedures’ outline the selection criteria, types of materials and procedures for depositing items in the repository.)
• Items may include digital natives (materials originating in electronic format) and digitised materials (materials originating in print formats).
• Items may be held in an open access collection (the publicly accessible part of the repository), or stored in a ‘restricted access’ section of the repository. These are accessible to a restricted audience or after a certain time period as specified by the creators of the work or publishers’ licencing terms. Restricted access items may include research articles, conference abstracts/presentations/posters, internal reports, sabbatical reports, oral histories.

Oral History Collection
The Oral History Project aims to collect, preserve, and to make publicly available the recollections from the 1950s onwards of people whose professional, community and voluntary efforts have contributed to Barwon Health. Oral Histories are collected in the Publications Repository and accessed through the Library website.

RETENTION OF MATERIALS
• The Library aims to hold the most recent editions of all types of materials in the print and electronic collections.
• In general, when a new edition of a reference text is purchased, the older edition is discarded (put on the duplicates list).
• Deselection (or weeding) is the process whereby items that are considered of little value are identified and withdrawn. This is performed on a continuous and regular basis. Criteria for deselection include: purpose of the resource, low usage (circulation statistics are analysed), currency, relevance, condition, historical value.
• Journals which are of value for current awareness (i.e. they do not have research purpose or Barwon Health does not have responsibility for archiving the ‘last copy’) are disposed within a specific time frame (generally less than 5 years).
• Research collections (print materials and electronic backfiles) contain older editions, and these are retained selectively depending on the Library’s collecting responsibilities, and may be held in offsite storage.
• Digital repository materials are always retained in perpetuity.

RESPONSIBILITIES
• The Director Library and Literacy has overall responsibility for the collections budget.
• The Eservices Librarian has responsibility for collection development and management.
• The Eservices Librarian has responsibility for cataloguing all materials and recording holdings in the Australian National Bibliographic Database (accessible through Libraries Australia and Trove).
• Selection is undertaken by the Eservices Librarian and other librarians with subject expertise. Note that specific selection criteria for all formats and for the Publications Repository are outlined in Selection Procedures and are not covered in this Procedure.
• Recommendations from Library and other Barwon Health staff are accepted.
• Purchases may be made on behalf of Departments (using their cost centre codes).
• When funds are specifically provided, the Library may purchase and manage items for the collection to serve the needs of medical (and other) students; this is not funded through the Library’s collections budget.

BUDGET

The collections budget is managed to provide access to the most current information, as well as allowing acquisition and retention of resources for research purposes. A proportion of the expenditure on collections is distributed through transfer pricing (at the request of the departments), and the Library acts as the centralised purchasing agent. The budget is divided into the following categories:
• More than 95% of the collections budget is committed to purchasing subscription-based resources. These may be either print or electronic. Print journals are purchased and are therefore the property of Barwon Health; subscriptions to electronic books, journals and online databases fall into two categories: those which are purchased and owned in the same way as print materials, and those which are ‘leased’ and available only while the subscription is current;
• Less than 25% of the budget is allocated to one-off purchases that are owned by Barwon Health i.e. monographs and serials (print and electronic formats, some of which are ongoing subscriptions) and electronic backfiles (journal sets which are purchased and retained in perpetuity);
• Around 80% of the collections expenditure is allocated to electronic resources, and 20% to print resources (books and journals).

COOPERATIVE RELATIONSHIPS WITH OTHER LIBRARIES AND CONSORTIA

• The Library contributes bibliographic data and holdings information to Libraries Australia, the national bibliographic database maintained by the National Library of Australia;
• The Library is a member of the Grantisnet (Australian Health libraries) and LADD (Libraries Australia Document Delivery) networks;
• The Library may participate in cooperative purchasing arrangements, including Victorian Health Libraries’ Consortium.

DONATIONS

• The Library accepts donations, which are assessed for suitability according to the Collection Development Policy’s purchasing principles, and selection procedures and criteria;
• The Library retains the right to dispose of items which do not fall within the selection criteria and are therefore deemed unsuitable for the collection.

Evaluation

Evaluation of the Library’s collections occurs on an ongoing basis to check that the Library’s collections are meeting users’ information needs, to ensure accountability through alignment with organisational requirements, and to continuously improve the quality of the collections. Various methods are used, including collection-based analysis (usage, standards), user-based analysis (satisfaction, recommendations), and cost/usage data analysis.

Core tools used in assessing and evaluating the collections include:
• recommended titles lists such as Doody’s Core Titles;
• professional specialist colleges’ requirements;
- benchmarking studies;
- statistical and descriptive data from the Library's management systems, including circulation and interlibrary loans data;
- electronic usage reports (journals and databases);
- surveys and advice from clients, colleagues and Library staff.

**Key Aligned Documents**

- [Employee Code of Conduct](#), PROMPT: Barwon Health \ Workforce \ HR
- [Infrastructure Services Internet Access](#), PROMPT: Barwon Health \ Information Services \ Technology

**Key Legislation, Acts & Standards**


**References**

N/A

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PROCEDURE