

Information Services Collection Policy for the School of Molecular Medical Sciences

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1. Introduction: General Collection Policy

Information Services holds and provides access to information resources to support the research, learning, teaching, and business activities of the University. For the same purposes, but also in support of the actual and potential interests of the local, regional, national, and international research community, the library holds and provides access to Manuscript and Special Collections.

2. Overview

2.1. Collections

Information Services aims to provide information resources to fit the priorities of the School of Molecular Medical Sciences, within practical and budgetary constraints. Information Services will attempt to acquire sufficient material for undergraduate and taught postgraduate courses. It also aims to hold key materials which support the research activities of the School.

Library collections include, but are not limited to, the following types of information resources:

- printed material, including books, pamphlets, journals, newspapers, music, maps etc.
- ebooks and ejournals
- electronic databases
- photocopies and electronic copies
- photographs
- multimedia materials
- microforms
- manuscripts
- sound, video, and film recordings

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All information resources are provided under the following arrangements:

- ownership by the University, managed by Information Services
- license or other permission from the rights holder
- partnerships and other collaborative arrangements
- public domain resources

2.2. Global library collections

Information Services is managing a global collection.

Many items required by users will not be available in the library collections of the University of Nottingham. Efforts will be made to obtain access to such items through Inter-Library Loan or other document delivery services. The cost of such requests, up to a certain quota, will be subsidized by Information Services, though a nominal fee will still be charged. The fee for requests in excess of the quota, however, will approximate the full cost, excluding staffing and administrative costs.

3. Mechanisms for Implementation of the Policy

3.1. Scope of the current policy

The policy is to acquire materials on all aspects of molecular medicine relevant to the learning, teaching and research carried out in the School. In addition, material will be acquired which build on the strengths within the molecular medical sciences collections in order to maintain their local and regional importance and to provide a broad, balanced collection for further research and project work.

The policy is to be monitored by the Faculty Team Leader, Faculty Librarians, Senior Information Assistants, and the Library Liaison Representatives for the School of Molecular Medical Sciences.

3.2. Provision

Material will be purchased to support the current teaching and research interests in all of the Divisions within the School:

Particular subject areas relevant to **teaching and learning** include the following:

Allergy

Biotechnology

Clinical and Molecular genetics

Clinical microbiology

Immunology, incl. cancer immunology

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Molecular Medical Microbiology

Oncology

Material, particularly course texts, may also be provided to support Molecular Medical Sciences' students taking modules taught outside the School. These may be purchased from funds allocated to the teaching school.

Special areas of current **research** interest include:

Human genetics

Immunology

Molecular and cellular bacteriology

Quorum sensing

Translational cancer research

Virology

Where there is overlapping interest or joint research projects with other Schools and Faculties, the Librarians will collaborate with colleagues to ensure provision of relevant material.

Material may be purchased in print, electronic, microform or audiovisual formats.

3.3. Funds for acquisition

Funds which may be used for purchase of materials for the School of Molecular Medical Sciences are:

- School of Molecular Medical Sciences book fund
- Medical Standing order fund
- Bids for a share of funding to support new modules/new lecturers

The level of funding will be communicated to the School each year as early as possible via the School Library Liaison Representative. The Representative will be regularly informed of the status of the fund. Updates can be obtained at other times as required from the Medicine and Health Sciences Faculty Team (MHS Faculty Team).

Periodicals are purchased through a separate Faculty based periodical fund

3.4. Selection and recommendation mechanisms

The following tools may be used for selection of resources:

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- information received from module convenors and contributing lecturers
- communications and suggestions from the School, through the book suggestions web page
- publishers' and bookseller's catalogues (print or online)
- current awareness listings e.g. Coutts Library Services profile reports

The MHS Faculty Team is also alerted to heavily reserved items or items reported missing or damaged. The Team is responsible for ordering extra copies or replacing these items.

Information Services also relies on academic staff for book suggestions. The book suggestions form is available online:

<http://www.nottingham.ac.uk/is/services/library/book-suggestions/index.phtml>

3.5. Ordering and receipt mechanisms

Items are ordered by the MHS Faculty team or centrally by the Acquisitions Department and are recorded on the Library Management System. Urgent orders are normally sent within five working days; all orders are sent in accordance with Key Performance Indicators.

Items currently on order are displayed on the Library Online Catalogue. Reservations may be placed on items at any stage. Further information regarding items on order can be obtained from the MHS Faculty Team.

The MHS Team can be contacted for further information on progress.

3.6. Donations

The collections have, over the years, been enhanced by donations. Donations will normally be added to stock only if relevant to the current teaching or research profile, or if they strengthen existing specialist areas. Substantial donations must be notified to, and agreed with, the Medicine and Health Sciences Faculty Team Leader of Faculty Team Librarian before delivery.

There is a separate Donations policy.

3.7. Classification and storage

Items acquired will be stored in the most appropriate library and classified in the appropriate subject area. Items may occasionally be duplicated between libraries.

Items are classified according to the National Library of Medicine and the Library of Congress classification schemes. A copy of these schemes can be consulted online:

<http://wwwcf.nlm.nih.gov/class/>

<http://lcweb.loc.gov/catdir/cpso/lcco/lcco.html>

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Periodicals are arranged in alphabetical order by title in the mobile shelving.

Extra copies of books which are in heavy demand are bought where they are available. These may be stored on the main shelves as ordinary loans or in the Short Loan Collection.

The classification scheme used in the Short Loan Collection is the same as the main shelves.

Material which is fragile or less-heavily used may be placed in the Greenfield Medical Library store or at the King's Meadow Campus. Collections from the local store are made at regular intervals, as advertised at the lending desk. The library catalogue may be used to request items at the King's Meadow Campus, which will normally be made available within two working days. Items in the local library stores are available for consultation and in some cases may be borrowed. This material can be consulted (and, in most cases, borrowed) during staffed library opening hours on request at the main lending desk.

3.8. Subject Resources for Medicine

Important printed and electronic resources of interest to Medicine and Health Sciences are listed within the "resources" and "e-journals" sections in the e-library gateway at <http://metalib.library.nottingham.ac.uk/V> . These resources include bibliographic databases, internet subject gateways, full text resources and electronic journals.

The following resources are of particular relevance to Molecular Medical Sciences:

- Abstracts: Human Genome, Immunology, Neuroscience, Toxicology
- Books@Ovid
- Clinical Evidence
- Cochrane Library
- Embase
- European Molecular Biology Laboratory (EMBL)
- Film and Sound Online
- GenBank
- Medline
- OMIM
- SpringerImages – Medical and Life Sciences Collection
- Web of Knowledge, incorporating Web of Science

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3.9. Journals

Journal price inflation is consistently higher than average inflation. This means Information Services is unable to invest in new print journal titles at present without a balancing cancellation.

The School has an interest in the following e-journal packages:

BMJ Publishing Group
Cambridge University Press
EBSCO
Emerald
Journals@OVID
JSTOR
Nature eJournals
Oxford University Press
PsycArticles
ScienceDirect
Swetswise
Wiley

These and other individual electronic journals may be accessed via the eLibrary Gateway or the library catalogue.

3.10. Conference proceedings

Where conference proceedings contribute substantial information to the subject and are of more than ephemeral interest, they may be acquired for stock.

3.11. Standing orders

Information Services recognises the importance of continuing commitment to major monographs in series and attempts to maintain these where appropriate. Those currently charged to the Medical School book fund include:

- British National Formulary
- Biochemical Society symposium
- Dangerous substances
- Handbook of clinical neurology

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- Methods in enzymology
- Methods in microbiology
- Progress in brain research
- Recent results in cancer research

These titles may be reviewed to match changing teaching and research profiles.

3.12. Balance between printed and electronic resources

Information Services seeks to provide access to new electronic resources where appropriate, whilst taking care to monitor the balance between printed and electronic resources.

The preferred medium for delivery of electronic information, where possible, is the World Wide Web. Services are networked over the University Network and beyond where this can be achieved within licensing, technical and resource limitations.

3.13. Reading lists and Short Loan Collections

In order to ensure copies of recommended texts can be obtained in time for relevant modules, readings lists should be submitted by academic staff to the library 10 weeks before the start of the Semester; i.e. usually no later than 15 July for Semester 1 and 15 November for Semester 2. A new list should be submitted each year, even when the course has run previously.

The School Library Representative will collect reading lists over the summer for the forthcoming academic session and send these on to library staff. Any subsequent revisions or further information should be sent directly to the Faculty Team Leader, Faculty Librarian or Senior Information Assistants (See 3.4 for details).

Lecturers will be encouraged to make lists available on the online reading lists system accessible at:

<http://www.nottingham.ac.uk/is/gateway/readinglists/>).

3.13.1. Books

Reading lists should include details of author, title, edition (where applicable), year of publication, publisher and ideally place of publication and ISBN. A note of the expected number of students on the module should also be included.

We shall endeavour to provide copies of all books on the main School reading list in the Greenfield Medical Library. Copies of core texts will be held in the Short Loan Collection.

- The number of copies of a book ordered for the main shelves or Short Loan Collection will depend on factors such as:

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- The number of students (and whether full- or part-time) on the module(s) for which it is recommended
- The length of reading list and/or prioritisation of the item on the list
- Experience of usage of books recommended for modules within the department or specialism
- Likely longevity of the module
- Cost
- Frequency of new editions and relevance of previous editions
- Existence of online full-text versions
- Overlap with other modules

Use of books is monitored and extra copies are purchased as necessary.

3.13.2. Photocopies

Photocopies of journal articles may also be held in the Short Loan Collection provided they are within permitted limits. Photocopies from originals within the Library's own collection can be placed in the Short Loan Collection, provided the publisher participates in the Copyright Licensing Agency agreement. Any other material has to be obtained via the British Library copyright fee-paid service using the Inter Library Loan service.

3.13.3. Digitized copies

Documents covered by the terms of the HE Scanning Licence, or for which separate permission has been obtained from copyright holders, may be acquired and made available in digitized form for students to access via the online reading lists.

3.14. Binding

Binding of material in the Medical collections is supported from the Medical binding fund. Titles selected for binding will be reviewed from time to time to ensure the preservation of heavily-used items.

3.15. Expensive and interdisciplinary items

Expensive items, reference works, and items of an interdisciplinary nature can be recommended by academic staff and may be funded in full or in part by the Molecular Medical Sciences book fund. The Faculty Team Leader and Faculty Librarians will liaise with colleagues in other subject areas where there is an overlap of interest.

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3.16. Collection editing The book stock is regularly monitored for redundant material. Duplicates and superseded editions, along with unused or outdated stock, may be 'weeded' from the open shelves. See the separate Relegation Policy (<http://www.nottingham.ac.uk/is/about/policies/librarycollectionpolicies.aspx>) for criteria ensuring that the most heavily used material is made available on the open shelves while lesser used material is either relegated to Central Store or in some cases withdrawn from stock.

Usage of the Short Loan Collection is reviewed towards the end of each academic year and low-use material may be returned to the main shelves.

3.17. Department of Manuscripts and Special Collections

This policy does not cover in any detail the work of the Department of Manuscripts and Special Collections within Information Services, whose holdings complement and extend core library collections. For advice on the Department's collection policies, see <http://www.nottingham.ac.uk/manuscriptsandspecialcollections/aboutus/policy/collecting.aspx>.