



# Information Services Collection Policy: School of Community Health Sciences

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Service:	Library Collection Policies
First Published:	14/4/2010
Reviewed:	14/06/2011
Next review:	14/06/2012

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## 1. Introduction

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 Community Health 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.

Information resources are provided under the following arrangements:

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- owned by the University and managed by Information Services
- licenses 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 subsidised by Information Services, though a nominal fee will 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 community health sciences relevant to the learning, teaching and research carried out in the school. In addition materials will be acquired which build on the strengths within the community health 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 Team Librarians, Senior Information Assistants and the Library Liaison Representatives. Each year the policy will be reviewed and, if necessary, revised by a member of the Medicine and Health Sciences (MHS) Faculty Team and the Library Liaison Representative for the School of Community Health Sciences.

#### Provision

Material will be purchased to support the current teaching and research interests within the department.

#### 3.2.1 Teaching and Learning

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

#### **Epidemiology and Public Health**

Advanced Epidemiology

Advanced Statistical Methods

Classic Examples of Applied Epidemiology

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Emerging Infectious diseases  
Epidemiology of Tobacco Use and the Role of the Tobacco Industry  
Evaluation Techniques  
Further Methods in Epidemiology  
Health Care Systems  
Health Economics  
Health Inequalities and Population Health  
Health Promotion  
Health Protection  
Healthy Public Policy  
Improving the Health of the Population and Evidence Based  
Medicine  
International Health  
Law and Public Health  
Practical use of Routine Data Epidemiology  
Qualitative Research Methods  
Research Methods in Epidemiology and Statistics  
Sociology of Health and Illness  
Theory and Practice in Public Health  
Tobacco Research Methods

## **Medical Education**

Action Enquiry  
Assessment in Clinical Education  
Continuing Personal and Professional Development  
Informatics in Clinical Education  
Problem Based Learning in Medicine and Health Sciences  
Teaching and Learning  
Teaching Practical Clinical Skills and Using Clinical Simulators

## **Primary Care**

Clinical Assessment  
Clinical Communication Skills

## **Psychiatry**

Behavioural Sciences  
Child and Adolescent Psychiatry and Learning Disability  
Cognitive Behavioural Therapies  
Cognitive Neuroscience of Neuropsychiatric Disorders

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- Cognitive and Social Psychology
- Forensic, Addiction and Substance Misuse Psychiatry
- Functional and Behavioural Neuroscience
- Human Development and Social Aspects of Mental Health
- Mental Health
- Old Age Psychiatry
- Patient Education for Behavioural Medicine
- Personality Disorders and Psychosocial Aspects of Mental Illness
- Psychiatric Ethics and Mental Health Law
- Service Delivery, History and Philosophy of Psychiatry

## **Rehabilitation and Ageing**

- Health Care of the Elderly
- Learning Disabilities
- Rehabilitation Research in Practice
- Stroke

### 3.2.2. Research

Particular subject areas relevant to research include the following:

## **Epidemiology and Public Health**

- Communicable and Infectious Diseases
- Health Protection
- Respiratory Disease
- Gastrointestinal Disease
- Perinatal Epidemiology
- Pharmacoepidemiology
- Tobacco Control

## **Primary Care Research**

- Clinical Epidemiology
- Injury Epidemiology and Prevention
- Safe and Effective Uses of Medicines
- Ethnicity, Disadvantage and Health
- Applied Genetics
- Smoking Cessation

## **Psychiatry Research**

Behavioural Sciences  
Developmental Psychiatry  
Forensic Mental Health  
General Adult Psychiatry  
Psychopharmacology

## **Rehabilitation and Ageing Research**

Stroke Rehabilitation  
Health of Older People  
Long Term Neurological Conditions  
Intellectual Disabilities

Where there is overlapping interest or joint research projects with other departments, schools and faculties, the MHS Faculty Team will collaborate with colleagues to ensure provision of relevant material.

### 3.2. Funds for acquisition

Funds which may be used for purchase of materials for the School of Community Health Sciences are:

- the school book fund
- bids for a share of funding to support new modules/new lecturers.

The level of funding will be communicated to the department 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 MHS Faculty Team.

Periodicals are purchased through a separate Faculty based periodical fund.

### 3.3. Selection and recommendation mechanisms

The following tools may be used for selection of resources:

- information received from module convenors and contributing lecturers
- communications and suggestions from the school, through the book suggestions web page
- publishers' and booksellers' catalogues (print or online); Dawson's EnterBooks

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- 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 MHS Faculty Team is responsible for ordering extra copies or replacing these items.

Information Services also relies on academic staff for book suggestions. The books suggestions form is available online:  
[www.nottingham.ac.uk/is/uon/forms/book-suggestions.php](http://www.nottingham.ac.uk/is/uon/forms/book-suggestions.php)

## 3.4. 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.

## 3.5. 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 MHS Faculty Team Leader or one of the MHS Faculty Team Librarians before delivery.

There is a separate Donations Policy.

## 3.6. 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 can be consulted online at [www.nlm.nih.gov/class//](http://www.nlm.nih.gov/class//) and [www.loc.gov](http://www.loc.gov)

Periodicals are arranged in alphabetical order on 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 loan or in the Short Loan Collection.

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

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Material which is fragile or less-heavily used may be placed at the King's Meadow Campus. 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.

## 3.7. Subject resources

Important printed and electronic resources of interest to the School of Community Health Sciences are available through the eLibrary Gateway. These resources include bibliographic databases, internet subject gateways, full text resources and electronic journals.

The following resources are of particular relevance to the School of Community Health Sciences:

- Amed
- Books@Ovid
- Cochrane Library
- Embase
- Film and Sound Online
- HMIC: Health Information Management Consortium
- Medline
- PsycInfo
- PsycArticles
- Scopus
- SpringerImages
- Web of Knowledge
- Web of Science

## 3.8. 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. Journal subscriptions are reviewed at the Faculty Library User Group.

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

- BioMed Central
- BMJ Publishing Group
- Cambridge Journals Online
- EBSCO
- EMX (Emerald)
- Highwire Press
- Ingenta Connect
- Journals@OVID
- JSTOR
- Kluwer Online Journals
- Nature eJournals
- Nottingham ePrints
- Oxford University Press
- PsycArticles
- SAGE Journals Online
- ScienceDirect
- Wiley Interscience Journals



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These and other individual electronic journals may be accessed via the eLibrary Gateway or the Library Online Catalogue (UNLOC).

## 3.9. Conference proceedings

Where conference proceedings contribute substantial information to the subject they may be acquired.

## 3.10. Standing orders

Information Services recognises the importance of continuing commitment to major monographs in series and attempts to maintain these where appropriate. These titles will be reviewed to match changing teaching and research profiles.

## 3.11. Theses and eDissertations

Printed copies of PhD theses are kept in the Greenfield Medical Library store. Theses may also be submitted to the library electronically. For more information see: <http://etheses.nottingham.ac.uk>.

## 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.

## 3.13. Reading lists

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, usually no later than 15 July for Semester 1 and 15 November for Semester 2. Module convenors should indicate on reading lists which books should be in short loan.

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.

Module convenors should inform the MHS Faculty Team when modules cease so that the online reading list can be deleted.

Module convenors are encouraged to make reading lists available online at: [www.nottingham.ac.uk/is/gateway/readingslists](http://www.nottingham.ac.uk/is/gateway/readingslists).

When possible, Information Services will recruit temporary staff in the summer to support this activity.

## 3.14. Short Loan Collections

### 3.14.1. Books

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

- 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 items 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.

### 3.14.2. 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.

### 3.14.3. Digitised copies

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

### 3.14.4. DVDs

DVDs purchased for the School of Community Health Sciences will have a physical location behind the Short Loan Collection, they are available for ordinary loan.

## 3.15. Binding

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

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## 3.16. 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 School of Community Health 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.

## 3.17. Collection management

The collection is regularly monitored and the Relegation Policy is available online:

[www.nottingham.ac.uk/is/about/policies/librarycollectionpolicies.aspx](http://www.nottingham.ac.uk/is/about/policies/librarycollectionpolicies.aspx)

## 3.18. Collection development

The collection will be developed to support teaching and research activity in the School of Community Health Sciences. Where it is appropriate, the collection will complement local and regional collections. The MHS Faculty Team will consider active participation with national collection management initiatives.

## 3.19. Information Literacy

Use of the collection will be supported through information literacy sessions provided by the MHS Faculty Team, including induction, longer sessions arranged through the Graduate School and tailored sessions for the School of Community Health Sciences.

Pathway2Information will give staff and students general study skills guidance and support. These pages are available online:

[www.nottingham.ac.uk/pathways](http://www.nottingham.ac.uk/pathways)

## 3.20. 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:

[www.nottingham.ac.uk/manuscriptsandspecialcollections/](http://www.nottingham.ac.uk/manuscriptsandspecialcollections/)