



Information Services Collection Policy: School of Nursing, Midwifery and Physiotherapy

Author(s):	Christopher Middleton, Anita Hughes, Eleanor Douglas, Nicola Darlington
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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 Nursing, Midwifery and Physiotherapy, 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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Information resources are provided under the following arrangements:

- 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 nursing, midwifery and physiotherapy 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 nursing, midwifery and physiotherapy 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 Representatives for the School of Nursing, Midwifery and Physiotherapy.

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:

- Biological Sciences Applied to Nursing
- Clinical Research Issues and Methods
- Cognitive Behavioural Therapy
- Contexts of Professional Practice

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Evaluating Interventions, Services and Policy
Evidence Based Practice
Health Information and Technology
History Taking, Examination and Clinical Decision Making
Interprofessional Working
Long Term Conditions
Nursing Concepts and Skills for Practice
Palliative and End of Life Care
Philosophy of Social Science
Planning Care in a Multidisciplinary Context
Portfolios
Principles of Systematic Review
Professional Development for Clinical Leadership
Promoting Health and Managing Change
Psychosocial Influences upon Well-being
Public Health Need and Statistics
Research Design
Social Justice and Health
Social Sciences for Nursing
The Accountable Practitioner

Adult

Care of Adults in Diverse Settings
Care of Patients Receiving Acute and Continuing Care
Critical, Cardiac and Renal Care
Managing Care
Perspectives in Primary and Community Health
Policy and Practice in the Care of Older People
Trauma, Critical Care and Oncology

Child

Care of the Child with Complex Needs
Care of the Ill Child and Their Family
Children in Society
Contemporary Issues in Child Health Care

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Critical and High Dependence Care of Neonates, Infants and Children

Promoting Child Health and Development

Specialist Nursing Care of the Child/Young Person

The Adolescent as Health Consumer

The Management of Care of Children and Young People

Learning Disabilities

Community Nursing for People with Learning Disabilities

Complex Needs and Management

Mental Health and People with Learning Disabilities

Nursing the Individual with a Profound Learning Disability and Allied Multiple Impairments

Education, Health and Social Care for People with Learning Disabilities

Profound Learning Disability and Allied Multiple Impairments

Midwifery

Antenatal Screening

Applied Reproductive Biology

Biological Sciences

Clinical Skills and Practice in Health Care

Counselling Within Midwifery

Evidence Based Practice

Examination of the Neonate

High Dependency Care of the Childbearing Woman

Infant Feeding and Nutrition

Maternal and Neonatal Complications and Emergencies

Normal Birth: Empowering Women and Midwives

Perineal Care

Preparation for Professional Practice

Professional Leadership and Accountability

Promotion of Health and Psycho-Social Wellbeing in Childbearing

Supporting Learning and Assessment in Practice

Teaching and Learning in Health and Social Care

Women Focused Care

Mental Health

- Care of Clients with Specialist Mental Health Problems
- Cultural, Spiritual and International Perspectives in Mental Healthcare
- Enduring Mental Health Problems
- Evidence Based Community Mental Health Nursing
- Mental Health Care across the Age Span
- Personal and Professional Development Management with Mental Health Care Provision
- Recovery Focused Mental Health Care

Physiotherapy

- Analysis of Human Movement
- Burns and Plastic Surgery
- Cardiorespiratory Disease and Disorders
- Cardio-respiratory Rehabilitation
- Clinical Reasoning
- Complementary Therapies
- Contemporary Practices in Injection Therapy
- Contemporary Practices in Manual Therapy
- Exercise Science and Therapy
- Health Education and Health Promotion
- Management of Pain
- Movement Science Based Approach to Stroke Rehabilitation
- Neurology and Health Care of the Elderly
- Neuromusculoskeletal Studies
- Neurorehabilitation
- Paediatric Care
- Pathophysiology
- Physical Activity for Patients
- Physiotherapy in Mental Health
- Rehabilitation of the Spine
- Sports Medicine and Sports Injuries
- Therapeutic Studies
- Women's Health

Learning Beyond Registration

- Cancer Care
- Child Healthcare
- Critical Care
- Gastroenterology
- Interprofessional Return to Practice
- Learning Disabilities
- Long Term Conditions
- Mental Health
- Non-Medical Prescribing
- Operating Department Practice
- Palliative Care
- Promotion of Continence
- Sexual Health
- Tissue Viability
- Trauma and Orthopaedic Care

3.2.2. Research

Particular subject areas relevant to research include the following:

Child, Maternal and Sexual Health

- Public Health
- Maternity Services
- Emergency Care
- Information and Involvement of Children in Healthcare
- Developmental Origins of Disease

Education and Technology for Health

- Curriculum Enhancements
- E-Learning and Health Informatics
- Practice Based Education

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Joanna Briggs Institute

Mental Health

Care Interventions and Service Provision
Communication and Language
Nature and Promotion of Emotional Wellbeing

Physiotherapy

Movement Analysis
Management of Pain
Supportive and Palliative Care and End of Life Care
Stroke and Cerebral Palsy – Training of Motor and Sensory Control
Education Concepts and their Application

Supportive and Palliative Care

Cancer
Older People
Stroke
Dementia

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 Nursing, Midwifery and Physiotherapy are:

- the school book fund (including separate allocations for Nottingham, Nottingham City Hospital, Derby and Mansfield)
- 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.

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Funding to support students based at the Lincolnshire Centres is provided via a Service Level Agreement with the United Lincolnshire Hospitals NHS Trust. Students based at Duncan Macmillan House are funded through a Service Level Agreement with Nottinghamshire Healthcare NHS Trust.

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
- 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

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 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.

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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// and <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.

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 Nursing, Midwifery and Physiotherapy 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 Nursing, Midwifery and Physiotherapy:

- AMED
- ASSIA
- CINAHL
- British Nursing Index
- Books@Ovid
- Cochrane Library
- Embase
- HMIC: Health Information Management Consortium
- JBI CONNECT
- Maternity and Infant Care
- Medline
- PEDro
- PsycInfo
- PsycArticles
- Scopus
- SPORTDiscus

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- 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.

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.

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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/readinglists.

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.

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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 Nursing, Midwifery and Physiotherapy are held in the libraries (except Mansfield) and 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.

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 Nursing, Midwifery and Physiotherapy book funds. The Faculty Team Leader and Faculty Team 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

3.18. Collection development

The collection will be developed to support teaching and research activity in the School of Nursing, Midwifery and Physiotherapy. 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 Nursing, Midwifery and Physiotherapy.

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

www.nottingham.ac.uk/pathways

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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/