

DMLS COLLECTION DEVELOPMENT POLICY

INTRODUCTION

1. Healthcare today is a complex area and the provision of information and knowledge services requires expertise in, and understanding of, the core issues important to defence medical practitioners. The Defence Medical Library Services (hereinafter DMLS) provides comprehensive medical library and information services to the Defence Medical Services (hereinafter DMS), within fiscal constraints, whilst demonstrating best value for public money. A detailed collection management policy is therefore required to ensure the DMLS fully meets its remit.
2. The mission of the DMLS is to provide a high quality and cost effective library and information service to meet the worldwide requirements of the DMS, in support of patient care, operations, training and research.
3. The DMLS, as part of its commitment to providing high quality and cost effective library and information services to the DMS, is fully supportive of the MOD Library Evaluation Programme. In order for DMLS libraries to meet the requirements of this accreditation scheme, it is necessary for each library to produce a specific Collection Development Policy.
4. This collection development policy outlines the principles of selection, retention and disposal of DMLS stock, and defines the procedures to be followed by each DMLS library, so that they can fully support the DMLS Mission Statement. It will ensure uniformity and, in doing so, meet the requirements of the MOD Library Evaluation Programme, and the resulting individual library policy documents will enable a clear understanding of the remit and extent of the collections held by each library, their development, retention and selection.
5. This policy has been informed by professional practice elsewhere within the library and information community and due acknowledgment is given at Annex C [on original].
6. It is a prerequisite that finance is made available to the DMLS to achieve the objectives set out in this collection development policy.
7. The DMLS is part of the MOD-wide Purchasing Consortium and is bound by the enabling agreements set up to obtain the best value for MOD from its contractors.
8. The DMLS is NOT responsible for acquiring materials falling outside the remit of Resource Accounting Code PCA001 from which it receives its allocation.
9. DMLS is not authorized to, and has no responsibility for, the purchase of items on behalf of individuals.

AIM

10. To achieve its mission (Para 2), the DMLS will provide a broad-based collection of resources to support the evidence-based practice, research, education, knowledge and continuing professional development requirements of healthcare professionals working for DMS.
11. In a world of unprecedented increase of information, no one library can afford to acquire the materials necessary to meet all the needs of its users. The high rate of inflation of medical materials and the trend toward expensive electronic formats have placed libraries in a difficult financial position. The DMLS will therefore continue to exploit new information technologies and participate in local, regional, national and international defence and healthcare library networks, within these constraints, in order to serve its clientele in the most efficient and cost-effective way possible.

12. Each library will present a collection development policy to interlock with the DMLS collection development policy, defining local variance (with full supporting reasoning), selection and retention criteria and an annual strategy of implementation.

13. The DMLS collection development policy will aim to achieve best value for public money, via the MOD enabling agreements, by adopting a 4-point approach to procurement shown below:-

- Ensure that the collection relates to clinical practice.
- Support the lifelong learning, educational needs and career development of health professionals.
- Take professional advice from defence healthcare professionals where appropriate.
- Purchase stock from MOD-recognised contractors wherever possible.

CLIENTELE

14. The clientele are the personnel of the DMS. Each library within the DMLS has a specific focus and their individual collection development policies will reflect this.

15. Additionally, services are also provided to anyone within the wider MOD (including reservists), who have no access to a medical library on-site. Reservists will be entitled to access resources upon production of a letter, stating when they are working for the MOD, or when they have a requirement for information falling within the remit of the DMS. Services to "exchange" personnel and "entitled" personnel will be defined in each Library's local policy.

16. In the interests of clinical governance, the DMLS does NOT provide a library and information service to patients or members of the public. It is expected that information from the libraries will be cascaded to patients by qualified health professionals, who are best able to interpret clinical findings.

17. DMS personnel are keen to continue their professional development through distance learning and part-time modes of attendance at various universities and colleges. The research support requirements are determined by the following courses that students undertake as shown below:-

- Undergraduate certificates.
- Undergraduate credits.
- Undergraduate Courses.
- Postgraduate Certificates.
- Postgraduate credits.
- Postgraduate diplomas.
- MSc
- Higher Research Degrees, MPhil and PhD.
- Professional Doctorates.

SCOPE AND COVERAGE OF THE COLLECTION

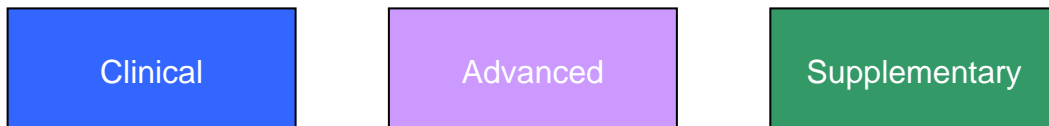
18. The scope of the collections has been broken down into three categories to inform users more clearly about the level and range of the resources available from the DMLS:-

- Clinical
- Advanced (to incorporate research).
- Supplementary.

19. The definitions of these three collection levels are as follows:-

- **Clinical**. A collection which includes the major materials required to inform clinical practice and serve as a reference tool for clinicians. This will apply to shore establishments, ships or operational units.
- **Advanced (to incorporate research)**. A collection which includes all important reference works and a wide selection of specialized current and retrospective monographs, as well as an extensive collection of periodicals and major indexing and abstracting services in the field, and which contributes to organisational policy development. It also includes the major materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers.
- **Supplementary**. A collection which includes only the most basic works, such as basic texts and/or basic reference tools, forming a limited and token provision of the core works on a given topic. The supplementary collection contains adequate information to inform users of the core concepts across a broad spectrum of knowledge, thereby providing an entrée into the subject matter. It seeks to define the fundamentals of the subject and includes some core foundation texts.

20.



21. The scope of the collections will be determined by each DMLS library, dependent on the needs of their specific clientele. Each collection will enable users to meet their information needs in their specific areas. This will be supplemented by minimal collections in closely-related subject areas. Additionally, some non-core subjects, which have related elements such as business administration and defence, may be provided.

22. Each DMLS library will produce a subject list for their collection, indicating the subjects covered and the level to which they hold material, based on the categories at Annex A.

23. Most electronic access to medical literature and learning resources is provided through the MyAthens authentication gateway. These resources will ensure that clinicians have access to authoritative medical sources from any internet-enabled computer at home, at work or on operations. Any new electronic resources should also be made available through this gateway, where possible.

24. Provision overseas is similar to that of the UK, with health professionals offering a range of services from local hospitals, medical and dental centres and regional units. The continued provision of these services and development of DMS-specific clinical guidelines requires access to knowledge and information, so that standards can be maintained in line with NHS practice.

25. Materials collected are primarily in the English language. Foreign language texts will only be acquired where they are core to the business of DMS. Foreign language course materials will normally be obtained from other MOD Libraries specialising in such materials.

26. The DMLS is committed to the constant evaluation of its collections and will continue to revise and expand the scope and coverage of the collection as the needs of its clientele change. No books more than 7 years old will be collected or retained except in special circumstances.

FORMATS

27. The majority of the libraries' collections currently consists of printed books and periodicals. However, the DMLS recognizes the growing importance of resources published in electronic format, and increasingly purchases such resources, where appropriate.

28. The term electronic resources, as used in this policy, refers to any source of information which can only be accessed or used via a computer. Electronic resources needed for operating the library service (e.g., word processing, spreadsheet, or presentation software; circulation, cataloguing, or acquisitions systems) are not covered by this policy.

29. Electronic resources must fall within the subject and language scope of the print collection, as stated above.

30. A collection of videos, DVDs and other audiovisual materials will be maintained on behalf of DMLS by the DMLS Central Library. Each individual DMLS library may wish to supplement this collection for the benefit of local personnel and this will be reflected in their local policy.

RESOURCE SHARING

31. In an effort to avoid duplication of expensive resources, the DMLS will cooperate with defence and health libraries initially at local and departmental level, and then at regional, national and international levels, whenever feasible.

32. DMLS libraries have arrangements in place with the British Library, BMA Library and others to enable requests for items currently out of the scope of the existing collections to be made available free of charge to users through interlibrary loan.

33. The DMLS recognizes its responsibility to retain unique titles in its collection, and to make them available only where appropriate to do so.

34. It is unlikely that books will be loaned outside the MOD, because of the unique nature of the stock and the potential need to support operational expeditions, although periodical articles will be made available to facilitate this resource sharing.

ADDITIONAL GUIDANCE BY TYPE OF RESOURCE

35. Each DMLS library will state its policy for the different types of resources it holds. The following are the fundamental principles that will be incorporated.

BOOK COLLECTION

36. The DMLS aims to procure newly-published medical books proactively. An exemplar list of subject areas covered by the DMLS is given at Annex A, and local variations will be quantified by each DMLS Medical Library in its own collection development policy.

37. In general, the DMLS will not purchase material more than 7 years old, because the medical information contained in textbooks becomes out-of-date very quickly.

38. However, books are invaluable for providing clinicians with a context and framework in which to develop policies and guidelines. Equally, some clinicians may wish to reflect on changes that have occurred over several years, so there will be exceptions. (e.g. copies of old Dept of Health or Audit Commission publications).

39. A number of general texts, covering topics such as management and educational issues, may have a longer shelf life than clinical works.

40. Books are NOT usually loaned outside DMLS, because of the need to cover operational requirements.

Textbooks for sponsored courses

41. Students are encouraged to purchase their own personal copies of course textbooks. Failing that, it is expected that they will approach their host academic library to borrow the books in the first instance. The DMLS will NOT provide each student with course materials.

42. DMLS is not authorized to, and has no responsibility for, the purchase of items on behalf of individuals.

43. However, DMLS recognises the importance of balancing this policy with the unique circumstances of defence health professionals, who may be studying in isolated locations (overseas, operations, non-MOD attachments), in which case titles MAY be purchased for Library stock and then loaned to the student. This is inevitably linked to the availability of funding.

44. DMLS will hold multiple copies of materials for courses sponsored by DMETA which have a direct impact on patient care. Course tutors and, where appropriate, AD Ed & Trg, HQ DMETA will be consulted where necessary.

45. Course reading lists are usually provided by tutors, but Librarians will need to obtain these as required. The DMLS will order the significant texts on the reading lists, with some multiple copies as appropriate. Course materials purchased by DMLS will be updated as new editions become available.

Long term loans

46. The DMLS operates on the basis of a distance-learning support service, so some exceptions are made in the supply of Library books. A number of core texts relevant to clinical practice are purchased and may be placed on long-term and indefinite loan.

REFERENCE COLLECTION

47. In line with the general collection development policy, information resources for the reference collection are selected as follows:

- a. Major reference tools in the subject fields covered by each library.
- b. Peripheral coverage in related areas (subject handbooks, encyclopaedias, dictionaries).
- c. A quick reference section of dictionaries, maps, atlases, bibliographies, directories, statistics and other sources, selected to meet the general information needs of users.

48. The reference stock will be clearly marked to indicate non-removal, enabling all users to benefit from them at all times. This stock will also be regularly updated, especially where annuals and directories are involved.

49. Each DMLS library will state in its Collection Development Policy the extent to which they hold reference works.

Book Selection Criteria

50. The popularity of certain titles and library statistics may influence procurement activities.

51. The Library may be required to hold strategic management publications to support core initiatives, such as Investors in People.

52. The Library aims to select authoritative evidence-based resources from leading medical publishers.

53. The following factors will be taken into account before ordering books for the Library stock:-

- Whether the book title is core or peripheral to the need.
- Cost and availability of financial resources, ensuring best value for public money and in accordance with MOD enabling agreements (DIN 2005/05-002).
- Knowledge of areas of current clinical practice and anticipation of future information and resource needs.
- Professional acumen arising from observation, informal discussions and assessment of existing stocks.
- Contacts with clinical practitioners within organisational groups (This may be a Library Committee or Focus Group).
- Recommendations received from clinical practitioners or subject matter experts (e.g. Defence Consultant Advisors).
- Works selected should be written from a UK perspective because standards that meet NHS practice are more likely to be reflected. However it is understood that most texts are published in the United States and may be the only source material for a given subject.

PERIODICALS COLLECTION

54. The periodical collections are available to external libraries through cooperative lending agreements. Requests will be dealt with on a case-by-case basis with defence medical and MOD personnel having primacy of access.

55. The periodical collection provides the library with its most important source of current biomedical and scientific information. Periodicals are the focal point for the dissemination of new scientific knowledge.

56. The rising cost of periodicals means that libraries have had to make difficult decisions regarding budgets and the titles that they can continue to maintain.

57. For the purpose of this collection development policy, a periodical is defined as a title published at regular intervals with articles, research and writings by several contributing authors.

58. Each DMLS Library subscribes to a core set of periodicals that reflect the main needs of its community. Altering and changing subscriptions can lead to broken collections that can be a source of irritation to users, particularly those accessing the library on a remote basis.

59. Subscribing to electronic periodicals can increase the cost of the print based title by 15%. License agreements and IP certification are problematic, as the organisation exists at several different locations. The most efficient and cost-effective means to access e-periodicals in full-text is through the MyAthens service provided by the DMLS, and should be incorporated via these means wherever feasible.

Periodical Selection Criteria

60. The following factors outlined below will be considered when selecting titles:

- Is the title relevant to the community served?
- What is the cost of the proposed periodical?
- Does the title have an English UK or American bias?
- Does the proposed title make a significantly new contribution to knowledge?
- To what extent is the title evidence-based?
- Is the title internationally respected?
- Can the information covered be found in existing sources?
- Are articles being frequently requested from this title?
- Does the title have a commercially viable future?
- Is there an Impact Factor for the periodical (or alternative scoring method)?

61. This does not necessarily imply that items will be discarded if not all factors are met.

AUDIOVISUAL COLLECTION

62. All audiovisual media should be acquired in accordance with the enabling agreement outlined in DIN 2005/05-002 (currently using Cambridge Information Ltd).

63. DMLS Central Library will maintain a centralised collection of audiovisual materials, such as videos, DVDs, books on CD-ROM and tape/slides, on behalf of DMLS. They will be obtained in line with the scope and coverage described in the general collection development policy above.

64. Each individual DMLS library may wish to supplement this collection for the benefit of local personnel and these will be selected using the subject categories of their local policy (as per exemplar at Annex A).

ELECTRONIC RESOURCES COLLECTION

65. The DMLS recognizes the growing importance of electronic resources to the information needs of its clientele. This policy covers selection criteria for electronic resources acquired for use by DMLS clientele. It is to be used in conjunction with the DMLS general collection development policy.

66. The DMLS Resources Manager will be responsible for evaluating new electronic resources with a general application across the DMLS. This does not preclude DMLS librarians from selecting electronic resources with specific application to their own collections and their parameters will be outlined in the local policies.

Electronic Resources Selection Criteria

67. The criteria used to select print and other formats apply to the selection of electronic resources. (i.e. the resource must contribute to the mission statement, have an anticipated or demonstrated demand, be published/provided by an author/publisher with a good reputation, contain accurate information, be within the DMLS budget, etc).

68. In addition, the factors below should be considered when acquiring electronic resources. (They do not preclude purchase of resources if all criteria are not met):

a. Technical requirements

- i. Is additional hardware or software required to use it?
- ii. What is the means of accessing data (e.g., are passwords required)?
- iii. Is the resource available at all times (e.g. Internet resources)?
- iv. Are there special security requirements beyond what the library usually provides?
- v. Is the resource stable?
- vi. What are the archiving possibilities? (Does publisher archive? In what form?)
- vii. Is the resource DII-compatible?

b. User friendliness

- i. Is the screen design easy to read and follow?

- ii. Is the interface already in use and familiar to users?
 - iii. What are the training issues (for staff and library clientele)?
- c. Searching functionality
- i. Are keyword and Boolean operators available?
 - ii. Is response time acceptable?
- d. Licensing
- i. Is a licence required?
 - ii. Are the terms agreeable (e.g. ILL allowed)?
 - iii. Will the Library have access to data if the subscription is cancelled or publication ceases?
- e. Other Factors
- i. Is the data current?
 - ii. How often updated?
 - iii. Does the content include abstracts?
 - iv. Is it full text?
 - v. What are the implications of recurring funding?
 - vi. Does the publisher have a good reputation and provide good service?
 - vii. Does the publisher provide support materials?
 - viii. Is there a print equivalent? If so, what are the advantages of the electronic product?

69. A useful guide to the acquisition of free e-journals has been produced by the [Health Libraries Network](#).

HISTORICAL AND SPECIAL COLLECTIONS

70. DMLS Libraries may hold historical and/or special collections appropriate to their individual specialties. There may be restrictions placed on loans, in order to safeguard the collections, but these will be specified in the collection development policy for each specific library.

71. Where collections or individual items within a collection need specialised care to preserve them, or are of exceptional importance, it may be necessary to consider transferring them to a more appropriate specialised archive. This should only be done after considering the implications of gifting, as outlined in DCI (GEN) 229/04 Disposal of Surplus Commercial Publications at Annex B [on original].

DONATIONS

72. The DMLS is always pleased to consider donations by individuals and units. These donations are a valuable source of additional copies for heavily used resources, as well as replacement copies for damaged or missing items. They are also a source of historically significant or rare works.

73. Libraries will generally accept all items that are relevant to the stock. However, the Librarians reserve the right to retain or dispose of any donations at their discretion. Librarians may also advise donors of alternative locations, where items may be unsuitable for the existing collection.

74. DMLS Librarians also reserve the right to dispose of donated material once it contributes no further benefit to the collection and becomes superfluous.

75. The majority of theses and dissertations produced within the DMS are donated to the DMLS Central Library as part of the Military Medicine Research Database, and will be kept permanently.

COLLECTION MAINTENANCE (Covering Retention and Disposal).

76. Under its remit to provide a high quality library and information service to the DMS, the DMLS has a responsibility to maintain a relatively broad collection. Financial constraints, however, mandate frequent and judicious review of the collection.

77. It is also important to note that, in general terms, new editions "reflect new knowledge", and so old copies of texts will be considered for disposal by the DMLS Librarians, and will be removed from the shelves.

78. Librarians will remove materials from the collection, whether they are being replaced by a more compact format, a more current edition, or for other reasons. The main impetus is that the result is a saving of space and/or an increase in the currency of the collection.

79. Retention depends on local requirements, and these requirements will be specified in the local policy statement.

80. Generally, one or more copies of each edition appropriate to the collection will be retained, unless space constraints or circulation usage indicate otherwise. Periodicals will be retained as long as space constraints or the condition of the item permit.

81. Where texts have been removed from the main collection, but are retained for specific reasons, they will be clearly marked with a label to indicate that they have been deliberately retained.

82. Books.

83. The book reviewing process will consider the following criteria:

- Subject matter
- Amount of use (noting that date stamp markings do not reflect the serendipitous user).
- Historical value and significance. Some items in the collection will become increasingly valuable as time goes on. Great care must be taken when reviewing to avoid discarding potentially valuable items (See DCI (GEN) 229/04 Disposal of Surplus Commercial Publications at Annex B [on original]). Historical or special collections may retain multiple copies of titles to ensure continued availability of these titles.
- One or more copies of each edition may well be retained for the "advanced" level collection.
- In classification areas of high usage, multiple copies will generally be retained.
- Only the latest editions of study guides, programmed texts, examination review books, etc. will be kept. Generally for directories, only the latest edition will be retained in the reference collection.

- Special features (e.g., autographed copies)
- Reprint of an item already in the collection.
- Physical condition.
- Source (Military medical publications will be held indefinitely where possible).

84. Directories and other annual types of reference resources will follow the customary practice of keeping the current year on the reference shelves and moving the previous year's edition only to the general collection, if required.

85. Collections will be reviewed on an annual basis, to determine usefulness and/or the possible relocation or disposal of items. This review might include cancellation of subscriptions or standing orders, weeding, moving to storage, etc. Review is a continuous procedure with the entire collection being evaluated over a five-year period. Each item will be considered individually and as a part of the total collection.

86. Periodicals.

87. The periodical reviewing process will consider the following criteria:

- Subject matter.
- Local availability/Library network availability (noting any local reciprocity agreements).
- Age (historical value).
- Physical condition (including bound vs. non-bound).
- Completeness of holdings and length of run.
- Source (Military medical publications will be held indefinitely where possible).
- Usage (if able to determine).
- Recommendation of users.
- Format and other selection criteria.
- Cost efficiency (more economic to hold hardcopy / hold electronically / borrow from external source).

88. Binding policy is the choice of each DMLS Library. DMLS Central Library is a library of last resort for DMS and so customarily binds periodicals to ensure their safety and good condition. Each DMLS Library will reflect its intentions in its local policy.

89. Audiovisual materials

90. The reviewing process for audiovisual materials will consider the following criteria:

- Subject matter.
- Age (historical value).
- Physical condition.

- Re-publication in a more appropriate format. (e.g. video to DVD).
- Source (Military medical materials will be held indefinitely where possible).
- Usage (if able to determine).
- Recommendation of users.

91. Electronic resources

92. The reviewing process for electronic resources will consider the following criteria:

- Subject matter.
- Age (historical value).
- Physical condition.
- Re-publication in a more appropriate format. (e.g. CD-ROM to web-based).
- Usage (from usage statistics).
- Recommendation of users.

DISPOSAL

93. Books CANNOT be sold by DMLS, as specified in DCI (GEN) 229/04 Disposal of Surplus Commercial Publications, They may be submitted to the Defence Sales Agency or defaced beyond repair for paper waste. Books that have been designated for disposal are to be marked with the "Library Withdrawn" stamp, as specified in the DCI.

C HOLDER
Head DMLS

ANNEX A

Collection - Core Areas *(This is a sample page of subjects that should be used to inform the local Policy Statements produced by each DMLS Librarian).*

Anaesthesia, Clinical	Clinical
Anatomy	Clinical
Alternative Medicine	Clinical
Audiology	Clinical
Clinical Audit	Clinical
Clinical Governance	Clinical
Clinical Risk	Clinical
Critical and Intensive Care	Clinical
Dentistry including oral health	Clinical
Dermatology	Clinical
Diabetes	Clinical
Emergency medicine	Clinical
Epidemiology	Clinical
Evidence based Medicine	Clinical
First aid	Clinical
Forensic Medicine	Clinical
General Practice	Clinical
Genetics	Supplementary
Health administration and professions	Clinical
Health Promotion	Advanced
Health Visiting	Advanced
History of Medicine	Supplementary
Hypertension	Clinical
Immunology	Clinical
Infectious diseases	Advanced
Information Management and Librarianship	Supplementary (except CL)
Management	Supplementary (except CL)
Mental Health	Advanced
Medical Law	Clinical
Medical ethics	Clinical
Midwifery	Clinical
Medical Informatics	Clinical
Nursing	Clinical
Nutrition	Clinical
Paediatrics, Child Health and Child Protection	Clinical
Pharmacy and Medicines Management	Clinical
Physiotherapy	Clinical
Professional examinations (MRCGP)	Advanced
Psychiatry	Clinical
Referencing guides	Supplementary
Research methods	Advanced
Sexual Health	Clinical
Sports Injuries	Clinical
Speech & Language therapy	Clinical
Study Skills	Supplementary
Substance Abuse	Clinical
Travel Medicine	Clinical
Wound care	Clinical