

PCOM Collection Guidelines

The Library will depend increasingly on digital resources and their adaption while maintaining limited print-based collections.

Collection Development

Collection development involves the planned identification and review of materials best suited to strengthen the library resources for education, teaching, learning, research, patient care, and administration. This is a working collection covering a rolling 5 year span. Regardless of format, selection criteria are the same:

- Subject relevance – directly support PCOM's various programs, departments, and functions • Intellectual content
- Level of presentation
- The reputation of author and publisher
- Needs of primary clientele
- Cost-effectiveness
- Existing coverage
- Faculty input
- Written reviews

Deselection Policy (Weeding)

Collection development is usually perceived as an activity that only adds new materials to a library and is undertaken to maximize the usefulness of a library's collection. For the purpose of this policy guideline, weeding is defined as the removal of items from the library's active collection. Weeding is an important part of the management of collections as it is the careful elimination from the collection of unwanted or unnecessary materials that accumulate over time and to conserve valuable space, but more importantly to increase the value or usefulness of the collection.

The professional library staff members have the primary responsibility for weeding activities. Other faculty and staff may be called upon to serve as consultants when necessary. All deselection/weeding will be accomplished according to the criteria listed below and with thought to preservation of the historical records of the practice of medicine.

Criteria that will be used for deselection/weeding:

- Superseded editions
- Frequency of use – little to no circulation activity in the last 5 years
- Physical condition – repair an option?
- Subject areas collected at shallow depths will be weeded more rigorously than in-depth areas • Multiple or redundant copies
- Publication date – materials containing obsolete information
- Status in history of the subject
- Author
- Relevance – titles no longer relevant to current curricular or research

Donation Policy

Potential donors are asked to contact Institutional Advancement before delivering materials. This allows PCOM to ascertain the suitability of the proposed book donations and offer alternatives if the materials are not suitable for our collection. Book donors are asked to submit an itemized book list that includes the title, author name, edition, and publication year. For any questions, please contact Institutional Advancement: Connie Ennis, conniee@pcom.edu.

The library accepts student text book donations that enhance the existing collection in ways consistent with our collecting guidelines. This means that we will accept donations as long as:

- They are in scope for our collection.

- They do not duplicate existing resources (unless we decide that a duplicate is a sensible addition).
- The materials have been published within the past five years unless they are of historical significance.
- Materials are in good condition.

Library staff will make the final decision on the disposition of text book donations. The library reserves the right to handle all donations as it sees fit and to refuse or discard materials that do not fit within the above guidelines or meet the current needs of the collection. The library does not issue a written determination of the value of non-monetary gifts. Any appraisal of value is the responsibility of the donor. A letter of acknowledgment may be provided describing the donation.

Preservation Policy and Special Collections

The responsibility to build collections carries with it the obligation to ensure that these collections are always accessible. The PCOM Library is committed to the preservation of its collections by taking action

to:

- Prevent, stop, and/or retard deterioration of all library materials in all media
 - Prevent theft or loss of all items in the library's collection
 - Improve the condition of items when possible
 - Change the format of library materials to preserve intellectual content as necessary and appropriate

The comprehensive approach to preservation entails choosing the most appropriate method of preservation for every item. This is accomplished through proper conditions:

- Careful handling and housing of items
- Use of security systems designed to eliminate mutilation and theft
- Refreshment and migration of electronic files to ensure their continued usability
- Repair or replacement of damaged materials
- Preserving materials of unique aesthetic or historical value in their original form

Preservation decisions for materials in the collections are best determined by the library staff in consultation with faculty when necessary. Preservation decisions must always be made within the context of overall collection policy, balancing the constraints of historical, aesthetic, and scholarly value, cost and user accessibility. Preservation guidelines for institutional digital collections are hosted at DigitalCommons@PCOM.

Budgeting for New Programs, Degrees or Certificate Programs

The library budgets for resources on a fiscal year basis, July 1st thru June 30th. Because of this, new programs should be planned at least an academic year in advance so that appropriate resources can be purchased for the library's collections. The library's existing collections may already complement the new program's needs, however additional materials must be separately budgeted by the new program for acquisition. The initial costs must be budgeted by the new degree program. After the budget is approved by the PCOM administration, these funds will be transferred to the library's cost center in order for the purchases to be made. A new program representative who has authority of their department's budget must confer with the Cataloging & Special Collections Librarian for guidance on new acquisitions and their associated cost.