



Oklahoma State University
Medical Center

EFFECTIVE DATE: August 25, 2009

SUPERSEDES: April 8, 2008

REVIEW DATE: August 25, 2012

REVIEW RESPONSIBILITY: Medical Librarian

POLICY TITLE: Selection

POLICY NUMBER: 845-IM-405

DEPARTMENT: Medical Library

CATEGORY: IM

APPROVED BY:

SIGNATURE (S): *Terry R. Bernard, D.O.*

Janet Thompson

PURPOSE

Materials selected for the library must be relevant to the objectives of the teaching, research, administrative, and clinical needs of OSUMC.

POLICY

I. Responsibility for Selection

- A. Purchase recommendations can be made by any hospital staff. Recommendations will be reviewed by a subject expert if necessary and at the discretion of the librarian before being submitted for approval by the library committee.
- B. Purchase recommendations are presented to the library committee at the regular meetings for review and approval or denial. Ideally, materials purchased must first be approved by the library committee, though purchase may be made in the interim if requested by a residency program director or are approved by the library committee chairman.

II. General Selection Policies

- A. Selections should meet the needs expressed in the purpose statement.
- B. The library must include resources about osteopathic principles and practice, osteopathic manipulative medicine.
- C. The library must include resources about the relevant medical specialties within that hospital and for the residency training program subject areas for the programs offered.
- D. The library will periodically assess (about every two years) the information needs of the patron base it serves. The librarian will consult with hospital department heads, nursing education, medical education, the library committee, chief interns and residents, resident program directors, and patrons. Patron needs assessment surveys will be conducted on a regular basis.
- E. Information needs of interns and residents completing medical education at OSUMC will be considered a high priority.
- F. Items are not generally purchased in multiple formats.

III. Selection Criteria

Those involved in selection of resources shall use the following criteria as a guide:

- A. Contribution the subject matter makes to the objectives of the teaching, research, administrative, and clinical needs of OSUMC
- B. Favorable reviews found in standard selection sources
- C. Favorable recommendations based on preview and examination of materials by professional personnel
- D. Reputation and significance of the author, producer, and publisher
- E. Validity, currency, and appropriateness of material
- F. Value commensurate with cost and/or need
- G. Timeliness or permanence
- H. Relevance of subject
- I. Cost-effectiveness: including availability and cost of updates, backfiles, future upgrades
- J. Confidence in producer's commitment to maintenance
- K. Currency and validity of information and updates
- L. Access and network capacity
- M. Uniqueness and completeness of information
- N. Added-value and advantages over other formats
- O. Technical ease and accessibility
- P. Legal issues including licensing requirement and restrictions
- Q. Copyright and fair use issues
- R. Archival issues - availability, cost, limitations, storage, etc.
- S. Availability and quality of documentation
- T. Vendor's reliability in customer support, material availability, and quality of training programs

IV. The following shall be consulted in the selection of materials, but selection is not limited to their listings:

- A. Brandon-Hill List
- B. Doody's Review
- C. Library for Internists
- D. Reviews
- E. Publisher's information
- F. Majors.com (Nicki's Noteworthy Titles for Libraries, Doody rankings, the sales ranking feature)
- G. Recommendations from library users

V. Selection guidelines for books and audiovisuals

- A. Materials with a copyright date over two years old will not be purchased except in special cases.
- B. Small inexpensive handbooks are usually not purchased.
- C. Board preparation materials are usually not purchased.
- D. CD-ROMs/Diskettes/Other Multimedia are generally not collected. CD-ROMs that accompany print materials are retained only if the content is supplemental to the text. CD or DVDs that come with a book will be pulled from the book. If kept, it will be processed as a second copy of the book and placed in a file. A notice will be placed near the check out card in the book that a CDROM/DVD is available. If the book is available at a lower cost without the CD/DVD then it will not be purchased unless it has special merit.

VI. Selection guidelines for journals and series

- A. There is a need for current information in this area or medical specialty in relation to other materials in the collection.
- B. This publication is of a high quality
 - 1. It has an authoritative editorial board and authors and well-referenced articles.
 - 2. Check to see if the journal has good reviews or is on recommended journal lists, or is recommended by appropriate staff specialists.
- C. The publication contents are referenced in a major index such as PubMed
- D. There is an expressed need for the publication.
 - 1. It is requested by department or multiple recommendations.
 - 2. Interlibrary loan requested from the journal total ten or more in a period of 24 months with a minimum of four in one year. The cost of ownership vs. access cost (interlibrary loan, etc. including copyright costs) will be compared for the most economical method.
 - 3. There is a need in terms of current journal timely information and “browse” factor rather than a specific article.
- E. Other considerations:
 - 1. Cost of the journal
 - 2. ISI Impact Factor
 - 3. Whether articles from a particular title can be accessed online or obtained quickly and cheaply via interlibrary loan or by other means

VII. Selection Guidelines for Electronic Resources

- A. The preceding guidelines apply when necessary.
- B. If available,, all new titles will be subscribed to online only.
- C. Electronic books and journals are usually purchased in packages by a consortia.
- D. Decisions about the content of the packages are made as a group by the consortia, though our library may opt out when content is not appropriate or cost is prohibitive.
- E. Electronic books and journals may be purchased “a-la-carte” when need warrants.
- F. The library continues to provide print subscriptions for high use items and for things that are not yet electronic.
- G. Usage statistics of electronic resources serve as an important selection and de-selection tool

PROCEDURE

- I. Requests are made using the appropriate request form. These forms are submitted to the librarian who compiles the requests into a list for review by the library committee.
- II. After the committee meeting, approved materials are ordered.
 - A. Print books are ordered through Majors may be ordered online by the librarian at www.majors.com

- B. Other items may be ordered by contacting the vendor or through the consortial buyer.
- C. Materials that must be prepaid are ordered directly using check requests. The librarian fills a check request form that is sent to accounting. A check is written by the accounting department, and may be sent directly to the vendor or delivered to the librarian who will then send the order to the vendor.
- D. Any purchase over \$2000.00 must be approved by Chief Nursing Officer. Purchase orders, check requests or invoices over this amount are signed by the librarian then signed by the CNO.