Capital Health, Health Science Library
Collection Development Policy

Introduction

The Health Sciences Library at Capital Health is an information center for the communities it serves, providing resources, access, training and education to the staff, students and patients associated with Capital Health.

This policy is intended to provide consistency for staff and library patrons and help the Capital Health Library resolve conflicts.


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**Vision**

The vision for Capital Health Library is improving lives through evidence-based practice and education.

**Mission statement**

The mission of the Capital Health Library is to provide information, training, and guidance through the provision of library resources.

**Audiences and purpose of the policy**

This policy was written for the library staff, Capital Health staff, students, and the general public who wish to use library services.

Capital Health Library supports the information needs of the health and administrative staff of Capital Health. Health professionals, including doctors, nurses, physiotherapists, mental health professionals, occupational therapists, pharmacists, professional researchers and students working within Capital Health make use of the library collection. The Library’s external clientele includes patients, members of the public and students from other academic institutions.

Part of the Capital Health mandate is to fill the role as a teaching hospital. The Library supports the teaching, learning and research activities of the medicine and health related courses at Dalhousie University, the Nova Scotia Community College and other secondary institutions and follows the principles of evidence-informed practice in health care.

Capital Health Library collections are selected for the following purposes:

- To provide tools and resources to support clinical and administrative decisions
- To enhance evidence-informed decision making in health practice and education
- To assist users to develop skills to appraise new medical practices, treatment and information
- Capital Health Library enhances its collection by sharing resources through reciprocal borrowing privileges and Inter library loan with other libraries
Statement of Intellectual Freedom

Capital Health Library supports the Canadian Library Association’s (CLA) Bill of Rights and the CLA’s position papers on: Intellectual freedom, Action for Literacy, Buying Around, Copyright and Diversity and Inclusion.

Capital Health Library acquires materials that represent differing opinions and without censorship in regard to controversial issues. Capital Health Library does not add or withdraw, at the request of any individual or group, material which has been chosen or excluded on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection will be referred to the Capital Health Manager, Library Services.

An individual may register a complaint concerning material that he or she considers objectionable. The Manager Library Services is responsible for reviewing the material in question following current collection development objectives and selection criteria. The manager may consult book reviews, other commentaries, and outside advice. The manager will formulate a recommendation. The complainant will receive a reply from the manager indicating the library's position and action planned or taken.

Copyright

Capital Health Library complies fully with the provisions of the Canadian Copyright Law and its amendments. Capital Health Library will not knowingly violate any of them under any circumstances. The library also expects its users to do the same. Capital Health Library will post notices as appropriate to remind its patrons of various provisions of copyright law, but does not monitor usage. The Capital Health Library staff will notify users of any violations of copyright law that come to their attention, but will otherwise assume that users are acting in good faith.

Community

Capital Health (also known as the Capital District Health Authority) is located in the Halifax Regional Municipality (HRM), with a population of 409,000 (2011 Canadian Census). The major city in HRM is Halifax, Nova Scotia. Capital Health is the largest of the district health authorities in Nova Scotia and includes nine hospitals and dozens of community clinics. There are 12,000 employees, physicians and students and nearly 2,000 volunteers.

There are several institutions of higher learning in Halifax including Dalhousie University, Kings College, Saint Mary’s University, Mount Vincent University, and Nova Scotia Community College. There are information resources available to HRM residents including several public libraries in the Halifax Regional municipality.

Library Website

The Capital Health Library maintains a website with links to free and subscription-based resources as well as locally produced documents. The website is maintained by the Capital Health Library staff. Selections for hyperlinks are made by the Manager Library Services and the Librarians.

Capital Health Library open hours

There are four libraries in the Capital Health Library system. The libraries are situated in the Dartmouth General Hospital, the Dickson Building, the Infirmary Hospital and the Nova Scotia Hospital.

Capital Health Libraries at the Infirmary, the Dickson and the Nova Scotia Hospital are staffed Monday through Friday, excluding statutory holidays. Library staff is available to assist users with their information and research needs during the library hours, by telephone and by e-mail.

The Library at the Dartmouth General Hospital is staffed by Volunteers, generally from 9:30 to 3:00 Monday to Friday, variable in summer.

After-hours access

Staff and students who have valid Capital Health identification cards can access all libraries after-hours by key or key card. The Library may allow after-hours access to families of patients currently in the hospital. This is negotiated between the Manager Library Services and the nurse or physician attending the patient.

Borrowing materials from the library

Staff and students who have valid Capital Health identification cards may borrow books from the Capital Health Libraries. Temporary borrowing privileges may be awarded by filling out the Temporary Borrowing Privileges form. Books can be borrowed for two weeks and journals can be borrowed for 3 days.

Interlibrary Loan Services

Staff and students who have valid Capital Health identification cards are eligible to order articles through the Library’s Interlibrary Loan services using email and paper forms available in the library.
Loansome Doc is a quick way to order articles from within PubMed. Capital Health Library provides Loansome Doc service to staff and students who have valid Capital Health identification cards.

**Cooperative Collection Development**

Capital Health Library cooperates with other Libraries in Atlantic Canada, sharing resources through reciprocal borrowing using Docline and other Interlibrary Loan processes. Capital Health Library cooperates with other libraries in purchasing resources where appropriate.

**Budget structure and responsibilities**

Collection funds are part of annual budget. Funds allocated for acquisition are distributed according to a general formula based upon 75% of the collections budget allocated for journals and 25% for books and other materials.

Capital Health library uses the funds allocated to purchase books and other library materials. Responsibility for ordering books and other library materials is shared by the Manager Library Services and the Librarians.

Capital Health Library fiscal year runs from April 1 to March 31. Funds must be expended by year-end. Generally, the funds for books and other materials will be encumbered by November of each year. Journal subscriptions generally begin in January of each year, so the budget for journals is not usually encumbered until January.

**Library Programs**

The Library provides an online search service, library training, research support, outreach programs and coordinates the patient pamphlet service. The Library purchases all books and journals for departments within Capital Health, and maintains records of departmental collections.
Library Training

Capital Health Library offers training to use online and print resources and how to:

- Find, compile and evaluate information
- Develop lifelong information skills that will serve users both personally and professionally.

The library provides both one-on-one sessions and group sessions. The Librarian Educator develops instructional sessions that may change as needs change.

Patient Pamphlets

The Library coordinates the editing and publishing of patient pamphlets developed by the health professionals at Capital Health. The Librarian Educator maintains a list of current pamphlets and coordinates a process so that pamphlets meet guidelines, are updated on a regular basis, and are made broadly available.

Collection

The Library includes a collection of more than 6700 electronic books, 6800 print monographs, 4182 electronic journals and 493 other media collections. The Library provides access to health and health administration databases. The library collections can be searched via the library’s catalogue on the Capital health website.

Scope and coverage

In the Halifax Regional Municipality, Obstetrics and Pediatrics services are in the perview of the Izaak Walton Killam Hospital (IWK). The IWK Library maintains the major collection in these subject areas. In this environment, the Capital Health Library collects in all areas of the health sciences except Obstetrics and Pediatrics.

Capital Health Library primarily collects e-books, books and ejournals. Electronic materials are preferred over print material. Generally, materials are collected in English. Where feasible, the library collects consumer health materials in French and other languages.

Acquisition emphasis for clinical material is primarily on current publications – that is, items that have been published in past 5 years. Older publications are collected if they are of historical or archival value. The clinical collection is comprised of items that are published by bona fide publishers. Self-published material is not usually collected unless of historic or local interest. The library subscribes to various selection tools including Doody’s, Ulrichsweb and Booklist.
The Library collects items specific to each site so that each library has materials that are specific to the activities of that hospital. For instance, the Library at the hospital where transplants take place will have the major collection of transplant literature.

**Acquisitions**

All new acquisitions decisions are made using accepted library acquisition principles. Monograph suggestions are investigated on the basis of:

- cost
- authority of the publisher
- availability at other local libraries
- Canadian content or authorship
- authority of the author
- topic meets the collection requirements for the library
- number of other monographs in the collection on the topic
- historic significance to Capital Health

New journal acquisitions are investigated on the basis of:

- cost
- authority of the publisher
- library users have access to resources that index the title
- the source of the material is authoritative
- the language is English or French
- the journal has Canadian content or authorship
- the title been published for several years
- the content is peer-reviewed
- the journal is on a topic that meets the collection requirements for the library
- the library needs more journals on the topic.
Retention

All collections in the Capital Health Sciences Library are regularly reviewed by the Librarians for currency, relevancy and physical condition. Individual items are reviewed for weeding based on the weeding policy criteria. The Capital Health Library Weeding policy is attached as Appendix B. Deselected items are removed from the collection and records are removed from the library catalogue.

In general, only the most current editions of reference materials and monographs are retained. Generally, superseded editions of books are removed from the collection.

Journal back files are retained as far back as space and financial restraints allow. Back issues of journals are retained in paper format if electronic back files are not available at a reasonable cost.

Collection Areas

Reference materials

The Library collects general and specific print sources of information that are kept on site, for reference use. The reference collection contains, but is not limited to, dictionaries, drug monographs; directories, multi-volume sets and items of high cost. Items in the reference collection normally do not circulate. The reference collection is reviewed by the Librarians periodically to ensure currency and accuracy.

A core reference collection is purchased for each of the libraries. This includes dictionaries, drug monographs, directories etc. that are of interest at all sites.

For items that are of high use, the library may purchase a second copy for Reference so that there is always a copy available.

Monographs:

The Capital Health Library purchases evidence-based monographs in support of hospital administration, research, education and clinical practice.

Books (monographs) are a major part of Capital Health Library collections. In addition to the aforementioned selection criteria, other factors such as durability, cost, availability and perceived circulation of the book are considered before the book is selected.

Electronic books are considered when they provide the most current and cost effective format. In addition to general selection criteria, consideration is given to specific aspects of electronic texts, including licensing and reliability of the electronic platform on which the e-book resides.
Journals

The Capital Health Library collects journals in all areas of the health sciences except Obstetrics and Pediatrics. Because electronic journals allow access to many users at one time, this delivery method is preferred.

Selection criteria for journals include:

- Support of research requirements
- Suitability for intended audience
- Uniqueness of subject coverage
- Cost and access costs
- Professional reputation
- Demand for title in interlibrary loan or document delivery requests
- Full-text availability
- Acceptable level of use

Additional factors that are considered in the acquisition of electronic journals include the reliability of the electronic platform, vendor support, suitable licensing terms, available usage statistics and access to paid-for issues when subscriptions end.

Canadian Materials

The Library collects materials relevant to Canadian healthcare, history of medicine/nursing/allied health, history of disease, and history of hospitals if they are of historic significance to Capital Health and/or the Nova Scotia health environment.

Audio-visual materials

Audio-visual materials, such as DVDs are collected where that format is the only one available. However, this collection is being downsized and an online resource will be selected whenever available at a comparable cost.

Databases

The Capital Health Library subscribes to several electronic databases. In addition to the above-mentioned criteria, the following factors are considered in deciding whether to subscribe to a particular database:

- perceived need
- cost
- ease of use

Out-of-print materials are rarely purchased.
Suggestions
The Library accepts suggestions for purchase. The final decision to purchase follows the Acquisitions’ process, shown above and is the responsibility of the Manager Library Services.

Gifts and Donations

The Capital Health Library accepts donations of library materials with the proviso that the library has full authority to dispose of, or retain the items. The Capital Health Library Donation policy is attached as Appendix A.

The library accepts materials that meet collection requirements. Older publications may be accepted if they have historical or archival value.

The library reserves the right to refuse to accept materials. If required, the library can arrange for a tax receipt for donated materials. Tax receipts are issued through one of the hospitals’ foundation offices. Individuals wishing to make a gift should contact the Manager Library Services. The Capital Health Library accepts sponsorship of journal subscriptions that support the collections. Individuals wishing to sponsor a journal are advised to contact the Manager Library Services.

Duplication

For items that are of high use, the library may purchase a second copy for Reference so that there is always a copy available. Copies may be purchased for more than one library.

Duplication of titles among all formats is avoided for both monographs and journal materials, because duplication attracts additional cost. The duplication policy is enforced in order to protect the library from being pressured to buy large numbers of a single title.

The Capital Health Library gives preference to online versions because online subscriptions allow for access to the widest number of users from any location. The Capital Health Library does not maintain a print version of a journal wherever users have access to full text content of the same material through an online library subscription. This policy does not apply to any title, which, by contract, the Capital Health Science Library must subscribe to, in order to be eligible for the online version. The policy does not apply to titles where accreditation standards require subscription to print version or for classroom related reasons.

Should any conflict arise from the cancellation of print titles, the final cancellation decision will be made by the Manager Library Services.
Electronic Resources

This section of the policy applies to electronic resources (e.g. databases, e-journals, and e-books) and the special considerations that arise from the electronic format. Special considerations include, but are not limited to, cost, technical considerations, ease of use, accessibility, and licensing arrangements. No electronic resource will be considered for acquisition unless it first meets the standards outlined elsewhere in this document relating to scope, coverage and specialized selection criteria.

Electronic access is the preferred format since electronic materials allow access to many users at one time. Generally, freely-available websites, PDF’s or other documents will not be entered as part of the library catalogue.

Organization of the Collection

The collection is organized according to National Library of Medicine Classification Scheme, a sub-set of the Library of Congress Classification Scheme. Capital Health Library collects library materials on three out of five definitions of collection levels as stipulated by IFLA Collection Depth Indicators.1 These levels are the minimal level, basic information level, and study or instructional support level and are shown in the table on the following page.

## Collection Development profile – Capital Health Libraries

<table>
<thead>
<tr>
<th>Subject area</th>
<th>Collection depth (1, 2 or 3)*</th>
<th>% of collection budget</th>
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<tbody>
<tr>
<td>QS Human Anatomy</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>QT Physiology</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>QU Biochemistry, Cell Biology and Genetics</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>QV Pharmacology</td>
<td>2</td>
<td>3.5</td>
</tr>
<tr>
<td>QW Microbiology and Immunology</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>QX Parasitology</td>
<td>2</td>
<td>2.5</td>
</tr>
<tr>
<td>QY Clinical Pathology</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>QZ Pathology</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>WA General Medicine, Health Professions</td>
<td>2</td>
<td>3.5</td>
</tr>
<tr>
<td>WB Practice of Medicine</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WC Communicable Diseases</td>
<td>2</td>
<td>3.5</td>
</tr>
<tr>
<td>WD Disorders of Systemic, Metabolic or Environmental Origin, etc.</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>WE Musculoskeletal System</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WF Respiratory System</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WG Cardiovascular System</td>
<td>3</td>
<td>4.0</td>
</tr>
<tr>
<td>WH Hemic and Lymphatic Systems</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>WI Digestive System</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WJ Urogenital System</td>
<td>2</td>
<td>3.0</td>
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<tr>
<td>WK Endocrine System</td>
<td>2</td>
<td>3.0</td>
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<tr>
<td>WL Nervous System</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WM Psychiatry</td>
<td>3</td>
<td>4.0</td>
</tr>
<tr>
<td>WN Radiology, Diagnostic Imaging</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WO Surgery</td>
<td>3</td>
<td>4.0</td>
</tr>
<tr>
<td>WP Gynecology</td>
<td>2</td>
<td>2.5</td>
</tr>
<tr>
<td>WQ Obstetrics</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>WR Dermatology</td>
<td>2</td>
<td>2.85</td>
</tr>
<tr>
<td>WS Pediatrics</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>WT Geriatrics, Chronic Disease</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WU Dentistry, Oral Surgery</td>
<td>1</td>
<td>1.0</td>
</tr>
<tr>
<td>WV Otalaryngology</td>
<td>2</td>
<td>2.0</td>
</tr>
<tr>
<td>WW Ophthalmology</td>
<td>3</td>
<td>4.0</td>
</tr>
<tr>
<td>WX Hospitals and Other Health Facilities</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WY Nursing</td>
<td>2</td>
<td>3.0</td>
</tr>
<tr>
<td>WZ History of Medicine, Medical Miscellany</td>
<td>1</td>
<td>1.0</td>
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<tr>
<td></td>
<td></td>
<td>100</td>
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*for definition of collection depth codes see next page*
*Collection Depth code:

0 ----- Out of Scope.
Library does not collect materials in any format in this subject

1 ----- Minimal Level
A subject area in which selections are based on general materials.
Consumer health material

2 ----- Basic Information Level
Collections of up-to-date materials that serve to introduce and define a subject, also,
indicate the varieties of information available elsewhere. The collections may include
monographs and reference works, general periodicals, access to appropriate
databases.

3 ----- Study or Instructional Support Level
Collections that provide basic or primary topics about a subject, but at a level of less
than research purposes. The collection includes an extensive collection of general
monographs and reference works, an extensive collection of general periodicals, limited
collections of appropriate foreign language materials, access to appropriate machine
readable data files. This level supports all courses of undergraduate study and master's
degree programs.

The Capital Health Library collects local works and materials relating to the history of
Capital Health. Some artifacts and photographs are retained relating to the History of
Capital Health

Access
Circulating collections are available for borrowing by those with Capital Health
identification cards.

Online access is available from within the Capital Health Intranet, by Internet Protocol
(IP) authentication. In addition, the online collections are accessible to those with
Capital Health identification cards from any computer that has Internet access. The
Library uses EZ Prozy software to facilitate off-site user authentication.
Access for patients and families

Each library has computers with Internet access for the use of patients and families. These computers are set up so that they operate outside the Capital Health network.

Patients and families can use those computers to search the library’s catalogue. For clarification, only those with Capital Health identification cards will have access to the library’s subscribed content.

Evaluation of the Collection

The Manager, Library service will undertake an evaluation of the policy regularly using the IFLA and institutions conspectus model.

The purposes of this evaluation are:

- To give the Capital Health Library staff reliable information for assessing strengths and weaknesses in the collection. This, is hoped, will allow for a more systematic and informed development of the collection.
- To provide information, this will aid library staff to respond intelligently and effectively to shifting budget priorities.
- To obtain data for objective comparison with the collections of other libraries in Atlantic Canada as a measure of collection strength.
- To aid in cooperative collection development with other libraries in Atlantic Canada, when appropriate.

Withdrawal, Discarding, and Preservation

The Manager Library services along with the Librarians will periodically examine the collection to withdraw outdated or suspended materials and to identify worn-out but useful materials for preservation. The Manager may consult administrative staff for their recommendations regarding withdrawal decisions. Materials that have been selected for withdrawal will be disposed of in a manner deemed appropriate by the Manager. The complete Weeding Policy appears as Appendix B.

Complaints and Reconsideration of materials

The Capital Health Library is fully committed to free exchange of ideas, and believes that individuals should be free to research and develop ideas without interferences.

Library patrons with complaints should contact the Manager Library Services.
References


MaceWan University (2012). *Collection development Policy.* Retrieved January 03, 2013 from:
http://library.macewan.ca/collection_policy

Oregon Health and Science University (2013). *Collection Development Policy.* Retrieved January 02, 2013 from:
http://www.ohsu.edu/xd/education/library/about/departments/collection-development-policy.cfm


http://www.umflint.edu/library/policies/colldev.htm

http://library.umkc.edu/hslaboutcolldevpolicy

http://www.witc.edu/library/collections.htm
Appendices
Appendix A

Capital Health - Health Sciences Library - Donation Policy – February 2014
Capital Health Library - Donation Policy - February 2014

Gifts of new or used books are often donated to the Health Sciences Library. They will be included into the collection if they meet the Collection Development goals. The Manager Library Services will decide which materials will be accepted into the collection. Donated items become the property of the Library and the Library maintains the right to place the item in any of the Library’s units and to dispose of donated items that are not added to the collection. Donations of cash may also be made to the Library and will be used to purchase materials for the library collection.

GUIDING PRINCIPLES

Donations of books add to the collection and offer an opportunity for users to be involved in collection building.

DEFINITIONS

Donation: a book, journal, video, DVD or other item that supports the goals of the Health Sciences Library

PROCEDURE

Donated items are delivered to the Library. The Manager decides which items are suitable to add to the Library’s collection. If the donator wishes a receipt for income tax purposes, the Manager Library Services calculates the market value of the items that are being added to the collection.

The Librarian sends a letter to the appropriate Foundation and asks that a tax receipt be sent to the donor. The Manager sends a thank you letter to the donor.

www.addall.com is one site that gives comparisons of used books.
The purpose of weeding the Health Sciences Libraries collection is to eliminate outdated and damaged material, to identify gaps in the collection, to ensure that the collection is current and reliable and to ensure that the collection fits into the available space. Hospital Library collections should emphasize the latest material with clinical material being 5 years old or newer\(^1\).\(^2\).

**Book Collection**

**Items that should be weeded**
- Generally, items containing clinical information that is five (5) years old or older
- Items that have not circulated in the past three (3) years
- Duplicate copies – Exception: for heavily used books that are less than five (5) years old generally retain one duplicate copy.
- Superseded editions
- Yearbooks or almanacs that are more than two (2) years old
- Government documents that are 5 years old or older AND are from governments other than Nova Scotia or Canada.
- Damaged or incomplete items – pages or parts missing, worn, torn, soiled, mutilated etc.
- Items outside the collection policy
- Items that are out-of-date
- Items of poor technical quality – faulty audiovisual materials etc.
- Items that are missing Table of Contents, Index etc. making the content inaccessible
- Items with incorrect content or potentially harmful content – i.e. outdated drug information

**Items that should be retained**
- For books published in the last 5 years or later, generally retain one duplicate copy of heavily used books
- Titles on current core bibliographies – e.g. Doody’s list
- Titles of historical significance, history of medicine; classic/seminal works;
- Works by local author or illustrator; works about local history or personalities
- Items containing unique information or illustrations
- Personal accounts
- Memorial gifts
- Items written by Capital Health staff
- Items written about Capital Health
- Items containing statistical information that may be used to study trends
- Biographical directories
- Canadian government and Nova Scotia government documents that pertain to Capital Health
- Items that are frequently borrowed by other libraries

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February 11, 2014
Reference Collection

Items that should be weeded
Encyclopedias – 5 years old or older
Almanacs – 2 years old or older
Specialized dictionaries – update regularly as available
Directories – 2 years old or older
Atlases – 5 years old or older
Handbooks 5 years old or older

Items that should be retained
Dictionaries – retain indefinitely
Retain titles on current core bibliographies – e.g. Doody’s list
It is acceptable to retain atlases and anatomy texts where images are still valid

Audiovisual Collection

Items that should be weeded
Items outside the collection policy
Items that are out-of-date
Items of poor technical quality – faulty audiovisual materials
Items that are missing necessary accompanying manuals etc.
Items with incorrect content or potentially harmful content – i.e. outdated drug information

Items that should be retained
Audiovisual materials that were produced by Capital Health
Audiovisuals that are about Capital Health
Audiovisuals that contain unique information

NOTE: Retain audiovisual materials only if the Library has the equipment to display/play them.

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Weeding Procedure – Capital Health, Health Science Library

1. Assemble equipment:
   - Shelf list of area of the collection to be weeded
   - Pens
   - Copy of weeding guidelines
   - Book truck
   - Disposal slips² (Sheet of Disposal Slips suitable for copying is attached)

2. Scan the area to be weeded. Note gaps in subject areas.

3. Examine each individual item.
   One method to simplify weeding is to use the MUSTIE acronym³ to identify items that should be discarded:
   - Misleading or factually inaccurate
   - Ugly (worn out beyond mending or rebinding)
   - Superseded by a new edition or a better source or is available as an e-book
   - Trivial (of no discernible literary or scientific merit)
   - Irrelevant to the needs and interests of your community
   - Elsewhere (the material may be easily borrowed from another source)

Another source provides the WORST⁴ acronym:
   - Worn out
   - Out-of-date
   - Rarely used
   - Supplied through ILL
   - Trivial and faddish

4. If item is to be weeded, attach a Disposal slip with the appropriate instructions.

5. Send a list of items being discarded to the LibGuide coordinator. LibGuide coordinator will remove them from the LibGuides.

6. Once items are removed from the LibGuides, the Lib Guide coordinator will communicate with the appropriate Library Technician. The Library Technician will ensure that the record is removed from the Library catalogue

³ ibid p. 6
⁴ ibid p. 3
References

http://libraryjournal.reviewsnews.com/index.asp?layout=article&articleid=CA188737  


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