LIBRARY POLICY

TITLE: Selection and Acquisition of Library Materials No. ACQ001

EFFECTIVE DATE: 9/16/15

REPLACES: 8/26/13

CUSTOMER EXPECTATION: The materials available will be current and will meet the needs of the customer.

The primary responsibility of the Library is to provide information to support patient care, management, education and research in the Beaumont Hospital – Farmington Hills, Botsford Commons, and CommunityEMS. The Library is responsible to its customers and the acquisitions policy should be flexible to changes in the needs of those customers.

Books

Books will be selected for purchase based on the following criteria:

I. RATINGS—Books rated highly through book reviews or book lists such as Doody’s
II. NEED—Fill subject gaps or replace old materials.
III. AUTHORITY—Written by degreed or licensed authors/editors or published by an official organization.
IV. COST—Materials purchased should be within budget.
V. CURRENCY—Medical and/or consumer health materials generally go out of date within 5 years.
VI. NEW EDITIONS—Books already owned if usage of the old edition warrants.
VII. NEW TITLES—New texts to support training, continuing education, research or new areas of medical interest. Managers over new services or departments are contacted by LIBN for input on purchasing materials to support that service. Board Review books and major textbooks should be purchased for the new service as appropriate.
VIII. RECOMMENDATIONS—Books suggested by hospital personnel.

Books will be ordered through book jobbers to obtain the highest possible discount.

Reference Collection

The reference collection will remain in the Library at all times and shall contain the following categories of materials.

I. Directories and telephone books
II. Factual data
   A. Dictionaries—English and medical
B. Handbooks  
C. Drug sources  
D. Statistical sources  
E. Regulations/accreditation manuals  

III. Textbooks in each major medical specialty

All reference books will be shelved with circulating books.

Journals

Journals are selected for purchase based on the following criteria:

I. NEED--A journal in the present collection that is read or used frequently will be renewed. Any journal borrowed more than five times two years in a row will be purchased, according to the U.S. Copyright Law unless requested by only one person. Titles should also support the activities of the Hospital.

II. AUTHORITY--The journal should be authoritative, with a well-known editorial staff or published by an official organization.

III. PRICE--The price of a journal should not outweigh the copyright royalty fees and should be within budget.

IV. INDEXING--The journal should be indexed in databases readily available in the Library.

V. SPACE--The size of the journal may impact the number of years retained.

VI. FORMAT—Electronic format is preferred. Print format will be purchased when electronic is too expensive or not available and usage indicates.

Journal suggestions are accepted from all Hospital personnel but final selection will be based on the above criteria. Print and some electronic journals are ordered through a subscription agency once a year. Other electronic journals may be ordered through database distributors or publishers. Electronic journals are preferred.

Nonprint Materials

Selection criteria for nonprint (video, audio, etc) will be the same as those stated above. In addition, the format will be determined by availability of equipment and how it will be used (classroom, individual study, etc.). Nonprint may be previewed before a final purchase is made.

In addition to the criteria above for books, selection will also be based on the following:

I. LIFESPAN OF CONTENT/PHYSICAL MATERIAL--An effort will be made to purchase materials that demonstrate proven procedures. Outdated fashions worn by people will be avoided. The physical material should be of sufficient quality to last as long as the content.

II. COST--Cost should not outweigh its usefulness.

III. USE--Materials should be used frequently.
IV. PRIMARY FORMAT--Acceptable formats will include video, audio, and CDROM.

V. CONTENT--Content of nonprint will be clear, concise and easily understood by the user.

VI. REVIEW--Content should be reviewed by a subject specialist prior to purchase.

Departmental Purchases

The Library will not order materials for departments. LIBN will supply any department with order information for books or DVDs.

Individual departments should order only those items which are used daily. The Library should purchase all other materials and make them available to all personnel.