

**Purchasing and Selection**

The Healthcare Library maintains a collection that reflects the information needs and interests of the full range of its multidisciplinary core audience. Where funds allow, the specialisms of the hospital will be reflected in the collection.

As the book budget is very limited, careful consideration needs to be made to how it is used. Suggestions from library users and the core collection lists (Tomlinsons) will be of particular importance, as well as university reading lists, and the new publications list from book supplier (Tomlinsons)

User demand should be monitored, with library staff highlighting books in particular demand.

Currency is important – only books published in the last 5 years will normally be bought.

**Books for Students**

Medical students – the library's main funding covers the needs of medical students on placement, and the University of Southampton provides reading lists for these students. It is their policy that one copy per student of all key textbooks is expected, and the library seeks to meet this.

Nursing and midwifery students

- University of Southampton purchase and donate copies of books needed for their nursing students
- University of Surrey currently make no contribution to library stock and so must utilise the general stock bought for other readers
- Bournemouth University make a financial contribution towards the library, intended for books and journals relevant to their students. BU reading lists are available on the BU catalogue, and purchase suggestions are welcomed from local tutors.

**Donations**

Donations will be accepted and assessed for their value to the collection, based on topic, currency and condition. The library reserves the right to dispose of donations when they are no longer of use to the collection.

**Loan periods***Books*

All book stock bought from library funds is made available on one month loan, all Southampton University purchases are made available on 2 week loan, with the following exceptions:

- Core texts with a known very high demand – 2 week loan, with one copy reference only where appropriate
- Key major works of reference - Reference Only.

Any items in stock whose demand no longer reflects their loan category should be picked out and evaluated for change.

*Videos and CD-Roms* – all one week loan

**Withdrawal**

All stock is reviewed at least once every 2 years.

Withdrawal follows SWRLIN's Retention Guidelines, which states that items more than 10 years old should be withdrawn with certain exceptions. The Healthcare Library adds the following further exceptions to the SWRLIN guidelines:

Computer Science (QA); Pharmacology (QV); AIDS/HIV (WC170 etc.); revision/exam texts; directories – all 5 years

Psychology (WLM), Psychiatry (WM) – 25 years

**New editions**

Where a newer edition of a work is available, the old edition should normally be withdrawn. The new edition will be purchased where there is seen to still be a demand. Only where there is a demand, but funds do not allow sufficient copies of the latest edition to be purchased AND the old edition is known not to give dated clinical advice, may it be retained.

**Lost/damaged material**

Lost or damaged material is replaced if the item is considered to be a core book. When an individual loses an item they are invoiced for the replacement costs.

**Electronic material**

Where possible, duplication of content in different formats will be avoided. Titles available in electronic format will therefore only be duplicated in print format where a clear need is identified. The library will seek to encourage use of electronically available material wherever possible.

**Journals**

Journal subscriptions are reviewed on an annual basis. Requests for new journals are welcomed from library users, and will be assessed for their likely use, and their place in the collection.

Statistics are kept on the number of times a journal title is used for photocopying by library staff, both for requests for own staff and for other libraries. This will provide significant steer to retention of titles. The breadth of the collection will also be considered, to ensure different areas continue to be covered, though this will include assessing the titles available electronically. Ensuring access in any format will be treated as the priority. The opinions of library users will also be sought.

The library is part of the SWRLIN network, so journal subscriptions will be coordinated with other libraries in the region, to ensure that a wide range of titles continues to be easily available to NHS users across the region.

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