

Collection Development Policy for Airedale Library & Knowledge Service

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1. Definitions

1.1 Acquisitions

Acquisitions in a library context refers to the structure and processes for selecting and purchasing books and resources. It includes the cataloguing and labelling of books and resources once they are received and any other processes applied before adding items to the collection.

1.2 Cataloguing

Cataloguing is the process of organising books and other resources in a systematic and structured way, recording available information about a resource so that it can be found in instances when it would be useful. Catalogue records are held on the library management system and contain standard bibliographic information as well as subject headings, the classification and shelfmark.

1.3 Classification

Each item in the library collection has a classification. The classification identifies the subject matter. The classification scheme used by Airedale NHS Library & Knowledge Services is the Wessex scheme.

1.4 Collection

The term collection is used to refer to the physical collection of books and other resources held by the Airedale Library & Knowledge Service. In some sections, in order to differentiate between them, there may be mention of a physical collection and an electronic/online collection. If only the term 'collection' is used then this is to be taken as the physical collection. The term 'main collection' is used to refer to the core physical collection.

1.5 Collection development

Collection development involves considering ways to grow or maintain a collection that is relevant to the needs of the people that will access it i.e. the library users.

1.6 Collection management

Collection management involves a proactive approach by the person(s) responsible for the collection to ensure that the collection development policy is adhered to and revised according to an agreed schedule.

1.7 Demco® Spinners

These are rotating units for storing and displaying paperback books.

1.8 Library users

Library users could be anyone permitted to use the physical library. They could be registered users or non registered users.

1.9 Registered users

Registered users are library users that have completed a registration form to borrow books from the library.

1.10 Service users

Service users could access any part of the service and therefore include all library users as well as anyone who accesses the service virtually, either by registering for an OpenAthens account and accessing online resources or by receiving information via telephone, email or video call.

1.11 Shelfmark

The shelfmark is based on the classification. It is used on the spine label and in the catalogue record so that an item can be found on the shelves. The shelfmark usually takes the classification and adds the first three letters of the author's surname.

2. Scope and purpose

Airedale Library & Knowledge Service aims to provide a collection that reflects the needs of all Airedale NHS Foundation Trust staff, and students on placement at Airedale General Hospital. The purpose of the collection is to support evidence-based practice, continuing professional development and the educational needs of staff and students through the provision of relevant and good quality information resources. This policy exists to ensure:

- The most appropriate materials are considered for purchase
- Outdated materials are removed and/or replaced
- The budget is used in such a way that the maximum benefit is gained for library users
- Donated items are assessed for their suitability
- Items that are added to the collection are catalogued consistently

- Eligibility for accessing the collection is defined
- The collection is promoted
- Strengths and weaknesses of the collection are addressed

3. Description of the collection

The focus of the library collection is healthcare and medicine. All members of staff employed by Airedale NHS Foundation Trust and AGH Solutions are entitled to register for library accounts. In addition, staff from Bradford District Care Trust and Bradford Teaching Hospitals that are registered with their own NHS library service are able to borrow books from the Airedale Library & Knowledge Service, by either visiting in person or requesting items as inter-library loans. The primary users are clinical staff, and students who are eligible to register for temporary accounts whilst on placement.

The majority of items in the main collection are books (paperback and hardback). The subjects covered, along with the number of items held in each, along with the target groups are shown in the table below:

Subjects	Items held 24th June 2021	Target groups
Cardiovascular system. Cardiology	78	Clinical Staff/Students
Communicable Diseases	26	Clinical Staff/Students
Digestive system. Gastroenterology	45	Clinical Staff/Students
Diseases and disorders of systemic, metabolic or environmental origin	70	Clinical Staff/Students
Education	72	All staff who deliver teaching & training
Endocrine system. Endocrinology	52	Clinical Staff/Students
Geriatrics. Elderly care. Terminal care	68	Clinical Staff/Students
Gynaecology. Women's health	33	Clinical Staff/Students
Haemic and lymphatic systems. Haematology	17	Clinical Staff/Students
Health services (including Management)	253	All Staff
Human Anatomy	15	Clinical Staff / Students
Human Physiology	26	Clinical Staff / Students
Mathematics. Computing	15	All Staff
Medical imaging. Radiology	53	Clinical Staff / Students
Microbiology. Immunology	17	Clinical Staff / Students
Musculoskeletal system. Orthopaedics	83	Clinical Staff / Students
Nervous system. Neurology	89	Clinical Staff / Students

Nursing	292	Nursing Staff / Nursing Students/ Apprentice HCSWs
Obstetrics. Midwifery	161	Clinical Staff / Students
Paediatrics. Child health	132	Clinical Staff / Students
Pathology. Oncology	47	Clinical Staff / Students
Patients. Primary Care. Medical Profession. Forensic Medicine	141	Community Staff /GP Trainees
Pharmacology	55	Clinical Staff / Students
Practice of Medicine	325	Clinical Staff / Students
Psychiatry. Mental health	155	All Staff
Psychology	47	Clinical Staff / Students
Public Health. Health Statistics. Occupational Health. Health Education	35	Community Staff /GP Trainees
Respiratory system. Respiratory medicine	45	Clinical Staff / Students
Skin. Dermatology	20	Clinical Staff / Students
Sociology	20	Clinical Staff / Students
Surgery. Anaesthesia	164	Clinical Staff / Students
Urogenital system. Urology	50	Clinical Staff / Students
Other*	143	
Total	2,844	

*The Other category includes several subjects with fewer than 15 items. It also includes reference items (mainly dictionaries), CDROMS and DVDS which are grouped together by format rather than subject, oversized popular science books, and the Read Well collection. The latter is a series of titles picked from the Books on Prescribing Reading Well lists (see <https://reading-well.org.uk/books/books-on-prescription> for more details).

The library has a Leisure Reading (fiction and non-fiction paperbacks) and Popular Science collection which is intended to promote reading in general and appeal to staff who may not often access the main collection for study or professional development. There are 120 Popular Science books and 150 Leisure Reading books.

Separate from the collection is the Book Exchange. This comprises withdrawn and donated books (mainly fiction and non-fiction paperbacks). Library users can borrow these even if they are not registered users. These books are not catalogued and are arranged on a Demco® Spinner at random.

The Book Exchange can be accessed outside of normal opening hours by library users who have card access to the library computer room and study area. Library users are encouraged to swap books rather than simply borrow from the Book Exchange so that titles change regularly. However, no strict enforcement of rules is applied as the main aim is to encourage reading for pleasure.

3.1 Shelf Space

Total shelf space for the main collection is 78.3 metres. The average number of books per metre is 48 books. There were 194 books on loan on 24th June 2021, meaning that there were 2,650 books on the shelves occupying 55.2 metres of shelving (70.5% of what is available).

In addition to the main collection, there is the Leisure Reading and Popular Science collection. These books, with the exception of the larger (oversized) popular science books, are located on Demco® Spinners. Two double spinners have a total shelf space of 960cm. The average width of each book is 3.62cm. There were 11 books on loan on 24th June, meaning that there were 243 books on the spinners occupying 879.66cm of shelf space (91.6% of what is available)

There is also display space at the end of two shelving units for approximately 24 books.

3.2 Journals

No physical copies of journals are held by the library. Access to electronic journals is provided through an OpenAthens account. As of 24th June 2021, access is provided to 14,430 journal titles (a reduction of 1,425 from the previous year). Not every issue of every title is accessible and in most cases issues from the last six months are not included.

In addition to the journal articles that can be accessed via OpenAthens, articles may be obtained from:

- Journal websites or repositories where published as Open Access articles
- Other NHS Libraries – Airedale NHS Library & Knowledge Service can place requests on behalf of Airedale NHS Foundation Trust staff
- The University of Bradford Library can supply articles under the library privilege agreement, this means that only one article from an issue can be supplied and the article cannot be shared further or copied.
- Reprints Desk – This is an online service through which copyright fee paid articles can be requested. There is an annual allocation for Health Education England and requests should only be placed if all alternative options have been explored.

3.3 E-books

E-books are made available through the ProQuest platform. As of 24th June 2021, access is provided to 448 titles. Airedale NHS Foundation Trust staff can access these once they have registered for an OpenAthens account.

3.4 Other online resources

Other online resources that can be accessed by Airedale NHS Foundation Trust staff with an OpenAthens account include:

- BMJ Best Practice
- Royal Marsden Nursing Manual
- Oxford Medicine Online
- UpToDate

4. Access to the collection

4.1 Physical Collection

The physical collection is held in the Library (Health Information Centre), location B11 at Airedale General Hospital. It can be accessed when the library is staffed, 9-5pm weekdays.

Anyone can view the library catalogue to see what is held – <http://bradford.nhslibraries.com/> - The online catalogue also contains items held by Bradford District Care NHS Foundation Trust (Lynfield Mount Hospital) and Bradford Teaching Hospitals NHS Foundation Trust (Bradford Royal Infirmary) – these items can be requested by registered users to collect at Airedale. Requests can be made in person, over the phone or by email. The reservation feature on the online catalogue should only be used to request items that are currently on loan.

Items can be borrowed by readers registered with either Airedale Library & Knowledge Service, Lynfield Mount Library or Bradford Royal Infirmary Library. Individuals who are not registered with the library but who are employed by Airedale NHS Foundation Trust or AGH Solutions or are at Airedale General Hospital on placement or work experience can access the library and use items in the collection within the library, but are not permitted to take away.

Individuals who are not employed by Airedale NHS Foundation Trust, AGH Solutions, Bradford District Care NHS Foundation Trust, or Bradford Teaching Hospitals NHS Foundation Trust and are not at Airedale General Hospital on placement will not be able to register with the library, but may use items in the collection within the library provided they:

- Have a specific and valid reason for visiting the library
- Are 18 years of age or older
- Are in good health and pose no risk to other library users
- Do not disturb other library users

Individuals in this category should make themselves known to library staff, explain the reason for their visit and show one of the following forms of identification:

- Library card issued by another library
- Driving License
- Passport
- Student card
- Staff ID card

There may be circumstances when individuals in this category are unable to use the library and access the collection. These circumstances will include occasions when teaching is taking place in the library, when the library is at or close to capacity and when the library is unstaffed. We will also follow guidance and advice from Public Health England on allowing members of the public into a library setting.

4.2 Online Collection

An OpenAthens account must be created to access the online collection and an individual belonging to one of the following groups is eligible for an OpenAthens account:

- Employees, workers and contractors of NHS organisations which provide NHS-commissioned care in England
- Individuals of non NHS organisations which provide NHS-commissioned care in England working directly with NHS patients
- Employees, workers and contractors of organisations which commission care for NHS patients in England
- Employees, workers and contractors of organisations which receive government funding to provide executive, regulatory, advisory and delivery services to the NHS in England
- Individual employees, workers and contractors of organisations which receive government funding to provide social care services or information to support social care service delivery
- Registered health care professionals who provide NHS-commissioned care in England
- Individuals engaged to provide education, training or research for the NHS in England
- Healthcare students, from the date of commencement of an education programme which involves practice and placement within NHS provider services, for the duration of their programme
- Any other person authorised by a national, regional or local Open Athens administrator to use or otherwise have the benefit of NHS Deliverables or Services.

For further details and examples see <https://www.nice.org.uk/about/what-we-do/evidence-services/journals-and-databases/openathens/openathens-eligibility>

5. Finance

The main source of funding is from Health Education England. A small amount of income is generated through charges made to library users who renew or return items after the due date.

6. Acquisitions

6.1 Purchasing process

The purchasing process is administered as follows:

- The Assistant Librarian prepares a spreadsheet containing details of the books to order (Title, author, edition, ISBN, price, quantity).
- The Library Manager/Health Information Specialist checks the spreadsheet and makes any changes that he/she deems necessary.
- The Library Manager submits the spreadsheet to the finance department to request the order.

6.2 Cataloguing

Most books in the main collection are catalogued according to the Wessex scheme. This is based on the National Library of Medicine (NLM) schedules with alterations that allow for the incorporation of UK medical and health practice. Further details of the Wessex scheme can be found at <http://www.swimsnetwork.nhs.uk/modules/cataloguing/wessex-scheme/>.

Some books within the collection are not catalogued according to the Wessex scheme. These exemptions are the Read Well books, oversized Popular Science books, leisure reading, CD-ROMS and DVDs and the reference section which mainly comprises dictionaries. The classifications and shelfmarks used for the exempt categories are shown in the table below:

Category	Classification	Shelfmark format	Example
Leisure Reading	LEISURE	First three letters of the author's surname followed by the word Leisure in brackets	Title: The Yorkshire Pudding Club Author: Milly Johnson Shelfmark: JOH (Leisure)
Popular Science	POP SCI	POP SCI followed by the first three letters of the author's surname	Title: I think you'll find it's a bit more complicated than that Author: Ben Goldacre Shelfmark: POP SCI GOL
Popular Science Oversized	POP SCI OVERSIZE	POP SCI (OVR) followed by the first three letters of the author's surname	Title: The Philosophy Book Author: Sam Atkinson Shelfmark: POP SCI (OVR) ATK

Category	Classification	Shelfmark format	Example
Read Well	READ WELL	READ WELL followed by the first three letters of the author's surname	Title: An Introduction to Coping with Health Anxiety Authors: Brenda Hogan and Charles Young Shelfmark: READ WELL HOG
Reference	REF	REF followed by the first three letters of the item type e.g. DIC for dictionary, DIR for directory. Numbers follow the letters according to the order the items were added to the collection.	Title: Oxford Advanced Learner's Dictionary of Current English Author: Hornby, A S Shelfmark: REF DIC 01

6.3 Labelling

A date label is placed on the first page of the book. This is attached with a sticker containing the library contact details.

A label is placed on the spine of the book containing the shelfmark. The shelfmark contains the classification from the Wessex scheme and the first three letters from the author's surname. Exceptions include the categories in the table above which do not follow the Wessex scheme, and Oxford Handbooks which are catalogued according to the Wessex scheme, but have OXF on the label instead of the first three letters of the author's surname.

Spine labels are produced using the Brother P-touch 2450 DX. This requires a tape cassette, 18mm/0.7" laminated white.

7. Stock selection

7.1 Sources used

The following sources are used to select material for the library:

- Recommendations from readers and staff
- University reading lists
- Book reviews in journals
- Publisher's catalogues
- Retailer's catalogues

- Recommendations from health librarians

In addition to the above, usage data is extracted from the library management system to identify books that are well used and then retailer's catalogues are searched to see if new editions of these titles have been published.

7.2 Considering items for purchase

The following factors are considered before making a decision to purchase:

- Immediate or future relevance to the needs of Airedale NHS Foundation Trust staff and students
- Immediate or future relevance to the organisational needs of Airedale NHS Foundation Trust
- The availability of the same item from other NHS libraries in the local network
- Usage data on previous editions of the same item
- The availability of similar, alternative resources either in print or online
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- The suitability of an item to the target audience
- Where works are aimed at students, these should be at the appropriate level for those on placement at or working at Airedale NHS Foundation Trust
- Whether the item is a new edition with revised information or merely a reprint
- Whether the item is from a recommended reading list
- The suitability of format or physical form of the item
- The cost of an item in relation to its predicted usage
- The budget available at the time the decision is being made
- The reputation, experience and qualifications of the author, creator or publisher of the work
- The usefulness of the work as a whole to the target audience, rather than the usefulness of a specific passage
- The relevance of the work to practice and conditions in the UK

Only works that are written in English are purchased. Exceptions may be made in certain circumstances, for example dictionaries that present English translations, and works that are written in English and an additional language side-by-side.

7.3 Formats

Airedale Library & Knowledge Service does not purchase certain formats such as large print books, CDs, cassettes, vinyl, DVDs, VHS or computer media. However some DVDs and CD-ROMs are available in the main collection – some of these are accompaniments to books and some were donated by staff involved in the creation of the works as training materials.

Fiction is only purchased for specific projects and when required within a training context. The only exception to this would be if there is an opportunity to bid for funds for fiction books – this is how the existing leisure reading and popular science collection started.

7.4 Donations

All book donations are accepted, but not all will be added to the collection. Each item will be considered based on relevance, age, condition and whether or not existing copies are already held. Items that are not added to the collection may be given away to library users or sent to Better World Books (<https://about.betterworldbooks.com/>). Better World Books use an online screening tool and do not accept all titles. In cases where books cannot be given away they may be dispatched as waste or recycling. Donated fiction and non-fiction paperbacks will usually be added to the Book Exchange, unless in a format which is too large for the Demco® Spinners.

8. Stock retention and weeding

8.1 Books beyond repair

If books that are considered beyond repair are found on the shelves, they will be removed unless they are considered vital and cannot be replaced. Where available, replacement copies may be purchased so long as the item still meets the criteria described in the Stock Selection section (7) of this document. The first consideration in this instance should be whether or not a more recent edition is held. If it is then a replacement is unlikely to be necessary. If a more recent edition has been published but is not held, then the newer edition will be considered for purchase instead of the edition of the copy that is beyond repair.

If a book is returned by a borrower in a 'beyond repair' state then the borrower will be asked to purchase a replacement unless it is deemed that the book can be withdrawn and not replaced. They will be asked to make the purchase themselves so that they have the opportunity to purchase at the lowest price available and purchasing a replacement themselves means that Airedale Library & Knowledge Service can avoid charging an administration fee for the time involved in placing an order.

8.2 Old editions

Generally, no more than two editions of a title are held i.e. if a title is on its 7th edition and a copy is held, all copies of the 6th edition will be retained, but any older editions will be removed. There are some instances when older editions are retained, for example popular titles of which there are only one copy of each edition and where the majority of information the work provides is still considered relevant.

8.3 Books published more than ten years ago with no new edition

Each year following the annual stocktake, a report should be produced which identifies the age of books held. Any book that was published ten years ago or more should be considered for weeding. However, there will be instances when books that were published ten years ago or more will be retained, for example these books might have good usage – if they have been borrowed within the last two years, they will be retained. The subject matter is another consideration – if there hasn't been much else published on the subject since or it is still relevant to current practice then it should be retained.

8.4 Amendments to catalogue records

If an item that is requested by a reader cannot be found, then the status on the accession record should be marked as 'Query Lost'. The annual stocktake may also result in the status being changed on accession records.

9. Stocktaking and Sorting

9.1 Sorting

Sorting books on the shelves, from start to end, should be conducted by the assistant librarian at least every other month. This process involves checking that all items are shelved in sequence, if any labels need replacing due to wear and tear, and if any books need repairing or appear to be beyond repair. When retrieving items from the shelves or returning items to the shelves, library staff should sort any books nearby that appear to be out of sequence.

9.2 Stocktaking

A full stocktake will be undertaken once annually, usually during the summer months, by the Assistant Librarian. This involves checking the shelves from beginning to end and making a list of all the accession numbers of books on the shelves. The accession numbers should be entered into the stocktaking module on the library management system and checked against what is identified on the system as being available. If any items are not found, a report will be produced showing the missing items. Any items with the status set to 'Available' but that cannot be found should have their status changed to 'Query Lost'. Any items with the status 'Query Lost' should be searched for again three months after the completion of the stocktake. Items that cannot be found should have their status changed to 'Missing'. Any items with the status 'Missing' that cannot be found during the next stocktake should have their status changed to 'Withdrawn'. A decision will be made on whether or not to purchase a new copy of a Missing or Withdrawn item based upon the stock selection criteria (section 7).

10. Copyright Restrictions

The CLA Licence plus for the NHS allows NHS staff to photocopy, scan or print extracts from most printed and electronic books and journals owned or paid for by the NHS. Staff may copy up to one chapter or 5% of a book, and up to two articles from a single journal issue. Within these limits it is possible to make multiple copies and copies of copies. Copies may be stored on a local PC for personal use or on a secure network for access by colleagues. Further details can be found at <https://www.cla.co.uk/nhs-england-licence> PLEASE NOTE: AGH Solutions staff are not covered by this licence.

Under UK legislation (the 1988 Copyright Designs and Patents Act (CPDA), updated in 2014) healthcare libraries may make 'Library Privilege' copies of small 'fair dealing' amounts from copyright works, digital or print, for individual, non-commercial use. In this case, the person that is being supplied with a copy needs to sign a declaration to agree that they haven't previously been

supplied with a copy, that the copy is required for non-commercial research or private study, that they won't supply it to anyone else, and that as far as they know, no one else is going to ask for the same copy for the same purpose at the same time. If a registered library user employed by AGH Solutions requests a copy, then this would be the process through which they could make a request.

11. Promotion

When new books are purchased, they are promoted to registered library users via emailed newsletters and to library users and potential library users by social media posts. New books are displayed prominently in the library. If books were requested by a member of staff then they are informed that the books are now available.

Relevant books are promoted on health awareness days such as Dementia Action Week (May), Diabetes Awareness Week (June), International Stress Awareness Week (November), Mental Health Awareness Week (May) and Time to Talk Day (February). Promotion of library services also take place during Libraries Week (October) and Health Information Week (July) and these promotions are tailored to specific themes where possible.

Examples of promotion activities include displays in the library and elsewhere in the hospital, using a combination of posters and printed information for people to take away. The ideal scenario is to have a member of staff from Airedale Library & Knowledge Service available to provide further information and encourage people to take printed materials. Another type of promotion could be an event including talks, discussions and group activities related to a specific resource (e.g. BMJ Best Practice) or collection (e.g. Read Well books).

12. Strengths and weaknesses

Strengths

- The collection covers a wide range of subjects within healthcare and medicine
- 25% of shelving space is unused and therefore there is potential to expand the main collection
- There are a significant number of health services and management books (over 8% of the main collection)
- In addition to books for learning and professional development, there are books to read for pleasure (Leisure Reading & Popular Science) and books that encourage people to consider and maintain their own health and wellbeing (Read Well).

Weaknesses

- The collection is ageing. Less than half of the collection (44%) has been added in the last ten years. A quarter of the collection was added 15 to 25 years ago.
- The collection does not include the latest edition of every title. This is mainly due to budget constraints, but it is also possible that library staff are unaware of the publication of every new edition.

- Access to the physical collection is limited to library staff working hours 9am to 5pm, Monday to Friday. A self-issue machine would be required, along with new security arrangements and the addition of RFID tags to all books in order to increase access.
- Many books don't have protective covers and may become worn or torn quickly.

13. Future Revisions

The policy will be due for review on 30th June 2022. It was last updated on 2nd July 2021.