

# The Robert Jones and Agnes Hunt Orthopaedic Hospital



NHS Foundation Trust

<b>Title:</b>	Francis Costello Library Collection Development Policy		
<b>Unique Identifier:</b>	FCLPOL04	<b>Document Type:</b>	Policy
<b>Version Number:</b>	V1.0	<b>Status:</b>	Approved
<b>Responsible Director:</b>	Associate Director of Human Resources		
<b>Author:</b>	Deputy Library Services Manager		
<b>Scope:</b>	Francis Costello Library staff Francis Costello Library users		
<b>Replaces:</b>	FCLPOL53 Acquisitions Policy		
<b>To be Read in Conjunction with the Following Documents: (list related policies)</b>	List related procedural documents		
<b>Keywords:</b>	Collection development; resource procurement; resource management		

<b>Considered By Executive Owner:</b>	Associate Director of Human Resources	<b>Date Considered:</b>	19/08/2014
<b>Endorsed By:</b>	<i>Committee/Group which endorsed document</i>	<b>Date Endorsed:</b>	<i>DD/MM/YYYY</i>
<b>Approved By:</b>	Information Governance Committee	<b>Date Approved:</b>	16/09/2014
<b>Issue Date:</b>	18/09/2014	<b>Review Date:</b>	18/09/2016
<b>Security Level:</b>	Open Access ✓	Restricted	Confidential



<b>Contents</b>		<b>Page</b>
<b>1.0</b>	<b>Purpose</b>	<b>3</b>
<b>2.0</b>	<b>Scope and context of the collection</b>	<b>3</b>
<b>3.0</b>	<b>Selection</b>	<b>3</b>
<b>4.0</b>	<b>User consultation and needs analysis</b>	<b>4</b>
<b>5.0</b>	<b>External sources of supply</b>	<b>4</b>
<b>6.0</b>	<b>Donations</b>	<b>4</b>
<b>7.0</b>	<b>Budget</b>	<b>5</b>
<b>8.0</b>	<b>Retention, withdrawing and archiving</b>	<b>5</b>
<b>Appendix 1</b>	<b>Core lists</b>	<b>6</b>
<b>Appendix 2</b>	<b>Policy Monitoring Table</b>	<b>7</b>

## 1. Purpose

The main purpose of the Francis Costello Library collection is to ensure access to quality information to inform teaching, evidence-based healthcare practice and research. In doing this the collection also supports the overall business of the Trust.

This Collection Development Policy outlines the principles governing the acquisition and management of resources by the Francis Costello Library (FCL). It covers resources regardless of format (print or electronic, book, journal or any other).

## 2. Scope and context of the collection

The main areas collected are orthopaedic surgery and musculoskeletal sciences, and also nursing and rehabilitation in relation to orthopaedics.

Local clinical and research interests include;

- Clinical Orthopaedics
- Rheumatology
- Radiology
- Surgery
- Spinal cord injuries
- Nursing
- Therapies and rehabilitation

General medicine is covered in less depth.

On occasion, collections to support Trust workforce or business objectives may be purchased which fall outside the above scope. For example, a collection of mood-boosting and self-help titles to support the Trust's Healthy Horizons (staff wellbeing) strategy.

## 3. Selection

Selection is informed by the professional knowledge and practice of librarians.

The evidence that is considered in selection includes:

- statistical collections (usage figures, user profiles, catalogue reports etc.)
- relevance and appropriateness of subject (top priority is given to supporting the teaching curriculum, needs of Trust staff and students on placement)
- qualification/peer esteem of author or publisher
- whether it is a recognised seminal/core text/title in the field
- previous usage of the same or similar resource, (including reference to catalogue and online usage reports)
- whether it would have high interest value for users
- whether it is a new edition of a work known to be well-used
- whether it fills a gap in collection coverage
- licensing terms and conditions
- user recommendations, reading lists, surveys and research
- monitoring of publisher and professional information; (electronic and print alerting services for new publications; professional sites that recommend resources etc.)
- Cost
- Currency – recently published and updated editions
- Future educational developments within the Trust
- Number of copies – normally no more than 2
- Language – only English language titles are purchased

- Availability elsewhere - reciprocal agreement with Shropshire Health Libraries, Staffordshire University Libraries and through ILL (WISH-ILL and BL)
- Whether the usual single copy purchase may not be adequate requiring multiple copies instead
- Core lists (see Appendix 1)

Not every new edition of a resource within the collection will be purchased, but it will be acquired if there is:

- substantial revision
- the subject has undergone rapid change
- previous edition has been heavily used

The library will monitor the acquisition of relevant new editions annually, to ensure that the guidelines above are followed.

The selected format of stock should respond to user needs and the objectives of the library strategy, not just availability or affordability. However, implications of maintaining the resource should always be an important criterion for assessment.

Damaged stock that has been heavily used will be replaced. Otherwise, where an item is damaged, the normal selection criteria above are applied to decide upon whether it warrants replacement.

#### **4. User consultation and needs analysis**

Members of staff (including library staff) are encouraged to provide their own suggestions for additions to stock. This is facilitated through a suggestions box in the library, online library purchase suggestion form on FCL website, online stock suggestion form on the library catalogue or in person to any member of library staff.

Formal user consultation is conducted as part of a service –wide FCL user consultation exercise when deemed necessary. This is in addition to occasional ad hoc consultation with individuals or departments regarding resource coverage in their own areas.

#### **5. External sources of supply**

The library aims to use the financial resources at its disposal to provide the best possible access to relevant resources for a wide range of staff and services. It is not possible for the library to provide subscriptions to all the resources its library users might ever need. Therefore it supplements its own collections with access to resources held elsewhere through its article request service and interlibrary loans.

The library uses sources such as regional and national reciprocal document supply schemes, local NHS libraries and the British Library to supply requests for material not held by the library.

#### **6. Donations**

The library welcomes donations of individual items and journal runs. However, it reserves the right to accept only stock that meets the selection criteria for its collection, and can only accept material on the basis that it can dispose of it in line with its stock weeding and withdrawal processes and schedules.

## 7. Budget

FCL operates with an allocated annual budget covering all deliverables including the purchase of resources. It receives an annual allocation via the LDA between the Trust and HEWM. This is supplemented by other funding streams.

Care is taken to commit the majority of the resource budget by the end of January in a financial year, to ensure that stock purchased is received by the end of March.

## 8. Retention, withdrawal and archiving

There is no finite policy, as this process is informed by the experience of the librarians. A librarian has the discretion to retain a copy of a title, either in main stock or the archive, if it is considered to be of possible future interest and has not been used recently.

Only texts containing up-to-date information are retained in the current collection. The current and most recent previous editions of student textbooks are normally retained; earlier editions are normally discarded.

However, consideration is also given to the following when deciding on retention of any item of stock:

- Physical condition
- Currency
- Usage
- Availability of same or similar title
- Space requirements

# Appendix 1

## Core lists

### Orthopaedic titles

- AO Fracture Management – [always keep older edition in store](#)
- Instructional Course Lectures (annual volume published approx May)
- European Instruction Course Lectures
- Campbell's Operative Orthopaedics – [always keep older edition in store](#)
- Green's Hand Surgery
- Rockwood and Wilkin's Fractures in Children
- Rockwood and Green's Fractures in Adults
- Insall and Scott Surgery of the knee
- Orthopaedic Knowledge Update (general and specific)
- Secrets series e.g. foot and ankle, hand, spine etc.
- Core knowledge in orthopaedics (general and specific)
- Essential orthopaedics and trauma (Dandy)
- Clinical orthopaedic examination (McRae)
- Surgical exposures in orthopaedics (Hoppenfeld)
- Review of orthopaedics (Miller)
- Apley's system of orthopaedics and fractures
- Institute of Orthopaedics publications (Reference only) – often donated – [always keep older edition in store](#)
- Outcome measures in orthopaedics and orthopaedic trauma – Pynsent

### Nursing titles

- Royal Marsden Manual of clinical guidelines

### Nursing topics

- Spinal injuries
- Nursing models
- Rheumatology
- Critical Care
- HDU
- Children's nursing
- Orthopaedic nursing
- Wound care
- Infection control/microbiology
- Musculoskeletal tumours
- ODP/Perioperative care/Theatres/anaesthesia
- Reflective practice, nursing research, clinical skills, etc

### Allied health professional titles

- Maitland's peripheral manipulation
- Maitland's vertebral manipulation

## Appendix 2

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements	Acting on recommendations and Lead(s)	Change in practice and lessons to be shared
User (and non-user) feedback (good and bad) about our resource collection (this has the additional benefit of being data we record anyway)	AG	Customer comments spreadsheet	Annually	LSM/DLSM MEETING	Review procedure where necessary	Through Communic@te
Random sampling of a few resources we have purchased in any one year against the policy	AG	Policy Library stock	Annually	LSM/DLSM MEETING	Review procedure where necessary	Through Communic@te

--	--	--	--	--	--	--