

Collection Management Policy
Geneva R. Johnson Library
University of the Incarnate Word

A. Background and Purpose:

The University of the Incarnate Word's School of Physical Therapy Library opened in August 2012 and began to develop its collection in early 2012. The Geneva R. Johnson Library proactively seeks to expand its core collection in a variety of formats to serve the faculty, staff, and students participating in the Doctorate of Physical Therapy (DPT) program's clinical, scholarship, research, and other related topics. To a lesser extent, the Saidoff Center Library collects materials to support the ADCaP programs offered at the Saidoff Center.

B. Policy Goals and Objectives:

- i. The policies presented are designed select, deselect, and assess the Saidoff Center's library collection.
- ii. **Scope:** The DPT program is interdisciplinary in nature. Its curriculum asks to students to be familiar with pharmacology, biology, chemistry, psychology, sociology, nursing, medicine, community planning, law, philosophy, ethics, and problem-based learning resources.
- iii. **Languages:** English is the primary language of the collection; resources written in other languages are of English translation.
- iv. **Geographical:** The primary focus is the United States in areas of clinical practice, administration, and jurisprudence.
- v. **Treatment of Subject:** Upper division textbooks are acquired extensively (preclinical subjects), legal/ethical aspects and popular materials are collected broadly, and special topics in physical therapy and publications published from professional organizations are acquired broadly and according to curricula needs. Popular works are acquired selectively.
- vi. **Format of materials:** Print resources and electronic databases/indexes and audiovisual materials. The acquisition of eBook/electronic resources is privileged over print resources.
- vii. **Date of Publication:** Emphasis is on current publications (5 years to present). Older works are collected if the resource is of foundational, theoretical, and/or of historical nature and adds to the foundation of the DPT collection.

C. Selection Factors:

- i. Degree of relevancy to the Physical Therapy curriculum and research
- ii. Recommendations from faculty/staff
- iii. Book Reviews from Physical Therapy/Physiotherapy/Rehabilitation Journals and related journals in the Allied Health Fields
- iv. Currency of clinical resources.
- v. Interlibrary loan requests
- vi. Drug reference resource updates
- vii. Inter-connective use between UIW health libraries.
- viii. Local interest
- ix. Patron Driven Demand

D. Defining the diversity and depth of the library collection:

- i. Collection Levels based on Conspectus Level/NCIPⁱ
 - Minimal Collection Level
 - Basic Information Level
 - Study or Instructional Support Level
 - Research Level
 - Comprehensive Level
- ii. Collection Levels for the Doctorate in Physical Therapy
 - **Minimal Collection Level:**
 - Materials in support areas such as general language dictionaries, style guides, thesauri.
 - **Basic Information Level:**
 - General medical dictionaries and encyclopedias
 - **Study or Instructional Support Level:**
 - Related subjects: Anatomy, Pathology, Histology, Pharmacology, Neuroscience, Physical Rehabilitation, Health Promotion, Prevention, Management, and Psychology/Sociology. Collecting in these subject areas is limited to the instructional support or study area level.
 - **Research Level:**
 - Materials on the Subject of Physical Therapy and its clinical practice.
 - **Comprehensive Level:**
 - Currently not a goal for the collection

E. Multiple Copies:

- i. The library procures one copy of a resource. However, in special cases, the library will procure additional copies.

F. Gifts:

- i. Please refer to the Mabee Library's policy on receiving gifts and donations.

G. Course Reserves:

- i. The library does not actively collect the following resources:
 - Lab Manuals
 - Workbooks
 - Required reading lists
- ii. Materials placed on Course Reserve must comply [with U.S. Copyright Law](#).

H. Assessment and Maintenance (De-Selection):

- i. The library's goal is to maintain a current and functional collection for instruction, study, and research.
 - The collection will be reviewed periodically for superseded editions and damaged items
 - Superseded items will be withdrawn when a newer edition has been received, unless the older edition is of historical value.
 - Damaged items will be reviewed for repairs or re-purchase.

I. Coordinator of Collection Development

- i. The Physical Therapy Librarian is the Coordinator of Collection Development and consults with the faculty of the DPT Program in the collection development process.

J. Collection Management Strategy

- i. Review literature for reviews on Physical Therapy resources pertinent to the School of Physical therapy's curriculum and research.
- ii. Seek input from the Physical Therapy's full-time faculty and adjuncts (tutors)
- iii. Review vendor sites for new resources.
- iv. Analyze collections from peer and aspiring peer PT programs.
- v. Consider recommendations made by PT bibliographers and reviewers. (Doody's, Choice, etc...)
- vi. Monitor changes in the curriculum and match the educational objectives of the program to collection development needs.
- vii. Lead a faculty/ student focus group to gauge and to help advice the direction and future scope of the collection.

L. Marketing and Outreach for the Collection

- i. Networking with faculty and students
- ii. Electronic Marketing via LibGuides, emails to faculty
- iii. Instruction/Class marketing
- iv. Creating handouts/displaying advertising in the Saidoff Center building.

¹ [Conspectus Collection Depth Indicator Definitions Fifth Edition](#), 7/8/96

0 Out of Scope: Library does not intentionally collect materials in any format for this subject

1 Minimal Information Level: To support minimal inquiries about this subject, the following are included:

- a very limited collection of materials including monographs and reference
 - works.
- Periodicals directly dealing with this topic and in-depth electronic
 - information resources are not collected.
- The collection should be frequently and systematically reviewed for
 - currency of information. Superseded editions and titles containing
 - outdated information should be withdrawn. Classic or standard
 - retrospective materials may be retained

2 Basic Information Level: to introduce and define a subject, to indicate the varieties of information available elsewhere and to support the needs of general library users through the first two years of college instruction, the following are included:

- a limited collection of monographs and reference works;
- a limited collection of representative general periodicals;
- access to a limited number of owned or remotely accessed electronic bibliographic tools, texts, data sets, etc.
- The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained

3 Study or Instructional Support Level: To provide knowledge about a subject in a systematic way, but at a level of less than research intensity and to support the needs of general library users through college and beginning graduate instruction, the following are included:

- an extensive collection of general monographs and reference works;
- an extensive collection of general periodicals and a limited collection of representative specialized periodicals; 21
- limited collections of appropriate foreign language materials, e.g., foreign
 - language learning or foreign language materials about a topic like German
 - history;
- extensive collections of the works of better-known writers and selections
 - from the works of less well-known writers;

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- access to an extensive collection of owned or remotely accessed electronic
 - bibliographic tools, texts, and data sets.
 - The collection should be systematically reviewed for currency of
 - information and to assure that essential and significant information is retained including significant numbers of classic retrospective materials.

4 Research Level: To provide a collection that contains the major published source materials required up to and through dissertation and independent research levels, the following are included:

- a very extensive collection of general and specialized monographs and reference works;
- a very extensive collection of general and specialized periodicals;
- extensive collections of appropriate foreign language materials;
- extensive collections of the works of better-known writers as well as other
 - important but less well-known writers;
- access to a very extensive collection of owned or remotely accessed
 - electronic resources, including bibliographic tools, texts, and data sets.
- Older material is usually retained for historical research and is actively
 - preserved.
- **5 Comprehensive Level:** To provide a collection that maintains a "special collection" on this topic, the following are included as far as is reasonably possible and in all applicable languages:
 - exhaustive collections of published materials;
 - very extensive manuscript collections;
 - very extensive collections in all other pertinent formats.
 - Older material is retained for historical research and is actively preserved.
 - A Comprehensive Level collection can serve as a national or international resource.