

Health Sciences Library
Stony Brook University

Collection Development Policy
2010



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MISSION

Stony Brook University's Health Sciences Library mission is to provide and support information resources that cultivate the best ideas and practices in the health sciences.

INTRODUCTION

The Health Sciences Library, established in 1968, serves the educational and research needs of the students, faculty, and staff in the five schools and a graduate program in Public Health in the Health Sciences Center and Stony Brook University Hospital. The five schools are: The School of Dental Medicine, School of Health Technology and Management, School of Medicine, School of Nursing, and the School of Social Welfare. These schools offer fulltime professional education to over 3,300 students and conduct programs in research, service, and continuing education. Additionally, the Long Island State Veterans Home serves as a teaching center for students from all professions. The library functions as a regional resource assisting health care professionals throughout Nassau and Suffolk counties as an area library for the Middle Atlantic Region of the National Network of Libraries of Medicine.

As the major teaching facility for the educational programs of the Health Sciences Center, University Hospital, a 571-bed hospital serves the health care needs of nearly three million Long Island residents. Through subspecialties, the School of Medicine's 19 clinical departments offer consultation and care using a full array of specialized diagnostic and treatment techniques. The hospital is the only academic medical center in Suffolk County and serves as the region's "quaternary" hospital, providing services to the region's high-risk medical patients.

Research efforts are enhanced by collaboration with Brookhaven National Laboratory, Cold Spring Harbor Laboratory, and other research institutions in the vicinity. In the clinical departments, these objectives are enhanced by affiliations with Central Suffolk Hospital, Nassau County Medical Center, Northport Veterans Affairs Medical Center, and Winthrop University Hospital along with various community hospitals integrated under a variety of arrangements.

The diversity of educational, research, and clinical interests represented within the Health Sciences Center is reflected in the informational materials acquired or accessed by the library. It is impossible for any library to meet all the needs of its clientele with materials from its own collection. The quantity of material on the market related directly to the health sciences is enormous and any library budget is limited.

Faculty librarians select, manage, and evaluate information resources and provide the instructional services to fully utilize these valuable scholarly materials.

Selection priorities have been defined as predominately current English language materials supporting the educational, research, and patient care activities of the institution. Because of constant growth and change of the institution interest, the expansion of disciplines, and the rising cost of print and non-print research materials, cooperative use of library resources is a necessity. This collection development policy must be viewed from the concept of resource sharing.

We believe our best chance of satisfying the ongoing information needs of individual SUNY campuses is to work more cooperatively to address the ongoing and long-term information needs of the SUNY community. There are a number of organizations that the library cooperates with regularly to create an optimal collection. A general principle is to cooperate fully with Melville Library in the selection and acquisition of monographs, electronic resources, and other formats to realize savings and to avoid duplication. When collaborating with Melville Library, a cost sharing formula is used on a case by case basis depending upon the pricing structure of the item and the budget situation of each library.

For many years, the library acquisitions budget has been severely underfunded. This gradual but unrelenting approach to funding a library collection now shows itself dramatically in fewer books and new media, shrinking professional staff, and diminished service levels. The collection and the physical structure housing this collection, both print and electronic, have not expanded along with the dramatic growth in the Health Sciences Center student population. In order to provide quality services, the library must be able to keep pace with increases in the student body, new faculty or professional staff hires, and general institutional growth to adequately support University initiatives.

To increase cooperation at the statewide level, the library participates as a representative to the SUNY Collections and Access Council (SCAC). At the national level, in collaboration with Melville Library, membership in the NorthEast Research Libraries consortium (NERL) enables the library to achieve significant cost savings. These affiliations, along with others, act to expand access to needed information resources and broaden the collection's scope.

The emphasis and character of this collection development policy have been heavily influenced by the availability of library resources on west campus and in other institutions in the immediate vicinity.

1. The west campus library at Stony Brook University, the Frank Melville Jr. Memorial Library, houses a collection of more than 2.1 million bound volumes; 130,000 maps, atlases and aerial photographs; and over four million rolls of microfilm. The system consists of the main Melville Library which contains collections in humanities and social sciences, a life sciences library, a music library, and special collections. The library's Special Collections Department houses over 16,000 rare books, 800 antique and hand-drawn maps, and over 150 collections, including the papers of Senator Jacob K. Javits, the Environmental Defense Archive, and the William Butler Yeats Microfilmed Manuscripts Collection.

Outside the main building are four departmental libraries, each associated with their respective departments with collections in Chemistry, Computer Sciences, Marine and Atmospheric Sciences Information Center, and the Mathematics/Physics/Astronomy Library. Stony Brook Southampton library is located on the main floor of a "green" building on that campus, and opened in August 2009.

The university is a member of the Association of Research Libraries, a consortium of the top 124 research libraries in the country. For the latest Association of Research Libraries

statistical questionnaire, the Melville Library reported currently receiving or having access to over 91,000 serials in either print or electronic format. The library is also a participant in the Research Libraries Group (RLG) which further contributes to its effectiveness as a research facility.

2. The New York Academy of Medicine Library houses the second largest medical collection open to the general public in the United States, following that of the National Library of Medicine in Bethesda, MD. It houses a main collection of over 750,000 volumes, 200,000 cataloged pamphlets, and 300,000 cataloged illustrations and portraits. It includes a Rare Book and History of Medicine collection of about 35,000 volumes of rare and important books, manuscripts, archives, and artifacts documenting the history of medicine, science, and other health-related disciplines.

The Regional Medical Library, Middle Atlantic Region, is housed at the Frederick L. Ehrman Medical Library at New York University. This network serves Delaware, New Jersey, New York, and Pennsylvania. Their five year contract from the National Library of Medicine began May 2006 and continues through April 2011. It coordinates a regional interlibrary loan network through which the Health Sciences Library has access to all other major health sciences library collections in this country.

In addition to these major resources, the Health Sciences Library also has access to other library collections throughout North America. The inter-library loan department makes every attempt to obtain resources requested by patrons in a timely manner. In this way an incredible wealth of informational resources that are unavailable on the Stony Brook University campus become available to faculty, staff, and students of the Health Sciences Center.

Selections for the collection are made by the individual librarian subject selectors for their assigned subject parts of the collection. Recommendations from all library users are actively encouraged and carefully considered. Faculty opinion is solicited and appreciated for it is invaluable in building a collection representative of the Center's needs. The ultimate responsibility, however, for selection of books, databases, electronic products, and serial titles for the collection rests with the Assistant Director for Collection Development.

PURPOSE

This collection development policy has been prepared to guide the library staff in the selection and retention of print and non-print materials in the Health Sciences Library. It is also intended as a guide to promote consistent and balanced development of the library's collection and as a record of policies meant to ensure a collection which meets the needs of its clientele while staying within the bounds of an allocated budget. This collection development policy should be flexible and dynamic because the needs of the users and staff do change, and such a policy should reflect those changes. If used widely and reviewed periodically, this policy should serve the library well in its goal to meet the informational needs of its clientele.

SCOPE

To provide, identify and make available, either in-house or through cooperative resource-sharing, all informational materials required by students, faculty, practitioners, and staff of the Health Sciences Center and School of Medicine.

Such materials must support doctoral, master's, and undergraduate programs. To a lesser degree, the Library may respond to the interest of the research community on Long Island. When fiscal constraints deem it necessary, the journal collection has priority over book collection and electronic resources over print.

COVERAGE OR EXTENT OF COLLECTION COMPLETENESS

The levels of coverage defined below are designed for use in identifying both the extent of existing collections in given subject fields (collection density) and the extent of current collecting activity in the field (collecting intensity).

1. **Minimal Level**: A subject area in which few selections are made beyond very basic works.
2. **Basic Information Level**: A highly selective collection which serves to introduce and define a subject, and indicate the varieties of materials available elsewhere. It includes a representative selection of dictionaries, encyclopedias, historical surveys, bibliographies, and handbooks. It contains selected editions of textbooks and monographs and the periodicals cited in Doody's Review Service. A basic information collection is not sufficiently intensive to support any advanced undergraduate or graduate courses or independent study in the subject area involved.
3. **Instructional Support Level**: A selective collection which is adequate to support undergraduate and MOST graduate instruction, or sustained independent study within a curriculum, and health care in a hospital or clinical setting; that is, a collection which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes the major reference tools for the pertinent subject, significant indexing and abstracting services, a broad selection of major textbooks, monographs, and government documents, and a wide range of basic periodicals, including at least 25 percent of the English language titles pertinent to the subject in List of Journals Indexed for MEDLINE.
4. **Research Level**: A collection which contains the major published source materials required for dissertations and independent research, including specialized reference tools, conference proceedings, professional society publications, technical reports, government documents, multiple editions of most textbooks and monographs, including a significant number of titles pertinent to the subject in recognized standard bibliography, an extensive collection of periodicals, including at least 65 percent of the titles pertinent to the subject in List of Journals Indexed for MEDLINE. While English materials may predominate, the collection usually contains important materials in French, German, Spanish, Russian, and other languages. Older or superseded materials are retained for historical research.

FORMAT

The format of the materials will vary: Monographs, serials, primary sources, audiovisual materials, software, and electronic databases.

The following types of literature (primarily English language) will be collected:

1. Primary research and clinical journals and monographs in the biomedical sciences.
2. Major journals and monographs related to the practice of medicine.
3. Major journals and monographs related to the practice and instruction of dental medicine, health technology and management, nursing, and social work.
4. Selected major journals and monographs in related and peripheral disciplines.
5. Major indexing and abstracting tools in the health sciences and social welfare.
6. Major reference books in the health sciences and social welfare.
7. State-of-the-art reviews of the subject area.
8. Subject bibliographies.
9. Government publications concerning legislation or programs which will have long term impact on health care delivery, or biomedical research and social work.
10. Substantial educational materials, both print and non-print, specifically designed for personnel in the Health Sciences Center.
11. Recently published historical works on medicine, nursing, dental medicine, social welfare, health technology and management, and public health.

NEW PROGRAMS POLICY

The library requests that it be informed at an early stage when new programs or degrees are being proposed in an academic department. This helps ensure that adequate funding for both initial costs and ongoing expenses will be available for the acquisition of materials and provision of library services needed to support the program or course. The library recognizes that development of new programs requires institutional commitment of new monies for support. If the library does not receive additional funding to support library resources for new programs, then purchase of new materials must, by necessity, be limited.

BOOK COLLECTION POLICY

Monographs are collected to support clinical, educational, and research programs of the Health Sciences Center and School of Medicine. During periods of fiscal austerity, the acquiring of serial materials has priority over the acquiring of monographic materials. Monographic materials include monographs, textbooks, congresses, conferences, symposia, directories, dictionaries, bibliographies, loose-leaf publications, manuals, atlases, etc. Subjects include clinical medicine, basic medical sciences, medical

education, health care delivery, allied health, dentistry, nursing, public health, and social welfare.

Examination guides to aid students and house staff in preparing for specialty or board examinations are collected only if they are published by major medical publishers or major professional organizations.

Criteria

Is it published by a reputable publisher and of good quality?

Is the author known and respected?

Does the work fall within the level of coverage established for the subject?

For what group of people has work been prepared?

Is the style appropriate?

Are bibliographies complete and timely?

Is the text well indexed?

Is the material up-to-date?

However, we also need some assistance to select books for consideration, and here we can use several sources, such as:

1. Requests from users and staff recommendations
2. Core Lists
3. Approval Plan
4. Book Reviews
5. Current Sources
6. Acquisition Lists

1. Requests from users usually are valid reasons for local needs, but should be cross-checked with other sources and criteria.

2. Doody's Review Service is a weekly published aid collecting titles in clinical medicine, basic science, nursing, allied health, and other associated health-related disciplines. There are other core lists for specialized fields, such as nursing, dentistry, public health, health administration and they all can be useful as one of the guides. However, their drawback is that they are not updated frequently enough and that they do not cover certain specialties or subjects.

3. Approval plan is one of the best sources for selection of new materials. Of primary importance is the development of the profile by which the vendor (or the publisher) selects books; this profile has to be reviewed regularly to make certain that it reflects current library needs. A good approval plan is efficient and it makes possible the acquisition of the right books in the shortest possible time. It also gives the librarian and

the users the possibility of examining books before making the final decision, involving in this way users in the process of collection development.

4. Book reviews on specialized topics may be found in many journals of clinical associations and general interest. For example, JAMA, New England Journal of Medicine, Science and Nature regularly publish book reviews. The only problem with any secondary reviewing sources is the time lag between the book's publication and the appearance of a review. This consideration is important because the acquisition of the most current information is essential to any library serving clinicians and researchers.

5. Current sources. A good collection should contain current authoritative information relevant to the needs of library users. The most important acquisitions are new editions of previously owned reputable texts; major new texts in clinical specialties; monographs pertinent to current research efforts; and books in high-interest biomedical fields.

Up-to-date sources of such information are:

- BIP (Books in Print)

- Doody's Review Service

- NLM Catalog

- Publishers' brochures and catalogs

- Publication catalogs of professional associations

- OCLC and other electronic databases

- Other academic health sciences library collections

6. Acquisition lists from other libraries can be useful if you know the library, its reputation, on what basis it makes selections, and its special areas of interest. Many of these textbooks are not included yet in any core list. The entire landscape of health care delivery has been changing rapidly in recent years and these changes have to be reflected in new books. New federal and state regulations are challenging all health care institutions, new books on evidence-based practice, HIPPA, and practice management and other current topics are published almost daily. Hardly a month goes by without new advances in medical technology – soon new books on ethical and medico-legal issues appear on those topics. Librarians should be aware of the need to support clinicians with the most up-to-date information on all kind of issues. Focus on wellness and prevention of illness generates new books on nutrition.

SERIALS COLLECTION POLICY

The generic designation "serial" encompasses a number of publication types, all of which have in common an ongoing nature. There are journals, annual publications (primarily reviews and yearbooks) and monographic series. The acquisition of a serial title represents a large commitment in terms of continuing subscription costs, binding and handling (if print) or continuing maintenance of electronic access. In addition, costs increase substantially each year beyond the normal amount in the library budget.

Selection criteria for serials can be stated as follows:

1. Is the serial sponsored by a reputable organization?

Sponsorship of a professional organization is often an indication that a new journal is needed at least by a specialized group; it may also give some assurance of quality.

2. Is the publisher reputable?

The publisher's reputation is probably more useful for arriving at a negative decision, because the success of a publisher does not guarantee that a journal is needed by your library. Whenever there is a new field or technique, there will be many new journals on the same topic and they cannot all survive.

3. Does it contain original articles?

4. Is it indexed? If so, do we have access to the index?

5. Does it fill a recognized need?

6. Is it readily available via inter-library loan?

7. Are the editor and editorial board recognized in the field?

The editorial board is often the evidence of a journal's quality, although the presence of a name as a consulting editor may not necessarily signify a strong relationship.

8. Does it publish indexes?

9. Are the references up-to-date and in good bibliographic form?

Journals

A refereed journal where all submitted articles are subject to an expert review is more likely to draw high quality contributions. A sample copy should be available for inspection before deciding whether to subscribe to a new title. Local evidence of need may be determined by frequent ILL requests of the title. Another very important factor for the decision is the cost of acquiring the title. The cost should be compared, if possible, with alternative costs of ILL, taking also into account delays in obtaining the needed information. Some selection aids and sources for new journal titles are similar to those for books, but there are several specifics for journals.

1. The Journals database of the National Library of Medicine, <http://www.ncbi.nlm.nih.gov/journals>, can be used to obtain a list of currently indexed MEDLINE titles. Select the Limit for Current Subsets called "Currently indexed in MEDLINE."

2. The List of Serials Indexed for Online Users, <http://www.nlm.nih.gov/tsd/serials/lsiou.html>, provides bibliographic information for all journals ever indexed over time with the MeSH[®] vocabulary and cited in MEDLINE[®], the backbone of the NLM PubMed[®] database. It includes titles that ceased publication, changed titles, or are no longer indexed.

3. NLM Technical Bulletin, <http://www.nlm.nih.gov/pubs/techbull/tb.html>, lists new

journals on order or newly subscribed to by the Library, indicating those covered in MEDLINE.

4. Directory of Open Access Journals (DOAJ), www.doaj.org, covers free, full text, peer-reviewed quality controlled scientific and scholarly journals, attempting to cover all subjects and languages.

5. Excellence in Research for Australia (ERA), <http://leavesamark.wordpress.com>, is a program to evaluate peer-reviewed academic journals.

6. Thomson Reuters lists journal coverage changes from Web of Science and other databases.

<http://science.thomsonreuters.com/mjl/>

7. Ulrichsweb is the authoritative source of bibliographic and publisher information on more than 300,000 periodicals of all types—academic and scholarly journals, Open Access publications, peer-reviewed titles, popular magazines, newspapers, and newsletters.

8. WorldCat contains serials and a wide variety of other materials in libraries worldwide allowing searches of the collections of libraries in this community and thousands more around the world.

ELECTRONIC RESOURCES COLLECTION POLICY

Introduction:

The Health Sciences Library's current collection policy governing the funding, selection, acquisition, and retention of library materials and information resources applies to all formats including electronic resources.

As of 2002, the library gives priority to the acquisition of electronic resources. This results in easier use, wider access, and more timely updates to material. New and useful resources may be suggested by any University faculty, staff or student, and are submitted to the Assistant Director for Collection Development Services and referred to the subject specialist for that school for consideration. The Stony Brook University libraries work collaboratively to provide the broadest possible access to licensed electronic resources to all faculty, staff, and students. Cooperative acquisitions and cost sharing with SUNY libraries and consortia are pursued when feasible to provide access to all Stony Brook University patrons.

Vision for the Digital Library:

The availability of electronic resources offers new opportunities and challenges for the library's mission in support of teaching, research, and patient care. Although acquiring

materials in digital forms and organizing them for use is costly in staff time and materials costs, electronic resources are a critical element for the library of the 21st century. The Health Sciences Library is committed to advancing the myriad missions of the Health Sciences Center and Stony Brook University by developing and maintaining a dynamic collection of electronic resources in multiple formats. The electronic collection must reflect the dynamic needs of the Libraries' users and the changing trends of technology. The library's mission is to meet the demand for broader subject access and for cross-campus and state-wide access with e-resources.

Every attempt will be made to make material available electronically that is needed on a regular basis by the Health Sciences Center community.

Scope and Format:

Electronic resources must meet the same subject scope for the collection as stated in the general collection development policy. In general, duplication of library resources in various forms and between the Stony Brook University libraries will not be considered. Web-based resources are preferred over other media.

Ebooks: As funding allows, patron demand will drive the decision on purchasing ebook titles. Currently, there are two dominant models available for purchasing ebooks. One model is a one-time purchase for the current edition, plus a continuing maintenance fee for future access to that edition. A second model is an annual subscription to the current edition, which assures access to the most current information. Unlike print books, ebooks require continuing financial commitment to maintain access to these books.

Ejournals: As with print journals, Ejournals require a long-term commitment from the University in terms of financial and human resources to acquire and maintain. The library subscribes to an e-journal only if it is full text.

- *Bundled with Existing Print subscription*
The library provides access to the free web version of a print journal to which it subscribes when the access criteria is met.
- *Print and Online subscriptions*
The library continues to provide print subscriptions for high use items and for things that are not yet electronic.
- *Online-Only*
If they are available, all new titles will be subscribed to online only.

If online access is bundled with print, the print issues at this time are maintained without binding. If contents of print copies and electronic versions have any differences, then print copies are kept. Where there is a compelling reason, i.e., print is the only choice or intense user demand for paper copies, the library orders print materials.

Databases: Databases acquired for the five schools are purchased by subscription and are a continuing annual expense.

CD-ROMs/Diskettes/Other Multimedia: In general these formats are not collected. CD-ROMs that accompany print materials are retained only if the content is supplemental to the text. Web-based multimedia will be collected according to their relevance.

Web content: These sites will be selected according to their relevance to the library's collection and listed on the library's webpage. The web resources section of the Health Sciences Library webpage automatically links to sources of information such as: directories; general information; federal, state, and local government offices; licensing; professional organizations; statistics; Stony Brook University resources; and tutorials. These websites are reviewed and updated regularly by Center for Healthcare Informatics Education librarians.

SUNY DSpace: In collaboration with Melville Library Special Collections, the library contributes material to SUNY DSpace, the digital repository of the State University of New York. This resource provides a secure and searchable digital archive to showcase and preserve intellectual accomplishments of the library and other areas of campus. It is essentially an organizational commitment to the stewardship of digital materials, including long-term preservation where appropriate, as well as organization and access or distribution. DSpace provides opportunities for members of the campus community to manage and disseminate their creative endeavors and makes these works available to a broader audience.

Access:

Resources may be accessed in a variety of ways, but Internet access is preferred. The decision to select specific products depends on projected use, licensing requirements, support services either local or remote, and other access issues. Materials may be available on campus and/or remotely, largely dependent upon cost. Reserves and distance learning programs are included.

The preferred method for authenticating authorized users is via IP address ranges, not by entering username and password. Access to electronic products is limited to authorized users as defined by the university. Resources are accessed via the library's online catalog (ALEPH) and/or the library website. In general, the website shall serve as a single focal point to access the collections. When possible, items will be added to the catalog.

Selection Criteria:

Any library user may make suggestions for acquisitions via electronic form, email, etc. to the library's Assistant Director for Collection Development Services or one of the subject selector librarians. Resources are previewed when possible, evaluated and then recommended for acquisition. The following evaluation issues are considered before adding resources.

Evaluation Issues

The following criteria are considered for electronic resources:

1. Needs of primary clientele in support of programs in the HSC
2. Relevance of subject to the Health Sciences Center research, teaching, and patient care needs for improving and enhancing the existing collection
3. Cost-effectiveness: including availability and cost of updates, backfiles, future upgrades
4. Scholarly and intellectual reputation, including JCR impact factor
5. Reputation and authority of producer
6. Confidence in producer's commitment to maintenance
7. Currency and validity of information and updates
8. Access and network capacity: access preferably not requiring individual user ID and password
9. Uniqueness and completeness of information
10. Quality of layout, design, graphics, and illustration
11. Added-value and advantages over other formats
12. Technical ease of accessibility for the most users
13. Navigating, searching, and control functionality is intuitive and empowering to users
14. Legal issues including licensing requirement and restrictions
15. Copyright and fair use issues
16. Availability, maintenance, and accessibility of archives
17. Whether articles from a particular title can be accessed online or obtained quickly via interlibrary loan or by other means
18. Whether and where a journal title is indexed
19. Availability and quality of documentation
20. Vendor's reliability in customer support, material availability, and quality of training programs
21. Usage and/or limit access can be monitored

Licensing:

The library adheres to the following definitions and expectations regarding digital licensing.

1. Library's authorized users include all current Stony Brook University faculty, staff, and students.
2. If accessing electronic materials remotely, access to electronic resources is granted to faculty, staff, and students according to their University ID status after entering their university NetID.
3. The optimal method for authenticating authorized users is via IP address ranges rather than individual ID and password. If IP address range is not feasible, individual username and password access is acceptable as long as publishers agree to that user name/password information being posted on the library's access controlled website.
4. Institutional pricing may be assessed based on number of FTE, simultaneous users, number of students, hospital admissions, or a wide variety of other methods. Site is defined to include specific units of the Health Sciences Center, University Hospital or the University depending on licenses.
5. The "fair use" provision of the U.S. Copyright Act applies to all formats.
6. The purchase of electronic information should include provisions for perpetual access to that information. Agreements should clearly state archival responsibility.
7. The library investigates a variety of licensing arrangements with other SUNY libraries and consortia.

The purchasing office director of the University has the sole authority to approve and sign the finalized licensing agreements.

Multiple Formats and Copies:

In general, the library acquires any given material in one format only. The number of users in a multi-user license is determined by anticipated or proven demand and available funding. If sufficient user demand is demonstrated, additional licenses may be acquired.

Retention and Renewal:

In addition to considering each factor in the Selection Criteria section, the library also studies usage statistics to determine if the use of a resource justifies renewal and maintenance.

Responsibilities Relating to E-Resources:

- Evaluation, Selection, Acquisition, and Renewal

User recommendations are always welcome and are an essential component of the library's collection development policy. These are coordinated by the Assistant Director for Collection Development Services and the subject selector librarians. Subject selectors are responsible for evaluating the needs of their assigned subject areas. Usage statistics of electronic resources (e-metrics) serve as an important selection and de-selection tool.

- Presentation and Management of Electronic Resources

All electronic resources are grouped as either ebooks, databases, or ejournals. Licensed resources and selected free internet resources are entered into either the library catalog (ALEPH) or on the library's website by the Resource Services Management section. Selected free internet resources are entered only on the library's website and are not entered in the library catalog (ALEPH).

- Technical Support and Maintenance

SerialsSolutions is the library's electronic serials management system for both public searching and staff maintenance of the collection. It is searchable by title keyword, ISSN, or broad subject categories.

- Staff and End-User Training

Center for Healthcare Informatics Education librarians arrange the training of the various vendor-provided resources for faculty, staff, and students.

- Publicity and Marketing

Library staff coordinate publicity and marketing via broadcast e-mail, the website news section, and personal contacts.

Implementation and Review:

This policy will be reviewed and revised biannually by library faculty to reflect changes in the emerging and constantly changing electronic information environment.

AUDIOVISUALS COLLECTION POLICY

Traditional formats of audiovisuals are not actively collected due to lack of funding, staffing, handling requirements, and minimal demand from patrons.

Please refer to:

Walton, L. (2004) Collection development and management for electronic, audiovisual, and print resources in health sciences libraries. Chicago: Medical Library Association.

REFERENCE COLLECTION POLICY

The reference collection is a major resource for information in the library, and serves a number of needs. While all the collections of the library must be viewed as a potential "Reference Collection," there are certain characteristics which determine the materials to be acquired for the separately designated reference collection. Because of the nature of its use, this is a non-circulating collection and most titles are not duplicated in other collections.

1. Reference publications are distinguished in part by the way in which they are used. Although there are many types of publications from dictionaries to handbooks, they are used primarily for consultation for specific and immediate information rather than for reading or study, and thus, for short periods of time. Textual material is limited.
2. Reference materials are sources of information which answer immediate needs of contact information, bibliographic data, pharmacological information, etc. These sources need to be available at all times to library staff and users.
3. Although consulted both by library staff and library clientele, optimal use of the reference collection frequently requires the assistance of a reference librarian. Like the online library management system, many reference tools need interpretation.

I. Reference collection comprises four general categories of publication:

A. Directories

1. Personal data, biographical dictionaries
2. Directories of organizations
3. Telephone directories

B. Factual Data

1. Dictionaries
 - a. General English-language

- b. Subject
 - c. Foreign-language
 - 2. Encyclopedias
 - 3. Handbooks
 - 4. Drug Sources
 - 5. Statistical Sources
 - 6. Legislation, regulations
 - a. Federal
 - b. State
 - c. Local
 - 7. Catalogs
 - a. Educational Institutions
 - b. Commercial products, including laboratory and audiovisual equipment & supplies
 - 8. Manuals and guides
 - a. Writing and style manuals
 - b. Online search manuals
 - 9. Indexes, abstracts, and bibliographies
 - 10. List of meetings
 - C. Union lists and catalogs
 - 1. Book catalogs
 - 2. Serial Sources
 - a. Union lists
 - b. Abbreviation lists, list of journals, indexed/abstracted
 - 3. Audiovisual software sources
 - a. Catalogs from producers
 - b. Union lists
 - 4. Translation sources
 - D. Textbooks and histories
- II. Format
 - A. Print
 - B. Nonprint
 - 1. Computer software

2. Microforms

3. Online databases

III. Multiple copies

A. It is the library's general policy to purchase one copy of a print item. Determination of need for basic working tools such as online searching thesaurus, dictionaries, medical dictionaries, pharmaceutical books, and other tools necessary for librarians to perform their daily work is made on a case by case basis.

B. Locations can include reference stacks, librarian offices, and various terminal locations

IV. Criteria for Evaluating New Material*

Once identified, these tools need to be measured against the existing collections and in accordance with the collection development policy for reference. Criteria for evaluating new materials include:

1. Significance and usefulness of the title
2. Authority and reputation of the author, publisher, and/or database producer
3. Age and currency of the work and its contents
4. Favorable reviews in the professional literature
5. Inclusion of the title in reference guides
6. Difficulty level of the contents
7. Language of the publication
8. Price of the publication or database in relation to:
 - a. Availability of the information contained
 - b. Quality and physical production of the title
 - c. Intended length of use
9. Anticipated frequency of use (judged in relation to cost, available format(s) and space)
10. Appropriate format (print vs. electronic format)

*Huber, J.T., Boorkman, J.A., & Blackwell, J.C. (2008). Introduction to reference sources in the health sciences. New York: Neal-Schuman Publishers, Inc.

V. Criteria for Retention Policy*

To be coordinated with the overall collection development policy for areas in which exhaustive collections or archival materials would always be kept.

A. Only latest edition is kept in library on reference (primary materials that supersede themselves)

1. Online manuals

2. Holdings list of individual libraries
 3. Catalogs (college, audiovisual producers, equipment, etc.)
- B. Latest edition kept on reference, earlier editions in circulating collection.
1. Any category A materials (above) found to be unique and worth retaining in the collection for historical or research purchases
 2. Dictionaries
 3. Directories
 4. Handbooks
 5. Drug sources
 6. Textbooks
 7. Encyclopedias
 8. Writing and style manuals
 9. Book catalogs
- C. Earlier editions kept on reference as usefulness to reference and available space permit
1. Any category A materials (above) found to be unique and worth retaining in the collection for historical or research purposes
 2. Indexes and abstracting services
 3. Bibliographies
 4. Statistical sources
 5. Union lists and serials sources
 6. Translation sources
 7. Lists of meetings

*Huber, J.T., Boorkman, J.A., & Blackwell, J.C. (2008). Introduction to reference sources in the health sciences. New York: Neal-Schuman Publishers, Inc.

The entire reference collection is evaluated by the Center for Healthcare Informatics Education librarians every three years. Evaluation is also conducted throughout the year as the need arises or when new materials are added to the collection.

RESERVE COLLECTION POLICY

The library maintains an area known as the reserve collection. This collection of materials includes both permanent and temporary reserve items. The permanent collection consists of items which have experienced great theft in the past, or are of significant value and would be expensive to replace. The course reserve area consists of items placed on reserve by faculty in support of their course syllabi. These materials may be library copies or their own personal copies and are usually only on reserve for a semester at a time.

This collection emphasizes classic textbooks and medical and clinical ready reference material. Permanent reserves are the most recent editions of the works; they are usually then sent to the circulating collection as newer editions are placed on reserve.

Stony Brook University Health Sciences Center faculty may request that course-related books, audiovisual media, and photocopies of journal articles be designated reserve status. Reserve materials are shelved behind the Circulation Desk and are checked out for use in the library on a first-come, first-served basis.

The library, as a rule, does not purchase textbooks for courses offered in the Health Sciences Center or School of Medicine. However, if a faculty member requests that certain texts be purchased and placed in the reserve collection, the library will do its best to accommodate the request.

ACQUISITIONS POLICY

Health Sciences Library acquires material through book dealers and subscription agents whenever possible. The reason for preferring purchase through New York State contracted dealers is savings in both staff time and material cost. If an expenditure per purchase requisition exceeds \$2,500, a determination needs to be made if it is a sole source service/item. If it is a sole source item/service then a justification needs to be made explaining that fact. If it is not a sole source service/item, then the library is required to submit three competitive quotes. If the service/item is over \$20,000, bid specifications have to be created and the contract has to be bid out.

Blanket order arrangements for the supply of some material are also possible with some domestic and foreign publishers.

Multiple Copies or Subscriptions:

The Library will avoid the acquisition of multiple copies of an individual title, regardless of format. The Health Sciences Library attempts not to duplicate extensive holdings in the areas of biology, psychology, and social sciences. These are areas of primary responsibility for the Frank J. Melville Jr. Library.

Textbooks:

They will not be acquired unless they have a specific value as reference or information tools, or if they are the legitimate request of teaching faculty.

GIFTS

The Health Sciences Library welcomes and encourages gifts of books, periodicals, manuscripts, software, special collections, and other research materials supportive of the Center's programs. The library's future is exciting but uncertain due to state budget cuts and annual cost increases for books, journals, and electronic resources. A continuing commitment to the library will play a role in securing the future successes, growth, and excellence at the Health Sciences Library. The library welcomes gifts not only of materials, but also monetary donations.

Gifts are accepted with the understanding that, upon receipt, the Health Sciences Library becomes the owner of the material and, as such, reserves the right to determine retention, location, cataloging treatment, and other considerations related to use or disposition. At a minimum, the cost to the library in accepting gifts is valuable staff time in deciding on what should be retained, and processing time in adding materials to the collection. For the current circulating book collection, only items in excellent physical condition and no older than ten years will be considered for acceptance.

All donors considering gifts must submit a list including at a minimum the author, title, publisher, and date of publication for each item. This list will be submitted to the collection development librarian for preliminary consideration.

The Library encourages donors to consider, in their own interest, having their gifts appraised for income tax purposes. The Internal Revenue Service considers recipient libraries to be interested parties and therefore disallows appraisals made, or paid for, by them. For this reason, costs of appraisal must be borne by donors, although appraisal costs themselves are likely to be deductible items. As income and estate tax laws are subject to frequent revision, donors may wish to discuss appraisals with their attorneys. When requested to do so, the Library can give assistance by providing suggestions of appropriate professional appraisers who might be consulted. The acceptance of a gift which has been appraised by a third, disinterested party, does not in any way imply endorsement of the appraisal by the Health Sciences Library.

Upon request, gifts are promptly acknowledged in writing.

EVALUATION OF THE COLLECTION

Collection development does not end with writing a policy and selecting library materials - it also includes removing from the collection material that is no longer useful. The collection has to be evaluated periodically to see whether it is meeting the objectives of the institution and what should be done to correct this.

There are suggested minimum standards for health sciences libraries in hospitals such as the standards published by the Medical Library Association in 2007 that can be used to evaluate the library.

Bandy, M., Doyle, J.D., Fladger, A., Frumento, K.S., Girouard, L., Hayes, S., & Rourke, D. (2008) Standards for hospital libraries 2007. *Journal of the Medical Library Association* 96(2): 162-169.

A collection can be evaluated in terms of:

1. Currency
2. Quantity
3. Quality
4. Evidence of use

Each criterion has some merit and each tells us something about the effectiveness of the library.

1. Currency:

The Health Sciences Library strives for a collection, both print and electronic, that contains current authoritative scholarly information relevant to the research, clinical, and educational needs of those served by the library. It is imperative to maintain currency with new editions in the clinical specialties and graduate or postgraduate programs and materials pertinent to current practices and current research efforts in relevant biomedical and allied health fields.

Selectors remain cognizant of current activities and plans of their specific school, appropriately reflecting the school's needs in selection and evaluation of the collection. Upon a selector's recommendation, older materials of enduring and historical value are transferred either to the Special Collections department of the Health Sciences Library or Melville Library. Of course, the ability of the Health Sciences Library to provide content currency in all relevant subject areas may be limited by budgetary considerations.

2. Quantity:

At a very basic level, one compares the number of volumes and the number of subscriptions with other libraries of a similar type and at comparable institutions. The Health Sciences Library at Stony Brook contributes to *Annual Statistics of Medical School Libraries in the U.S. and Canada* (AAHSL Annual Statistics) for that purpose. In cooperation with Melville Library, the library also contributes to the annual statistics of the Association of Research Libraries.

However, evaluation by comparing the numbers assumes that there is a correlation between the size of the collection and the ability to respond to the needs of the users. This is sometimes a dubious method, because this library collection is required to meet many diverse and myriad needs. Unless one knows on what basis other libraries make their selections and the populations they serve, the usefulness of collection statistics and acquisitions lists are limited in value.

3. Quality:

To determine the quality of the collection one can compare the library holdings with an external standard, such as one of the core lists of recommended books and journals. However, this method has the same drawbacks. One measure for periodicals is evaluation by citation analysis from *Journal Citation Reports* (JCR). This annual product contains a ranking by journal categories based upon citation frequency and impact factors. The assumption is that citation frequency reflects the value of a journal. An alternative to citation analysis is to compare the library holdings with the list of journals from which articles have been retrieved through secondary sources, such as MEDLINE.

4. Evidence of Use:

The most relevant method to evaluate a collection is the evidence of its use - this will show whether the books and journals which are selected match the needs of library users. This can be determined by examining circulation records in Aleph and the detailed electronic usage statistics provided by SerialsSolutions and certain publishers.

For print usage, physical condition is an indication of usage as well as by checking the stacks to determine if an item is collecting dust on the shelf.

If a book or periodical is not used within the first six years, there is only a one in fifty chance that it will ever be used. Interlibrary loan requests should be analyzed – they will show what material is missing from the library. If the publication being sought via ILL is current and within scope for the collection, it should be considered for purchase. User requests should be involved in evaluating the collection, this will assist in both initial selection of titles, and for cancellation and/or weeding.

Retention:

Works of Health Sciences Center staff members, specialized monographs, major symposia, conferences, congresses, histories and titles listed as classics in a medical bibliography (Garrison and Norton)* are retained indefinitely.

Authoritative texts issued in numerous editions over a period of years are weeded as new editions are published. In most cases, the latest two editions are retained.

Volumes mutilated beyond repair are discarded, decision to replace the volumes depend upon availability, cost, and contents. Commitment to retain certain titles determined to be the last copy in SUNY should be further investigated and a retention decision made on a case by case basis.

Depending upon availability and cost, considerable effort will be made to replace missing or damaged journals with electronic journal backfiles when available from publishers. The final decision for retention and replacement of any library material rests with the collection development librarian.

*Morton, L.T. (1991). *Morton's medical bibliography : An annotated check-list of texts illustrating the history of medicine*. Aldershot, England: Scholar Press.

Replacement of Lost Books:

The majority of lost books are not replaced because the library acquisitions budget is primarily devoted to current as opposed to retrospective material. Lost books which still are deemed essential to the collection are purchased again.

If an out of print book is lost, the patron should be charged replacement value instead of the original price the library paid for it plus a processing fee.

Weeding:

The monographic collection will be evaluated approximately every five years by the professional staff of the library; it follows an inventory of the collection. The Collection Development Librarian continuously evaluates the collection as decisions are made concerning the acquisition of new books. The following factors are considered in evaluating the monograph collection:

1. Changes in Health Sciences Center and School of Medicine programs
2. Changes in user population
3. Subject content of superseded editions
4. Availability of material elsewhere

5. Physical condition
6. Unneeded duplicate titles
7. Outdated information having no current clinical or educational value
8. Cooperative resource sharing responsibilities

SUBJECT

COLLECTING INTENSITY

BOOKS SERIALS

AEROSPACE MEDICINE

1 2

Definition: The field of medicine concerned with health and medical problems in aviation medicine and space medicine. It is based on an understanding of physiological, pathological, and psychological effects of assorted stresses encountered during flight.

ANATOMY

Definition: The science of the structure of the body and the relations of its parts. Collection must support graduate studies leading to a PhD.

Anatomy, Human 4 4

Anatomy, Comparative 2 3

ANESTHESIOLOGY

3 4

Definition: The science concerned with the pharmacological and clinical basis of anesthesia and related fields, including resuscitation, intensive respiratory care, pain. Collection must support a four-year training program for residents and a fellowship in pain management.

ANTHROPOLOGY

1 1

Definition: The study of the origin, development, and nature of the human species through biological, socio-cultural, archaeological, and linguistic perspectives.

Cultural Anthropology - The study of socio-cultural phenomena that characterize the learned, shared, and transmitted social and behavioral activities of peoples within particular cultures or societies.

Medical Anthropology - The study of health behavior and health care systems with emphasis on the influence of culture.

Physical Anthropology - The study of biological differences among human beings and of the differences between them and other animals, e.g., anthropometry, biological adaptation to the environment, descriptive somatology, physical characteristics of ethnic groups.

Includes: Culture specific illnesses or health behaviors. Traditional medicinal systems of medicine based upon cultural beliefs and practices handed down from generation to generation, e.g., Chinese traditional medicine, herbal medicine.

BIOCHEMISTRY

3 3

Definition: The chemistry of living organisms and of vital processes, physiological chemistry. Includes works on chemistry of food substances, body composition, body fluids, metabolism, enzymes, vitamins.

Collection must support graduate studies leading to a PhD in molecular biology, biochemistry and cell biology, and structural biology.

BIOLOGY 1 2

Definition: The field of knowledge concerned with the study of life and of living organisms in general. Includes works on microscopy, genetics, reproduction and cytology.

BIOMATHEMATICS 1 1

Definition: The principles of mathematics that are of special use in biology and medicine.

BIOMEDICAL ENGINEERING 4 3

Definition: The application of engineering principles to obtain solutions to biomedical problems; usually involves collaboration of engineers and biological scientists. Collection must support graduate studies leading to a PhD.

BIOPHYSICS 1 2

Definition: Physics of living organisms, application of physical problems and methods to biological problems.

Collection must support graduate studies leading to a PhD.

CARDIOLOGY 4 4

Definition: The study of the anatomy, normal functions and disorders of the heart and cardiovascular system.

Subject supports residency training and a fellowship program in interventional cardiology.

One of the six divisions in the Department of Medicine. Must support fellowships in cardiovascular diseases and interventional cardiology.

CHEMISTRY 2 2

Definition: The basic science whose central concerns are 1) the structure and behavior of atoms (elements); 2) the composition and properties of compounds; 3) the reactions that occur between substances, with laws that unite these phenomena into a comprehensive system.

Includes: Any chemistry relevant to biomedicine; Analysis of human body fluids and tissues; Analysis of environmental pollutants related to human exposure; Analysis of human drinking water; Analytical techniques used in the diagnosis of human disease or for monitoring of human metabolism; Chemicals used in drug therapy; Human food analysis; Physical properties of endogenous biochemicals; Physical properties of pharmaceuticals as related to biological availability; and Toxic effects of chemicals.

General chemistry and the branches of chemistry outlined in the above definitions are collected at the basic information level when considered in their pure contexts. However, a number of exceptions are likely to occur in those areas where chemistry crosses over into other disciplines

CHEMISTRY, CLINICAL 4 4

Definition: The field of chemistry, concerned with the chemical analysis of body fluids and tissues to determine the presence or levels of various endogenous and exogenous

substances, especially for diagnostic purposes.

CHEMISTRY, MEDICINAL/PHARMACEUTICAL

3 2

Definition: Medicinal chemistry involves the laboratory synthesis or modification of molecules, or the extraction of substances from natural sources (e.g., plants) in order to produce chemicals with biological activity that may be used as drugs.

Pharmaceutical chemistry is concerned with the development or improvement of drug dosage forms (e.g., tablet, capsule, injection, etc.)

COMPUTER SCIENCE

1 1

Generally out of scope

CYTOLOGY

3 4

Definition: The study of cells, including sub-cellular elements, their origin, structure, function, and pathology.

Collection must support a BS degree program for the Department of Clinical Laboratory Sciences in the School of Health Technology and Management.

DENTISTRY

4 4

The School of Dental Medicine contributes to the mission of the University through its outstanding educational programs, internationally recognized contributions to the body of scientific knowledge, and service to the community by providing excellent clinical care to thousands of patients each year.

The foremost goal of the pre-doctoral program at the School of Dental Medicine is to provide an education that enables its students to develop into competent, caring dentists, who are prepared to become leaders in the profession during this time of dramatic change in health care. Students are provided an environment in which to observe the relationships of systemic and oral health in the hospitalized patient, and to participate as members of a health care team. Most of the clinical component of the educational program is provided in the Dental Care Center of the School of Dental Medicine, a state of the art facility.

SCOPE:

Collection strengths should essentially reflect the educational programs and clinical specialties of the School of Dental Medicine, the Dental Care Center, and University Medical Center. The School of Dental Medicine is accredited by the Commission on Dental Accreditation of the American Dental Association. The school is comprised of a number of academic departments, which are responsible for ensuring that the curriculum reflects the most recent advances in dentistry and medicine. The Department of General Dentistry includes the disciplines of dental materials, endodontics, operative dentistry, prosthodontics, oral and maxillofacial radiology, practice management, and behavioral sciences. The Department of Children's Dentistry provides instruction in orthodontics

and pediatric dentistry. Other departments include Dental Medicine, Periodontics, Oral and Maxillofacial Surgery, Oral Biology and Pathology, and Hospital Dentistry and Dental Anesthesiology.

Post-doctoral programs in endodontics, orthodontics, pediatric dentistry, periodontics, and dental care for the developmentally disabled are housed in the School of Dental Medicine. A general practice dental residency and a dental anesthesiology residency is offered through Stony Brook University Medical Center. In addition, the School of Dental Medicine is a major clinical campus for the Long Island Jewish Medical Center residency in Oral and Maxillofacial Surgery.

The school has affiliations with a number of regional hospitals including Nassau University Medical Center, Northport Veterans Affairs Medical Center, and Long Island Jewish Medical Center.

GENERAL COLLECTION GUIDELINES:

While there are relatively few selection guides to the dentistry monographic literature, there are several core lists that are updated at regular intervals. The Medical Library Association's (MLA) Dental Section publishes a core booklist that is updated regularly as needed. This list is available at: <http://www.usc.edu/hsc/dental/library/MLAbooklist/> This website contains the revised, final core list of book and journal titles recommended for acquisition by the Dental Section of the Medical Library Association (MLA) for support of clinical dentistry. The current list includes 179 book titles and 86 journals, with book titles divided into 31 subject areas. The list is an update of the Dental Section's basic list of recommended books and journals for support of clinical dentistry in a nondental library (Bull Med Libr Assoc 1997;85(3):233-38). A committee of the Dental Section developed the latest edition which was released in April 2009.

The American Dental Association's (ADA) Library actively collects current monographic material in all areas of dental medicine. Their online public catalog is available for searching at: <http://webopac.ada.org/EOSWeb/OPAC/index.asp> It is a best practice to check and compare with our collection and to order materials deemed necessary to meet the needs of the school. Members of the American Dental Association may request book and journal loans directly from the ADA Library for a fee.

Many dental journals provide book reviews and they can serve as a useful guide when making selection and acquisition decisions. Some of these electronic journal titles include: American Journal of Dentistry; British Dental Journal; Canadian Dental Association Journal; Dental Materials; Dental Traumatology; Implant Dentistry; Journal of Clinical Pediatric Dentistry; Journal of Dental Education; Journal of Dental Research; Journal of Dentistry; Journal of Dentistry for Children; Journal of Oral and Maxillofacial Surgery; Journal of Oral Rehabilitation; The Journal of Prosthetic Dentistry; New York State Dental Journal; and Special Care in Dentistry.

DETAILED COLLECTION GUIDELINES:

When the ADA monthly acquisitions list is received, check the list against the library catalog to see what we do not own. If the library does not own a book on the ADA list, search Yankee Book Peddler (YBP) to determine if they carry the title. If YBP carries the title, then it is to be purchased through them. If YBP does not carry the title, search YBP or other sources for a comparable title on the same subject. When this happens, consult the above mentioned resources to find a satisfactory review of the title.

Examination and study guides are only purchased if they support the educational mission for a particular program for the School of Dental Medicine. They must also be published by a major publisher or professional organization. Spiral bound and three-ring binder formats are generally not purchased for the circulating book collection as they have a very limited shelf life. Faculty requests for textbooks that are to be placed in the Reserve collection are to be honored. Faculty requests for new monographs or journals are to be purchased after consulting with the faculty and following general collection guidelines.

DERMATOLOGY 4 4

Definition: The branch of medicine dealing with the diagnosis and treatment of diseases of the skin, and with its chemistry, physiology, histopathology and with the relationship of cutaneous lesions to systemic disease.

Collection must support a three-year training program for residents, and a postgraduate fellowship in basic and/or clinical research and dermatologic surgery.

DIAGNOSTIC IMAGING 4 4

Definition: The visualization of deep structure of the body by passing x-rays, electron beams or ultrasonic waves into the tissues for the diagnosis of disease.

Includes: Echocardiography, Echoencephalography, Electrostatic imaging, Emission Computed Imaging, Nuclear Medicine, Radionuclide Imaging, and Thermography.

Collection must support a four-year training program for residents in diagnostic radiology.

ECOLOGY 2 1

Definition: The branch of biology dealing with the relations between organisms and their environment especially as manifested by natural cycles and rhythms, community development and structure, geographic distributions, and population alterations.

ECONOMICS 2 1

Definition: The study of the creation and distribution of wealth on the behavior of prices and of the forces that determine national income and employment.

Includes: Economic factors in public health, Economics of health care, Health insurance and reimbursement, Hospital financing, Medical and dental economics, Medicare, and Medicaid.

EDUCATION 1 1

Generally out of scope

Definition: Any process by which an individual gains knowledge or insight or develops attitudes or skills.

EDUCATION 4 4

(for the health professions)

EMBRYOLOGY 4 4

Definition: The science dealing with the formation, development, structure, and functional activities of embryos. Includes works on congenital abnormalities.

EMERGENCY MEDICINE 4 4

Definition: The medical specialty dealing with acutely ill or injured medical patients who require immediate medical treatment.

Collection must support a three-year training program for residents in all aspects of emergency medicine.

ENDOCRINOLOGY 4 4

Definition: The science dealing with the endocrine glands, their secretions, and their role in the function of the body.

One of the six divisions in the Department of Medicine. Must support a fellowship in endocrinology.

EPIDEMIOLOGY: 4 3

Definition: The field of medicine concerned with the determination of causes, frequency and characteristic behavior of diseases affecting human populations; also the interrelationships of host, agent, and environment as related to the distribution and control of disease.

ETHICS/PHILOSOPHY 3 3

Definition: The branch of philosophy dealing with values relating to human conduct, with respect to the rightness and wrongness of certain actions and to the goodness and badness of the motives and ends of such actions.

Bioethics - The branch of applied ethics which studies the value implications of practices and developments in the life sciences.

Medical Ethics - The principles of proper professional conduct concerning the rights and duties of the physician, their partners, and their fellow practitioners. Part of the broader discipline of bioethics.

FAMILY PRACTICE 4 4

Definition: The medical specialty concerned with the provision of continuing, comprehensive primary health care for the entire family.

Collection must support a three-year training program for residents in family medicine.

FORENSIC MEDICINE 2 2

Definition: The application of medical knowledge to questions of law.

GASTROENTEROLOGY 4 4

Definition: The subspecialty of internal medicine concerned with the study of the digestive system, including esophagus, liver, gallbladder, and pancreas. One of the six divisions in the Department of Medicine. Must support a fellowship in gastroenterology.

GENETICS 3 4

Definition: The branch of biology that deals with heredity and variation of organisms and with the mechanisms by which these are affected.

Includes: Behavioral genetics, Biochemical genetics, Cytogenetics, Genetic engineering, Human genetics, Immunogenetics, Medical genetics, Microbial genetics, and Molecular genetics.

Collection must support graduate studies leading to a PhD in molecular genetics and microbiology.

GERIATRICS 4 4

Definition: The scientific study of problems of aging in all its aspects: clinical, biological, historical, psychological, and sociological. Must support a fellowship in geriatric medicine.

GYNECOLOGY 4 4

Definition: The medical-surgical specialty concerned with the physiology and disorders primarily of the female genital tract, as well as female endocrinology and reproductive physiology.

Collection must support a four-year training program for residents, which includes training in all aspects of obstetrics and gynecology.

HEALTH CARE 4 4

Definition The provision and distribution of health services to patients.

Includes: Assessment of national and community health care needs, Health care delivery programs, Health education, Health maintenance organizations (HMO), Health services research, Health problems of special population groups (e.g., maternal and child welfare), Laws affecting the organization and financing of health care, Quality of health care, and Social work related to health care.

HEALTH TECHNOLOGY AND MANAGEMENT 4 4

PURPOSE:

The School of Health Technology and Management (SHTM) is committed not only to the education and training of highly competent health professionals and therapists, but also to preparing its graduates to assume leadership roles in the healthcare system. The School maintains a strong commitment to the team approach to health care. This approach provides for innovative programs utilizing an interdisciplinary core curriculum, ongoing clinical experience, and an active program in continuing professional education. Creating

a health technology and management library that supports faculty research and instructional programs is our primary goal. Secondary goals include: maintaining the collective memory of health technology and management, purchasing user-friendly books and electronic media, and the long-term digital preservation of this material.

SCOPE:

Collection strengths should essentially reflect the educational programs and clinical specialties of the School of Health Technology and Management. The School offers professionally accredited programs in athletic training (BS), clinical laboratory sciences (BS), health care policy and management (MS), cytotechnology (BS), health science (BS), occupational therapy (BS/MS), physical therapy (entry-level DPT and post-professional DPT), and physician assistant (entry-level MS and post-professional MS), and respiratory care (BS). The school offers certificate programs in CLS patient services, EMT/Paramedic, health care management, and polysomnographic technology. In addition, a dietetics internship program and continuing education in polysomnography is offered.

The clinical laboratory sciences program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Cytotechnology is accredited by the Commission on Accreditation of Allied Health Education Programs. Occupation therapy is accredited by the Accreditation Council for Occupational Therapy Education. Physician assistant program is accredited by the Accreditation Review Committee on Education for the Physician Assistant, Inc. The physical therapy program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. The respiratory care program is accredited by the Committee on Accreditation for Respiratory Care. Our collection should strive to be particularly strong in these areas of specialization. Requests from the SHTM faculty are actively sought for both the monographic and serial literature.

COLLECTION GUIDELINES:

The library's primary focus is on professional literature which supports SHTM's curriculum, research interests, and outreach programs. The journal literature is considered the most significant record of advances in knowledge and takes precedence over other published forms.

Future developments will reflect an increasing emphasis on access to local and remote resources through electronic means rather than other more traditional forms of ownership. Some materials will be acquired in electronic format only. The identification of remote electronic resources and the establishment and maintenance of linkages with these resources will become an integral part of the Health Technology and Management's collection development activities.

The most important acquisitions for monographs are new editions of previously owned eputable texts; major new texts in clinical specialties; monographs pertinent for current research efforts and course reserves, and books in emerging high-interest fields.

The HSC Library subscribes to the electronic version of *Doody's Review Service*. In addition, New York University (NYU) offers similar degrees in physical therapy, occupation therapy, and rehabilitation medicine. The Department of Occupational Therapy has a section titled "Notable Publications" on its website (<http://education.nyu.edu/ot/>). The online catalogs of NYU Frederick L. Ehrman Medical Library and Elmer Holmes Bobst Library are also regularly checked to see if the Health Sciences Library has similar holdings. Columbia University provides programs in health policy and management, occupational therapy, and physical therapy. The Medical Library Association maintains subject-based resource lists at: <http://colldev.mlanet.org/resources/subjectlist.htm>

If the library has an approval or standing order plan, the profile must be reviewed annually not only for the depth of subject coverage, but also for the list of included/non-included publishers.

Examination guides and reviews are not usually purchased and then only if they support the educational mission of one of the programs of the School of Health Technology and Management. They must also be published by a major publisher or by a professional organization.

HEMATOLOGY 4 4

Definition: The medical specialty that pertains to anatomy, physiology, pathology, symptomatology, and therapeutics related to blood and blood-flowing tissues.

Includes: Bone marrow diseases, Hemic and lymphatic systems and their diseases, and Reticuloendothelial system.

Must support a fellowship in hematology oncology.

HISTOLOGY 4 4

Definition: The branch of anatomy that deals with the structure, composition, and function of tissues.

Collection must support graduate studies leading to a PhD.

HISTORY OF MEDICINE 2 2

Definition: The history of medical thought and practice from the earliest times to the recent past.

HOSPITALS/HEALTH FACILITIES 2 2

Definition: Health facilities are institutions that provide medical or health related services.

IMMUNOLOGY 4 4

Definition: The branch of biomedical science concerned with the response of the organism to antigenic challenge, the recognition of self from non-self, and all the biological (in vivo), serological (in vitro), and physical/chemical aspects of immune phenomena.

Includes: Antigen-antibody reactions, Cellular immunity, Complement system, Histocompatibility, Humoral immunity, Hypersensitivity, Immune mediators or products, Immune tolerance, Immunization, Immunochemistry, Immunogenetics, Immunoglobulins, Immunohematology, Immunologic diseases, Immunotherapy, Transplantation immunology, and Tumor immunology.

INFECTIOUS DISEASE MEDICINE 4 4

Definition: Diseases due to organisms ranging in size from viruses to parasitic worms. They may be contagious in origin, result from nosocomial exposure, or be due to endogenous microflora from the nose and throat, skin, or bowel.

Communicable diseases are diseases the causative agent of which may pass or be carried from one human to another or from an animal to a human either directly or indirectly.

Includes: Carrier state, Communicable disease control, Disease outbreaks/epidemics, Disease reservoirs, Disease vectors, Eye infections, Food poisoning, Immunization, Nosocomial infections, Peritonitis, Respiratory infections, Sexually transmitted diseases, Skin infections, and Zoonoses.

One of the six divisions in the Department of Medicine. Must support a fellowship in infectious diseases.

INTERNAL MEDICINE 4 4

Definition: The medical specialty concerned with diagnosis and treatment of diseases of the internal organ system.

Collection must support a training program for residents in general internal medicine and its subspecialties.

LABORATORY ANIMAL SCIENCE 2 1

Definition: The science and technology dealing with breeding, care, health, and selection of animals used in biomedical research and testing.

LABORATORY, MEDICAL - (see HOSPITALS/HEALTH FACILITIES)

LAW 1 1

Definition: Law is the whole body of customs, practices, and rules recognized as binding by a community and/or enforced by a controlling authority. Includes: General works on legislation and law affecting health and health care.

LIBRARY AND INFORMATION SCIENCE 1 1

Definition: Library science is the study of principles and practices of library science and administration. Information Science is that set of principles dealing with the organization, maintenance, and management of bodies of scientific, technical, and business information used in decision making.

MEDICAL INFORMATICS 3 3

Definition: The application of computer and information sciences to medicine and health sciences.

Collection must support the Department of Medical Informatics.

MEDICAL PROFESSION - (see HEALTH PROFESSION)

MEDICAL SOCIAL WORK - (see SOCIAL WORK) 4 4
Collection must support BSW, MSW, and PhD level.

MICROBIOLOGY 4 4

Definition: The study of microorganisms including bacteria, fungi, rickettsia, protozoa, and viruses.

Collection must support graduate studies leading to a PhD in molecular genetics and microbiology.

MOLECULAR BIOLOGY 4 4

Definition: The branch of biology in which biological phenomena and processes are studied not only from a phenomenological point of view, but also by physical chemical and biochemical investigations at the molecular level. Molecular biology is based on developments in genetics, biochemistry, physical chemistry of macro molecules, and chemical physics and represents an effort to account for biological events in terms of established principles of physics and chemistry.

Includes: Clinical applications in genetic diseases, Clinical applications in sex determination, Membrane biology, Molecular cardiology, Molecular endocrinology, Molecular hematology, Molecular neurobiology, Molecular parasitology, Molecular pathology, Molecular pharmacology, Oncogenes, Prenatal diagnosis, Structure of intermediate filaments, microtubules, chromatin, ribosomes, DNA and RNA.

Collection must support graduate studies leading to a PhD in molecular biology.

NEUROLOGY 4 4

Definition: The medical-surgical specialty concerned with the study of the structure, functions, and the diagnosis and treatment of nervous systems diseases.

Includes: Brain and its environment; Neurologic diagnosis (e.g., cerebral angiography, cerebral ventriculography, electroencephalography, myelography, spinal puncture); Neurologic diseases and disorders (e.g., epilepsy, infectious disorders, movement disorders, neuropsychiatric disorders, sleep disorders, stroke, toxic and metabolic disorders); Peripheral nervous system; and Spinal cord.

Collection must support a three-year training program for residents in either adult or

pediatric neurology. Must support fellowships in child neurology, clinical neurophysiology, and vascular neurology.

NEUROSCIENCE

4 4

Definition: Neuroscience is a field of study which deals with the structure, function, development, genetics, biochemistry, physiology, pharmacology and pathology of the nervous system. The study of neurobiology and behavior is included in neuroscience.

Includes: Cellular and molecular neuroscience, Motor systems, Nervous system development, Neuroanatomy, Neurobiology, Neuropharmacology, Neurophysiology, Regulatory systems, and Sensory systems.

Collection must support multidisciplinary training leading to a PhD or a combined MD/PhD given in conjunction with the School of Medicine.

NUCLEAR MEDICINE - (see RADIOLOGY; DIAGNOSTIC IMAGING)

NURSING

4 4

Definition: Nursing practice is directed towards the promotion and maintenance of health, the prevention, detection and treatment of disease, and the restoration of optimal functioning of individuals, families, and communities. This is an interdisciplinary profession that depends upon the literature of the biomedical and social sciences as well as nursing.

Creating a nursing library that captures the essentials of current nursing practice and also incorporates the broad range of technological advances sweeping health care is our primary goal. Secondary goals include: maintaining the collective memory of nursing practice, purchasing user-friendly books and electronic media, and the long-term digital preservation of this material.

SCOPE:

Collection strengths should essentially reflect the educational programs and clinical specialties of the School of Nursing, Long Island State Veterans Home, and University Medical Center. Our collection should strive to be particularly strong in these areas of nursing specialization. Requests from School of Nursing faculty, University Medical Center staff, and Long Island State Veterans Home are actively sought for both serial and monographic literature.

The School of Nursing is accredited by the Commission on Collegiate Nursing Education and the American College of Nurse-Midwives. The School of Nursing offers three degree programs: a Bachelor of Science (BS) with a major in nursing, a Master of Science (MS) with a major in nursing, and a Doctor of Nursing Practice (DNP).

The BS degree prepares students to become participants in the delivery of comprehensive healthcare with hospitals, other healthcare agencies, and in community settings. The MS degree program prepares students for advanced practice roles as nurse practitioners and

clinical nurse specialists in adult health, child health, perinatal and women's health, neonatal health, community and mental health, family health/primary care, and as nurse midwives. The Doctor of Nursing Practice (DNP) has been developed by members of the American Association of Colleges of Nursing in collaboration with the leadership of specialty organizations and the National Organization of Nurse Practitioner Faculties.

An advanced graduate certificate program for nurses with masters degrees to continue their education by preparing for advanced practice as nurse practitioners is also offered. Specific subject areas offered are: adult health, child health, perinatal and women's health, neonatal health, community and mental health, family health/primary care, and nurse midwifery.

An intensive one-year program for surgical technology is also offered by the School of Nursing. The program focuses on surgical instrumentation and techniques, technological sciences, clinical supervision, and a practicum. This program is accredited by the Commission on Accreditation of Allied Health Education Programs.

GENERAL COLLECTION GUIDELINES:

A relevant collection should contain current authoritative information relevant to the needs of library users. The most important acquisitions are new editions of previously owned reputable texts; major new texts in clinical specialties; monographs pertinent to current research efforts; and books and serials in emerging high-interest fields.

While there are relatively few selection guides to the nursing monographic literature there are still several core lists published at regular intervals. *Doody's Review Service* should be checked for nursing and every relevant item ordered. The "Bestsellers" and "Just Released" sections of *Majors Books* should be checked weekly.

Each January issue of the *American Journal of Nursing* (AJN) contains an extensive subject list of their books of the year. This list must be checked and again everything ordered from it if funds are available. Four times a year, *Nurse Practitioner* usually contains a Product News section that contains recent book reviews. "Essential Nursing References" is compiled biennially by the Interagency Council on Information Resources in Nursing and is available full text at their website:

<http://www.icirn.org/Homepage/Essential-Nursing-Resources.aspx>

The Collection Development Section of the Medical Library Association is very active throughout the year and is a valuable source of information:

<http://colldev.mlanet.org/resources/subjectlist.htm>

We no longer have standing orders for American Nurses Association or National League for Nursing publications. Since 1999, NLN publications have been published by Jones and Bartlett and are no longer shelved by their publication number in a separate reserve section. These materials are now given full cataloging and are shelved in the book stacks, reference, or reserve. Publishers catalogs should also be checked regularly, particularly the American Nurses Association catalog for their standards that are ordered for the reference collection.

OBSTETRICS 4 4

Definition: The medical-surgical specialty concerned with the management and care of women during pregnancy, parturition, and puerperium.
Collection must support a four-year training program for residents, which includes training in all aspects of obstetrics and gynecology.

OCCUPATIONAL MEDICINE 4 3

Definition: The branch of medicine concerned with the promotion and maintenance of the physical and mental health of the employee in industrial and other occupational settings.

ONCOLOGY 4 4

Definition: The study of the physical, chemical, and biologic properties and features of neoplasms, including causation and pathogenesis.
Collection must support basic research and activities of the Department of Radiation Oncology, Division of Surgical Oncology, and the Long Island Cancer Center.
One of the six divisions in the Department of Medicine.

OPHTHALMOLOGY 4 4

Definition: The medical specialty concerned with the structure and function of the eye and the medical and surgical treatment of its defects and diseases.
Includes: Disturbance due to diseases of the central nervous system, Disturbances of ocular mobility, Geriatric ophthalmology, Industrial and traumatic ophthalmology, and Pediatric ophthalmology.
Collection must support a three-year joint training program for residents with the Northport Veterans Affairs Medical Center.

OPTOMETRY 3 2

Definition: The measurement of visual refractive power and the correction of visual defects with lenses or glasses.

ORTHOPAEDICS 4 4

Definition: The medical specialty that utilizes surgical and physical methods to treat and correct deformities, diseases and injuries to the musculo-skeletal system, its articulations and associated structures.
Collection must support a training program for residents in orthopedic surgery, and a fellowship in hand surgery.

OTOLARYNGOLOGY 4 4

Definition: The medical specialty concerned with the study and treatment of disorders of the head and neck, including the ears, nose, and throat.

PARASITOLOGY 3 3

Definition: The study of parasites (plants or animals) and insects as vectors of disease.

Includes: Clinical parasitology, Parasitic diseases of laboratory animals and nonhuman primates, and Parasitism of intermediate hosts.

PATHOLOGY 4 4

Definition: The medical specialty concerned with the nature and cause of disease as expressed by changes in cellular or tissue structure and function caused by the disease process.

Includes: Clinical pathology (anatomical models, blood chemistry, care and clinical use of laboratory animals, laboratory techniques and diagnostic tests, analysis of body fluids/products); Comparative pathology; General manifestations of disease; Pathogenesis of disease; and Postmortem examination (not including legal aspects). Collection must support graduate studies leading to a PhD and a fellowship in blood banking transfusion.

PEDIATRICS 4 4

Definition: The medical specialty concerned with maintaining health and providing medical care to children from birth to adolescence.

Includes: Adolescent psychology, Care and training of children, Child guidance, Child psychology, Diseases of children, Neonatology, and Normal mental growth and development.

Collection must support a three-year training program for residents, designed for a solid foundation for clinical practice or further study in the pediatric specialties. Must support fellowships in neonatal perinatal pediatric endocrinology, pediatric infectious diseases, and pediatric nephrology.

PHARMACOLOGY 4 4

Definition: The study of the origin, nature, properties, and actions of drugs and their effects on living organisms.

Includes: All biological effects of drugs on living systems, including beneficial effects, toxic effects, and metabolic studies; Basic pharmacological mechanisms; Natural products used as drugs (pharmacognosy); Stimulation and suppression of the immune system by drugs; Studies using animals, cell culture, biochemical systems; and pharmacological and analytical methods.

Collection must support graduate studies leading to a PhD.

PHILOSOPHY - (see ETHICS/PHILOSOPHY)

PHYSICAL THERAPY - (see THERAPEUTICS) 4 4

Collection must support graduate studies leading to a PhD.

PHYSIOLOGY 4 4

Definition: The study of the functions of the living organism and its parts, and of the physical and chemical factors and processes involved.

Includes: Aging; Aviation, space, and deep sea diving physiology; Comparative physiology (humans as related to animals); Dental physiology; Human physiology including body temperature regulation, cardiovascular, gastrointestinal, metabolic, musculoskeletal, neurologic, reproductive, respiratory, and urologic functions; Electrophysiology; Psychophysiology, Endocrinology growth and development; Metabolic disorders; Pathological physiology; Physiology of nonhuman primates and laboratory animals; and Vision.

Collection must support graduate studies leading to a PhD.

PREVENTIVE MEDICINE 4 3

Definition: The medical specialty primarily concerned with prevention of disease and the promotion and preservation of health in the individual.

Collection must support a two-year training program for residents, which includes General Preventive Medicine and Public Health.

PROTOZOLOGY 3 3

Definition: The study of protozoa.

Includes: Clinical protozoology (the study of protozoan parasites causing diseases in man and other animals); Protozoan infections of humans, non-human primates, and laboratory animals.

PSYCHIATRY 4 4

Definition: The science that deals with the origin, diagnosis, prevention, and treatment of mental disorders.

Collection must support a four-year training program for residents, and fellowships in child and adolescent psychiatry, and geriatric psychiatry.

PSYCHOLOGY 1 1

Definition: The study of mental processes and behavior in man and animals.

Medical Psychology - The branch of psychology directed toward the study and analysis of health, illness, and treatment.

Social Psychology - Works dealing with membership in health care groups, the effects of group membership on health care seeking or health behavior, and the physician/patient relationship.

Includes: Abnormal psychology, Adolescent psychology, Child psychology, Clinical psychology, Cognitive psychology, Conditioning, Developmental psychology, Language

and language development, Learning, including concept learning and formation, Memory, Neurophysiologic or cortical arousal, Pattern recognition, Perception, Psychopathology, Psychophysiology, and Thinking.

PUBLIC HEALTH

4 4

Definition: Public health studies the prevention, detection and control of disease, and the protection and promotion of health on a community or population level.

PURPOSE:

The Graduate Program in Public Health (MPH), established in September 2004, is an interdisciplinary program that seeks to explore key aspects of public health through a population health approach. The MPH program aims to develop a nationally recognized and accredited program in public health; to enrich and advance knowledge in the public health field by performing population health research among students, faculty, and other related health professionals at Stony Brook University; and to maintain and improve a healthy population at local, regional, and state levels by providing high quality community partnerships. To develop a collection of library resources in a variety of formats to support public health practice, education, administration and research, while keeping abreast with the current advances in technology, including online and digital resources is the primary goal of our collection strategy. The educational and community goals and the breadth of the program should be reflected in collection development decisions. Requests and recommendations by faculty, staff, and students in the MPH program should be taken into consideration.

SCOPE:

Population health philosophy emphasizes understanding the multiple determinants of health and illness including social, behavioral, environmental, demographic, occupational, policy, economic, genetic, and health care; interdisciplinary collaboration; and analytical, conceptual, and communication skills. In particular, the MPH program focuses on the following areas: clinical outcome research, evaluative sciences, health service research, public health policy, quality assurance, and surveillance systems.

The curriculum has three concentrations: evaluative sciences, community health, and public health practice. Core program courses cover relevant issues in biostatistics, data management and informatics, environmental health, epidemiology, ethics and law, health systems, occupational health, and social and behavioral determinants of health. The program is accredited by the Council on Education for Public Health (CEPH), the only accrediting body for public health programs and schools in the United States.

In addition, the following two degree programs are offered: a BS in applied mathematics & statistics/MPH degree to prepare students for biostatistics and research design; and a combined MPH/MBA degree to prepare students for a management career in health care.

There are two centers located within the Graduate Program in Public Health. A Center for Health Services and Outcomes Research investigates directing scarce health care

resources to promote more cost effective care. A Center for Public Health and Health Policy Research aims to seek the most effective and efficient methods of improving health by increasing knowledge about the determinants of health and illness.

GENERAL COLLECTION GUIDELINES:

The library will develop collections to support the MPH program's general goals of classroom teaching, research activities, and community service. Regardless of physical format, emphasis should be on the scholarly, professional works for public health issues. In addition, works supporting the core courses are of special interest. Consultation with faculty in selection efforts will ensure continuing growth in these subject areas.

DETAILED COLLECTION GUIDELINES:

Yankee Book Peddler (YBP) serves as a primary selection tool for monographic materials. Purchase the first edition of relevant monographs for the purpose of keeping current, and then subsequent editions if the book is used frequently. The Health Sciences Library subscribes to *Doody's Review Service* and *Doody's Electronic Journal* (DEJ). Titles are chosen in a number of public health specialties, including: epidemiology/biostatistics, health care administration, occupational and environmental medicine, and public health/health policy. *Annual Review of Public Health* provides extensive bibliographies and should be consulted for identification of current trends, and bibliographies of public health books and websites. Other sources for reviews include:

Bookstore from the American Public Health Association
<http://secure.apha.org/source/orders/index.cfm>

Medical Library Association Collection Development Section
<http://colldev.mlanet.org/resources/subjectlist.htm>

The National Library of Medicine: Health Services Research & Public Health Information Programs
<http://phpartners.org/guide.html>

Public Health Journal List from the University of Massachusetts Medical School, Lamar Soutter Library
<http://library.umassmed.edu/ebpph/journallist.cfm>

Public Health Key Journal List from Public Health/Health Administration program of Yale University
<http://info.med.yale.edu/eph/phlibrary/>

World Health Organization (WHO) Publications *Just Published*
<http://apps.who.int/bookorders/anglais/newpublications1.jsp?sesslan=1>

PULMONARY MEDICINE 4 4

Definition: The branch of medicine concerned with the clinical recognition, evaluation, and management of the respiratory system within the framework of lung function, pathophysiology, diagnostic radiology, and microbiology.

Includes: Biochemistry and physiology of respiration, Diseases of the lungs, Respiratory hypersensitivity, Thoracic Surgery, and Tuberculosis.

One of the six divisions in the Department of Medicine. Must support a fellowship in pulmonary/critical care.

RADIOLOGY 4 4

(See also DIAGNOSTIC IMAGING)

Definition: The science of radioactive substances and high-energy radiations. That branch of health science that deals with the use of radiant energy in the diagnosis and treatment of disease.

Includes: Nuclear medicine, Radiation fallout, Radiation genetics, Radiation injuries, Radiation physics, Radiation protection, Radioactive pollution, Radiobiology, Radiography, and Radioisotopes used in medicine.

Collection must support a four-year training program for residents in diagnostic radiology. Must support fellowships in abdominal imaging, interventional radiology, musculoskeletal radiology, and neuroradiology.

REHABILITATION MEDICINE - (see THERAPEUTICS)

RHEUMATOLOGY 4 4

Definition: The subspecialty of internal medicine concerned with the study of inflammatory degenerative processes and metabolic derangement of connective tissue structures which pertain to a variety of musculoskeletal disorders, such as arthritis. Must support a fellowship in rheumatology.

SCIENCE 1 1

Definition: The systematized knowledge of nature and the physical world.

Includes: Biography of scientists, History of science, Impact of science on modern society, Relationship of science and government, and Social aspects of science.

SEX 2 2

Definition: The science dealing with human sexual behavior, including its biological, physiological, psychological, and sociological aspects.

Includes: Homosexuality, Physical and psychological effects, Psychiatric aspects of erotica, Sex counseling, Sex deviations, Sex disorders, Sex offenses, Sexual behavior, and Social and cultural aspects.

The School of Social Welfare prepares students for professional practice in the public and non-profit sectors of health and social welfare. The School's educational process enables people to identify and analyze the nature and extent of oppression and engage in social work practice that affirms people's strengths as a means to create social change in their lives and in society. The school stresses a commitment to the values of human and cultural diversity, human dignity, social and economic justice, and individual and group self-determination.

The following goals emerge out of the School's mission statement and guide its educational practice: to develop human relationships that are grounded in social justice, human dignity and mutual respect; to develop new and more just organizational forms; to transform already existing structures to ones which affirm and enhance human dignity and social diversity; and to identify new ways to influence social, economic and political systems to distribute power, resources, rights and freedom, so as to achieve social justice.

Scope:

The Health Sciences Library's collection of social welfare materials supports the school's programs to prepare student for various level of professional practice in the field of social welfare. The programs include an upper-division undergraduate program leading to the Bachelor of Science degree with a major in social work (BSW) which prepares students for entry level professional social work practice, and a graduate program leading to the Master of Social Work (MSW) degree that prepares students for advanced social work practice. The Council on Social Work Education accredits both the MSW and BSW programs of the school. The MSW program has been recognized by the New York State Education Department that students completing the program fulfill the academic requirements to register for the LMSW and LCSW license examinations. The School has also joined with the New York State Office of Mental Health in a program teaching Evidence Based Mental Health Practice. The dual degree program in social work and law enables students to earn an MSW from the School of Social Welfare and a JD (Juris Doctor) for the Touro Law Center.

The primary purpose of the PhD program is to produce scholars competent in systematic research methods, teaching, and professional writing. The focus is on contributing to existing knowledge concerning social welfare problems and professional social work practice, including direct service with clients, the organization and management of service delivery systems, and the formulation and analysis of social welfare policies. The intent is to develop leaders and educators who can effectively contribute to contemporary social work practice in ways congruent with the School's stated mission. The core of this program is education for scholarly research leading to careers as teachers, researchers, and policy analysts. The substantive focus is on health, broadly conceived, and includes such topics as mental health, aging, substance abuse, health services, and health policy.

GENERAL COLLECTION GUIDELINES:

The goal is to build a social work collection which is as broad-based as possible in order to support the teaching and research needs of the faculty and students. As the School provides a full range of courses for professional studies at the undergraduate, master's, and doctoral levels, an attempt is made to acquire important material which deals with the profession and with research in social work and social policy. Areas of interest include: human behavior and the social environment; social welfare policy; social research; social work practice; the family; multicultural communities; psychosocial aspects of social work; social policy development; gerontology; early childhood development; and the clinical aspects of physical and mental health problems; substance abuse; and all current topics in social work.

Collection development is primarily the responsibility of the social work selector. Liaison with the School is encouraged and regular contact with other subject selectors is maintained through the sharing of relevant reviewing material.

As there are no formal selection guides to social work literature, book reviews from the following scholarly electronic publications are used to compile a list of recommended literature by the selector: *Administration in Social Work*, *Advances in Social Work*, *Affilia*, *British Journal of Social Work*, *Child & Adolescent Social Work Journal*, *Children & Schools*, *Clinical Social Work Journal*, *Health & Social Work*, *Journal of Baccalaureate Social Work*, *Journal of Ethnic & Cultural Diversity in Social Work*, *Journal of Family Social Work*, *Journal of Gerontological Social Work*, *Journal of Social Work Education*, *Journal of Social Work Practice in the Addictions*, *Journal of Social Work Values and Ethics*, *Journal of Sociology and Social Welfare*, *Research on Social Work Practice*, *Social Development Issues*, *Social Work*, *Social Work Education*, *Social Work Forum*, *Social Work in Health Care*, *Social Work Research*, and *Social Work with Groups*.

The selector also reviews publications by professional organizations, such as the Council on Social Work Education and the National Association of Social Workers.

The selector constantly reviews and compares the Health Sciences Library social welfare collection to that of comparative academic health sciences libraries in the area. The more important comparative libraries are: Columbia University Social Work Library, Hunter College School of Social Work Library, New York University Bobst Library, and SUNY at Buffalo Health Sciences Library.

SOCIOLOGY

1 1

Definition: The study of social aggregates and groups in their institutional organizations, of institutions and their organization, and of the causes and consequences of changes in institutions and organizations.

Medical Sociology - The study of health, illness, and medical care affected by social structure and social interaction.

Includes: Comparative health care systems; Epidemiology of mental disorders; Group dynamics of the health care team; Hospitals as a social system; Interaction between patients and health care providers, e.g., the sick role, death and dying, occupational "defense mechanisms" used by health professionals when dealing with difficult cases; Social and cultural factors as determinants of health and illness; Social implications of medical technological innovations; and Study of health professions as occupations.

SPORTS MEDICINE 3 3

Definition: The field of medicine concerned with physical fitness and the diagnosis and treatment of injuries sustained in sports activities.

SUBSTANCE ABUSE 2 2

Definition: An emotional and/or physiological state characterized by a compulsion to take a drug or other substance on a continuous or periodic basis in order to experience its mental effects, and sometimes to avoid the discomfort of its absence.

Includes: Alcoholism, Dependence issues, Substance abuse, and Substance abuse as a social problem.

SURGERY 4 4

Definition: The specialty in which operative or chiropractic procedures are used in the treatment of diseases, injuries or deformities.

Collection must support a five-year residency program in general surgery and fellowships in colon and rectal surgery, critical care surgery, and vascular surgery.

THERAPEUTICS 4 4

Definition: The plan of treatment of a disease or defect based upon a correct interpretation of the symptoms and knowledge of the physiological action of the remedy used.

Includes: Blood transfusion; Climatotherapy; Dietetics and diet therapy; Drug therapy; Hemodialysis; Immunization; Immunotherapy; Occupational therapy; Physical therapy; Reflexotherapy; Special systems of therapeutics (including acupuncture, chiropractic, homeopathy, naturopathy, and osteopathy); Ultrasonic therapy; and Other therapeutic techniques related to specific specialties.

TOXICOLOGY 4 4

Definition: The science concerned with the detection, chemical composition, and biological action of toxic chemicals or physical agents (e.g., radiation) or poisons and the treatment and prevention of toxic manifestations.

Includes: Absorption, distribution, and excretion studies of toxic substances; Effects of medicinal and poisonous plants on humans; Estimation of toxicity from chemical

structure; Naturally occurring toxins to humans; Testing for toxic substances when the motive is avoidance of possible danger to humans; Toxic effects of radiation; Toxicity of chemical substances to living systems, including acute effects and chronic effects such as carcinogenesis, mutagenesis, and teratogenesis; and Toxic effects of radiation.

TROPICAL MEDICINE 2 2

Definition: The branch of medicine concerned with diseases, mainly of parasitic origin, common in tropical and subtropical regions.

UROLOGY 4 4

Definition: The medical specialty concerned with the study, diagnosis, and treatment of diseases of the urinary tract in both sexes and the genital tract in the male. Collection must support a four-year training program for residents in urology.

VETERINARY MEDICINE 1 2

Definition: The medical science concerned with the prevention, diagnosis, and treatment of diseases in animals, i.e., laboratory, primates, domestic, and non-domestic vertebrates.

VIROLOGY - (see MICROBIOLOGY)

WOUNDS AND INJURIES 4 4

(See also EMERGENCY MEDICINE, MILITARY MEDICINE, ORTHOPAEDICS, SURGERY)

Definition: Damage inflicted on the body as the direct or indirect result of an external force, with or without disruption of structural continuity.

Includes: Asphyxia, Athletic injuries, Bites or stings, Blast injuries, Burns, Decompression sickness, Drowning, Electric injuries, Fractures, Heat exhaustion, Hypothermia, Motion sickness, Self-mutilation, and Vibration disturbances.

ZOOLOGY 1 1

Definition: The branch of biology concerned with the animal kingdom and its members as individuals and classes, and with animal life and animal morphology together with anatomy, histology, cytology, physiology, embryology, genetics, taxonomy, paleontology, ecology, and behavior.