

COLLECTION DEVELOPMENT POLICY

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER LIBRARY

The collection of the Louisiana State University Health Sciences Center Library is developed to meet the present and future information needs of the students, faculty, researchers, health care providers, administrators, and staff of the LSU Hospital, School of Medicine, School of Graduate Studies, and School of Allied Health Professions. To meet the needs of these users, the Library collects materials published in all formats, with the following priorities:

- 1) Primary research and clinical periodicals in electronic format.
- 2) Primary research and clinical periodicals in print format when electronic format is not available
- 3) Electronic databases
- 4) Current editions of texts that faculty members have requested for the Reserve collection.
- 5) Current and recent monographs for the circulating collection, with emphasis given to those suggested by Library patrons.
- 6) Current reference books.

Funds for the purchase of materials are a designated item in the Library budget, which is assigned by the Budget Office. Materials are purchased through a vendor, through a subscription agency, or directly from the publisher.

Only English-language materials are acquired. Major emphasis is given to acquiring materials covering the subjects of biomedical research, medical practice, and associated issues. Coverage of non-medical subjects is limited to the following areas:

- 1) Standard reference tools such as dictionaries, encyclopedias, and almanacs.
- 2) Library science periodicals and monographs for use by the faculty and staff of the Department of Medical Library Science.
- 3) The leisure reading collection (maintained entirely through donations).

LEISURE READING COLLECTION

The Library provides books for leisure reading that may be checked out by faculty, staff, and students. The leisure reading collection includes fiction and non-fiction hardback volumes; it does not include paperbacks. The collection is housed in a designated area of the Library separate from other monographs.

The leisure reading collection is maintained entirely through donations; state budget funds are not used for purchases for this collection. It is the responsibility of the Collection Management Section to determine that a donated item is appropriate for the leisure reading collection.

GIFTS POLICY: MONETARY GIFTS

Monetary contributions to the Library are always gratefully accepted. Library patrons may choose to honor a family member, friend, or colleague by making a monetary contribution to the Library for the purchase of a library resource in print or electronic format. The donor may designate a particular subject area for the book, for example, to honor a physician with a book in his/her specialty.

The donor will receive a letter acknowledging the gift and identifying the amount of the gift. Notification of the gift (without identifying the amount) will be sent to the honoree or, in the case of a memorial, to the family of the deceased.

If a print book is purchased, a bookplate will be placed on the inside front cover of the book to identify it as a commemorative gift. If an electronic resource is purchased, the donor and the honoree will be acknowledged on the electronic resources page at the library's website.

GIFTS POLICY: DONATING MATERIALS FOR THE MAIN COLLECTION

The Library appreciates gifts of journals, current medical books, and current hardback fiction and non-fiction "leisure reading" books for possible addition to the collection.

The Collection Management Section of the Library maintains an annual record of the persons and departments that have donated items, along with the format of items donated; however, these records do not include number of items donated or the value of those items. Each LSUHSC-S donor receives an e-mail acknowledgement when the first donation of the calendar year is received. At the end of each calendar year, each donor receives a letter which states that a donation was made but does not specify the number of items or value of the gift. Any additional recordkeeping for tax purposes is the responsibility of the donor.

All donations delivered to the Library by LSUHSC-S personnel are accepted, with the understanding that the Library becomes the owner of the material and reserves the right to determine retention, location, etc. Materials not needed for the Library collection will be discarded.

Those who are not at LSUHSC-S who wish to make a gift of materials to the Library should send a list of the titles and publication dates of items to be donated. Library personnel will evaluate the list and make arrangements with the donor for delivery of any items that are needed.

The Library maintains a list of local, national, and international institutions and organizations that accept donations of used books and journals. This information will be forwarded upon request.

(Revised February 2008, Reviewed February 2013)