Collection Policy for Medicine

1. Overview

1.1 General coverage of Medicine in university libraries

*Primary coverage for medical students is provided in the Radcliffe Science Library for years 1 to 3 and in the Bodleian Health Care Libraries for years 4 to 6. The Radcliffe Science Library is available to all members of the university but the Bodleian Health Care Libraries is primarily for staff and postgraduate students based in the clinical departments. The collections are fully recorded on the university’s union catalogue SOLO.*

1.2 Legal deposit

*Legal deposit books in pre-clinical and clinical medicine are held in the Radcliffe Science Library, as are current journals which are not available online. Current policy is to hold only a single copy of journals also available electronically, although some duplication occurs where online access depends on a purchased print copy and is not available with the legal deposit copy.*

1.3 Electronic resources

*Extensive collections of electronic journals and bibliographic databases are provided in medicine, and the majority of high-impact science journals are online. In future, it is anticipated that an increasing number of titles will be acquired in electronic form only. E-journals are normally purchased in packages from publishers or aggregators; the absence of any major titles from our electronic portfolio is usually because no package deal has yet been negotiated with its publisher.*

*OxLIP+ is the interface for electronic resources, such as bibliographic databases. Oxford University e-Journals provides access to e-journals. Both include subscription resources and selected open-access resources.*

1.4 Notes about particular formats or collections

No distinction is made regarding format of material. Libraries will therefore collect relevant material in print, microform, video, electronic format (e.g. CD-ROM/DVD).

*In most cases items in large or non-print formats are arranged by subject and interfiled with or shelved near printed items on the same subject.*

In general it is Bodleian Libraries policy to move from print to electronic formats where costs permit, particularly for full-text journals and reference works. Adoption of e-textbooks to supplement or replace the printed versions will be considered when suitable titles and modes of access are available, and when records can be included in SOLO.

1.5 Languages
1.6 Teaching material

It is the responsibility of each lecturer to ensure, before a new course or option begins, that the Subject Librarian is aware of the need to acquire copies of any items to be recommended that are not already held in BHCL or RSL in sufficient numbers, by sending recommendations to purchase individual titles, together with a complete reading list.

The Subject Librarians and Cataloguing Librarian (BHCL) are responsible for ordering as many copies as necessary (up to a maximum of 20) in combination with the use of shorter loan periods, to satisfy reasonable demand. The quantity depends on several variables, including:

- the number of students on the course
- the period of time over which the item is to be read
- its prominence in relation to others recommended, and evidence of its popularity among students
- the possibility of using short loan to accelerate circulation
- the pattern of past use

Departments should be explicit in their recommendations to students concerning personal purchases of essential books. Bodleian Libraries cannot be expected to ensure that every student can always find a copy of a textbook at the time they want it.

1.7 Replacement and out-of-print material

Subject Librarians at the Radcliffe Science Library are responsible for arranging for the replacement of items missing from stock or physically unsuitable for further use. They may also seek to obtain copies of out-of-print items, by searching the second-hand market or in appropriate cases by obtaining permission from the copyright holder to copy a text for addition to stock. The Bodleian Health Care Libraries only hold current editions or books published in the last ten years unless the edition is of particular importance.

Lecturers are encouraged to recommend in-print titles to their students wherever possible.

1.8 Alternatives to acquisition

Consideration may be given to alternatives to purchase as a means of acquiring material, in the case of items likely to be consulted on only one or two occasions or for only a brief period. Below are the main alternatives, depending on cost, time and ease of use.

- Document supply

For research material (though not, normally, course material) an alternative to purchase is use of the Document Supply Service.

- Short loan

An alternative, or more often a complementary, option to the purchase of extra copies of books at the Radcliffe Science Library is the assignment of existing copies to shorter loan periods than the normal. Books at the Bodleian Health Care Libraries are held as reference copies and 2 week loan. The Subject Librarian
decides on the basis of information supplied by teaching staff and on records of past use.

- Offprint collections

Offprint collections can be used to house photocopies, if necessary in multiples, of single periodical articles or single chapters from books, under the terms of the University's licence agreement with the Copyright Licensing Agency. Offprint collections, where available, are held by departments. Electronic access to articles and book chapters through OULS may become available in the future.

- Photocopied course packs

The CLA licence also allows Departments to construct multiple 'packs' of photocopied articles and extracts for loan to students in a class. As many such packs may be made as there are students in a class. All photocopying must be in conformity with the 1988 Copyright, Designs and Patents Act. For more details contact the Library's Copyright Officer (michael.heaney@bodleian.ox.ac.uk).

- Off-air recordings

The University has a licence with the Educational Recording Agency Ltd which allows off-air recording of radio and television programmes and storage of them in the Library. An annual fee may be payable if the recording is to be retained. For more details contact the Library's Copyright Officer who should also be informed of all recordings made under the terms of the Educational Recording Agency Ltd licence.

- Personal use of other libraries

A personal visit to another library, locally or farther afield, may also provide satisfactory access to research material without incurring acquisitions costs. Most libraries allow external users to consult their collections for reference and reading purposes.

1.9 Proposals for new courses and major course revisions

Departments have a duty to cost fully the collection implications of introducing new courses, before submitting them for approval, and they should ensure that the appropriate sections of proposal forms relating to learning resources are completed in consultation with their Subject Librarian.

1.10 Recommendations for purchase

All members of the University are welcome to make suggestions for general material to support learning and research. They will be funded if judged to be of particular importance, wide interest, and affordable.

Book suggestions can be made via the form at http://www.bodleian.ox.ac.uk/libraries/recommendations as well as by completing printed forms in the libraries.

Proposals for electronic journals and databases can be made via http://www.lib.ox.ac.uk/erc/proposals/index.html
1.11 Bodleian Libraries Collection Management

*Bodleian Libraries has several Collection Management Policy Documents which refer to all subjects and collections. These are available on the web and deal with location, retention, disposal and transfer of library material:*

http://www.bodleian.ox.ac.uk/about/policies

Bodleian Libraries aims to support new research areas and taught courses as they arise, and collection policies will be subject to amendment and continuous development in the light of such changes in academic requirements, while having regard to national/international provision in subject areas where Bodleian Libraries has leading collections.

2. Provision by user group for MEDICINE

See appendix

3. Subject coverage for purchased materials in MEDICINE

| Subject coverage | BHCL: Clinical Medicine, Acute & General Medicine, Anaesthetics, Chest Medicine, Communication Skills, Dermatology, Diabetes, Emergency Medicine, ENT, Epidemiology, Ethics & Law, Evidence Based Healthcare, Gastroenterology, Geratology, Global Health, Neurosciences, Nursing, Obstetrics & Gynaecology, Oncology, Ophthalmology, Paediatrics, Primary Care, Public Health, Radiotherapy, Renal Medicine, Surgery, Tropical Medicine, Urology. |
| Reading lists covered | RSL (& HCL): Pre-clinical sciences (Anatomy, Biochemistry, Experimental Psychology, Immunology, Microbiology, Pathology, Physiology, Pharmacology). |

Years 1-3 (Reading List for First BM Part 1) are at

https://weblearn.ox.ac.uk/portal/hierarchy/medsci/med/1bm_1

Years 4-6 are at

www.bodleian.ox.ac.uk/medicine/libraries/catalogues/clinical_reading_list

4. Subject consultants

Your Bodleian Libraries Subject Librarians are:
Jo Gardner*, Desk Services & Resources Manager, Bodleian Health Care Libraries, Tel 01865 221937 (Internal: 553 21937) or email jo.gardner@bodleian.ox.ac.uk and
Juliet Ralph, Life Sciences and Medicine librarian, Radcliffe Science Library. Tel. 2-72853 or email juliet.ralph@bodleian.ox.ac.uk

*Main contact for clinical medicine. The BHCL Outreach Librarians, managed by Linda Atkinson (Tel 01865 221939 or email linda.atkinson@bodleian.ox.ac.uk ), also cover specific subject areas.

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