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Owner Margo Duncan:  
Head of  
Electronic  
Resources and  
Collection Develo  
Area Library

## Library Collection Development Policy

### I. Introduction

#### A. Purpose

The purpose of the Collection Development Policy is to provide a guide for the continued development and maintenance of the Roseman University of Health Sciences library materials collection.

#### B. Institutional Context

Roseman University of Health Sciences is a non-profit, private institution offering programs in the College of Dental Medicine, College of Medicine, College of Nursing, College of Pharmacy, and College of Graduate Studies. The university has campuses in Henderson, NV; South Jordan, UT; and Summerlin, NV.

The curriculum emphasizes a student-centered, active learning environment where students participate in experiential education. The curriculum is taught using a unique method, the Six-Point Mastery Learning Model. This calls for students to take one course at a time and demonstrate competency by successfully passing every assessment (examination) associated with each block at 90% before progressing to the next block. The block system impacts the use of the library collection by focusing the need for specific materials during a set time of the academic calendar.

#### C. Library Audience

The Roseman University Library is designed primarily to serve the university's currently enrolled students, faculty, and staff. The development of the library collection is based on the needs of

these users for curriculum and research support.

Preceptors, visiting faculty, affiliated researchers, alumni, and guests have access to select library resources depending upon license agreements. Procedures for accessing the library and what is available to different groups can be found on the library website (<https://libanswers.roseman.edu/faq/394532>).

## **D. Intellectual Freedom and Copyright**

All services and usage of the library collection must comply with the Copyright Laws of the United States.

The library is committed to supporting the intellectual freedom of the university community and, as such, has the responsibility to be inclusive and not exclusive in the collection development process. In recognition of this responsibility, the library strongly supports the Library Bill of Rights of the American Library Association listed in Appendix A.

# **II. Overview of the Collection**

## **A. Collection Focus**

The primary focus of the library materials collection is providing information in support of the educational and research needs of university students and faculty (both current and future). The main collecting areas are in health sciences in direct relation to the curriculum, including general science and medical supplemental materials. In addition, the collection includes materials designed to support faculty in classroom teaching and, to a lesser extent, faculty research.

A small number of recreational materials, not directly related to the curriculum, are provided. This collection of books and board games provides students with opportunities for leisure, relaxation, socialization, and personal growth.

## **B. Subject Scope and Coverage**

The subject scope of the collection is shaped by the university's curricula, accreditation requirements, and the needs of our patrons. Subject coverage is not intended to be comprehensive except in key areas as required to meet curricular needs. Librarians will collaborate with faculty on selection decisions.

## **C. Language and Geographical Coverage**

Materials added to the collection are primarily in English; however, exceptions will be made when deemed appropriate. While there are no limitations on geographical areas covered by the publications added to the collection, the primary emphasis is on the United States.

## **D. Formats Collected**

Due to the evolving nature of medical information, and because library patrons need access to resources outside of the physical library, electronic resources (journals, e-books, databases, etc.) are the preferred collection format. Usage of electronic resources will be evaluated periodically to ensure that library funds are being used for the maximum educational and research benefit of the Roseman community.

Generally, the following items are added only when the value to the collection warrants: charts, lab manuals, lecture notes, pamphlets, workbooks, pocket-books, loose-leaf publications, realia and maps.

## **E. Course Reserves**

Available during regular library hours, course reserves are a temporary collection of purchased, loaned (by faculty), or copied materials assigned restricted access and loan periods in order to support the direct needs of students in a particular block. Items are placed on course reserve at the express request of faculty.

# **III. Budgeting**

## **A. Funding Source**

The University administration is responsible for the annual allocation of funds to Library Services. The Director of Library Services accepts the obligation to be fiscally responsible in the expenditure and tracking of the funds for purchasing or subscribing to library resources.

## **B. Library Materials Budget**

Library materials budget funds are used in a fair and equitable manner to maintain a balanced collection, although priorities may vary from year to year as needed to support new programs or address previously underserved portions of the collection. Library materials are intended for use by the entire University community; therefore, library funds will not be used to procure materials for the exclusive use of any one unit or person without written approval from the Academic Dean or Program Director and the agreement of the Director of Library Services.

## **C. Selection Responsibility**

Ultimate responsibility for the development and maintenance of the Libraries' collection rests with the Director of Library Services. This responsibility includes creating collection development policies and procedures, guiding selection decisions, and establishing weeding parameters in order to maintain collection currency.

Research & Learning Librarians collaborate with faculty on curriculum committees, educational resource committees, and other applicable committees that serve as advisory groups to the

library on selection of materials.

## D. Interlibrary Loan

Interlibrary Loan (ILL) enables library staff to supplement the collection by obtaining copies and/or loans of items not available at the library. More information about interlibrary loan is available here: <https://infoguides.roseman.edu/ILL>.

Interlibrary Loan is primarily used to provide prompt access to scholarly journal articles that are not included in the current library collection, but other materials such as dissertations, book chapters, or books may be available upon request.

## E. Gifts

The Roseman University Library gratefully accepts gifts and donations as outlined in the Library Gift Policy.

# IV. Selection

## A. Overall Selection Criteria

In addition to recommendations from faculty, the Director of Library Services and designated library personnel take into consideration a number of factors when selecting resources for the library collection.

The overall criteria for the selection of materials are applicable for all formats; however, each format presents unique challenges and opportunities which must be considered prior to purchase.

The following are considered in the selection of library materials:

- Accessibility
- Added value to the collection (filling collection gaps, subject relevance, uniqueness)
- Age of the material (currency, timeliness)
- Authority of the author, publisher or editor (review/recommendations from respected literature/organizations)
- Availability
- Copyright and fair use
- Cost-effectiveness (this includes updates and backfiles)
- Curriculum requirements (faculty and student needs)
- Interlibrary loan requests
- Licensing issues
- Multiple copy demand
- Technical ease and accessibility
- Vendor reliability

## B. Monographs

Sources used to support decisions for the inclusion of monographs into the collection include, but not limited to, the following:

- Lists from professional associations
- Catalogs of academic publications
- Professional standards
- Reviews in scholarly journals

## C. Journals

Journals are the major source of current information in the medical and health fields. Selection of titles for the journal collection includes consideration of the value to the academic process.

Additional considerations for journals include:

- Affordability
- Appearance of the journal in major indexes and databases
- Authority and reliability of the publisher
- Subject scope
- Uniqueness within the current collection

## D. Electronic Resources

Electronic Resources include, but are not limited to, electronic serials or collections of serials; online databases; electronic reference materials; electronic monographs or collections of monographs.

General practice will be to run trials of new electronic resources and gather evaluative input from subject-appropriate faculty.

Due to the unique nature of electronic resources, the following additional criteria will be applied:

- Acceptable licensing terms
- Archival rights
- Authentication method for remote access
- Interface usability and accessibility
- Usage statistics availability
- Vendor reliability and support

## E. University Archives

The University Archives is a collection of items documenting the history and growth of Roseman University. Materials collected include university publications such as student catalogs and

yearbooks, photographs and programs from campus events, and other items that may be deemed of future interest. For preservation purposes the collection will not be readily available on the shelves but kept in a secure, controlled location on the Henderson campus and made available for in-library use upon request.

## **F. eCommons at Roseman University**

To support and celebrate Roseman research the library curates an institutional repository, the [eCommons at Roseman University](#). The eCommons is intended to serve as a central repository of Roseman's research output, bringing all Roseman research under one umbrella with an aim to preserve, promote, and provide access to that research.

The repository accepts a wide range of scholarly and creative works, including peer-reviewed journal articles, conference papers, theses, dissertations, books, book chapters, research data, posters, and presentations. This includes student posters from Roseman University's Annual Research Symposium.

Librarians are available to assist researchers in indexing or hosting their work in the eCommons . This includes reviewing and respecting copyright and publishing agreements to recommend solutions for the widest possible dissemination of Roseman research.

## **G. Request for Reconsideration**

Any university student or employee has the right to request reconsideration of materials contained within the collection. Requests must be in writing. Upon receipt of the written request, the Director of Library Services will bring the request to the appropriate Research and Learning Librarian, who will work with relevant faculty to provide feedback and review the request. Examination of critical reviews, recommendation lists, and other appropriate resources will be used in determining an outcome. A final decision will be made by the Director of Library Services. The requestor will receive a written report detailing the evaluation process and final outcome.

# **V. Maintenance**

## **A. Inventory**

An inventory of the physical collections will be conducted periodically; not less frequently than annually. Materials identified as missing will be considered for replacement based on current curricular needs, duplication within the existing collection, the age of the missing material, and by recommendation of faculty.

## **B. Replacements**

The library will not automatically replace materials withdrawn from the collection due to loss, damage, or wear. The decision will be made on a case-by-case basis. Except in rare circumstances, no attempt will be made to replace out-of-print material.

## C. Weeding/Withdrawal

Regular weeding of physical materials is an integral part of maintaining a current and viable collection. In determining whether or not to remove an item from the collection, the following criteria will be considered:

- Access within the collection to the same content in another format
- Availability of a replacement or new edition
- Currency and date of publication
- Degree to which the material fits the scope of the collection
- Frequency of use
- Importance to the collection
- Physical condition
- Superseded edition
- Whether item is considered a seminal work in the field

If the condition of the item warrants removal from the collection, and the content is authoritative but cannot be replaced, consideration will be given to repairing or rebinding the item. For superseded works, the library will only retain the current and one previous edition; older editions will be weeded.

## APPENDIX A Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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## Approval Signatures

Step Description	Approver	Date
Administrative Council	Renee Coffman: President	01/2024
Unit Head Approval	Tiffany Garrett: Director of Library Services	01/2024
Initial Review	Margo Duncan: Head of Electronic Resources and Collection Develo	01/2024

