

## **Humanities in Medicine Collection: Collection Development Policy**

### *Scope and Coverage:*

The Humanities in Medicine Collection is a special collection of the Lamar Soutter Library, University of Massachusetts Medical School, purchased with funds donated by the Worcester District Medical Society Library. Books purchased for the collection are written by or for health professionals and/or researchers in the subject areas of: humanities, the arts, biography, ethics, psychology, death and dying, living with HIV/AIDS, living with disease, history of disease, medicine and the arts, medical student life, professional life, etc. Examples include works such as: **A Beautiful Mind** (which depicts the life of a schizophrenic), **Confessions of a Knife** (written by a surgeon), and biographies of William Osler or other famous physicians. Books may be purchased in either hardback or paperback. Books are housed in the Lamar Soutter Library, and shelved in special bookcases outside the Rare Book Room.

### *Selection Process:*

The Lamar Soutter Library's book approval plan vendor profile will include specific keywords that cover the broad area of humanities in medicine. From this profile, lists of potential titles to purchase will be generated. The Library will solicit recommendations from medical school faculty and students and members of the Worcester District Medical Society and Worcester Medical Library, Inc. The Library staff will also scan the new book list announcements of peer institutions for suggestions. A Selection Committee will be responsible for selecting the books to be purchased for this collection. Donations from Worcester District Medical Society members will be considered. A list of new book purchases will be submitted for inclusion in the Worcester District Medical Society journal and newsletter.

### *Selection Committee:*

Four-five members of the Library staff and four-five representatives from the Worcester Medical Library, Inc. will comprise the Selection Committee. The Committee will meet 6 times (as needed) a year to review the lists and recommendations for potential purchases prepared by the Lamar Soutter Library staff. The Selection Committee will finalize the list of titles to be selected and purchased based on scope and coverage and the yearly budget.

The Committee will give its selection decisions to the Director of Library Services, who will process the purchases through the Library's normal acquisitions procedures.

### *Purchasing Process:*

The acquisitions department of the Lamar Soutter Library will use its regular methods for acquiring and purchasing books for this collection. Costs of the books will be deducted from the special fund established through the UMass Development Office by the Worcester Medical Library, Inc. An accounting of titles received and paid for will be submitted to the Worcester Medical Library, Inc. Executive Director once a year.

*Organizing and Cataloging:*

All books purchased for this collection will be cataloged using the National Library of Medicine subject headings and classification system. Bibliographic records will be created and entered into the Lamar Soutter Library's online catalog called QUIN. A special designation for the collection and its location will also appear in the record. All books will be arranged on the shelf according to call number. A bookplate acknowledging the gift from the Worcester Medical Library, Inc. will be placed in the inside cover of each book.

*Circulation:*

Books will circulate according to the established schedule for all other health sciences library monographs. All registered borrowers of the Lamar Soutter Library may borrow items from the collection. All members of the Worcester Medical Society and Worcester Medical Library, Inc. are eligible for borrowing privileges. If a Society member cannot physically come into the Library to obtain or return the desired item, arrangements will be made to mail the book to the member.

*Weeding:*

Due to budgetary and space limitations, the collection will not grow beyond a total of 500 books and will be housed in the bookcases provided outside the Rare Book Room. The Selection Committee will review the titles in the collection for weeding every two years or when the capacity of the bookcases is exceeded and room is needed to house newer materials.

*Evaluation:*

This collection was established in FY2002/2003. After the first year, the Selection Committee will meet with the Director of Library Services and review this policy and procedure for establishing, organizing and circulating the collection. Revisions to this policy and selection process will be made based on that review.