

## **GENERAL COLLECTION DEVELOPMENT POLICY**

### **Introduction**

The Lamar Soutter Library is named for Dr. Lamar Soutter; the UMASS Medical School's founding Dean. Established in 1970, the library serves the medical education needs of the Commonwealth of Massachusetts and is open to the public. The medical librarian was the first employee hired by the Dean and was critical to the medical school's early success. The Library Staff of professionals and support staff continue to follow this legacy by providing a unique portal to Massachusetts' nexus with worldwide biomedical information for our patrons.

**"The Mission of the Lamar Soutter Library is to lead in the innovative development and delivery of information resources, services, technology and cultural enrichment that foster the goals of excellence of the University of Massachusetts Medical School and the entire UMASS System."**<sup>1</sup>

This document delineates the principles of management and selection of material assets at The Lamar Soutter Library at the UMASS Medical School. With the publishing explosion of print and electronic materials in health and medicine, it becomes imperative for health science libraries to create an organic framework of collection development policies and guidelines.

The Lamar Soutter Library "aspires to be a health sciences library of national distinction"<sup>2</sup> by providing for the dissemination of, and access to, information resources needed to support faculty, researchers, clinical staff, medical school staff and students of the institution. Our goal is to create an authoritative, comprehensive, user-friendly and balanced library collection of resources for all user groups "becoming integral to the success of UMASS Worcester and its clinical partners."<sup>3</sup> With the Faculty and other Library Staff input, the staff in Technical Services selects, acquires, organizes and manages books, journals, electronic media, and audiovisuals that provide a foundation of knowledge for Educational, Research, Patient Care, and Community Partners within the University of Massachusetts Medical School and its Clinical Partner UMASS Memorial Health Care. The Lamar Soutter Library seeks to support institutional goals by providing and communicating efficient and reliable access points to biomedical information; providing and promoting the value and usefulness of knowledge management; and providing, organizing and preserving high quality health sciences literature.

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<sup>1</sup> The Lamar Soutter Library, Strategic Plan, April 2006, p5.

<sup>2</sup> Ibid, p4.

<sup>3</sup> Ibid.

The Library is a dynamic institution providing access to digital and print information, and fostering the life-long learning skills essential for health services professionals to succeed in the information intense environment of the 21st century. However, in a world of unprecedented growth of information, no one library can afford to acquire the materials necessary to meet all the needs of its users. The Library thoughtfully embraces new and reliable information technologies and consortia agreements in order to serve its clientele cost-effectively. Rapidly changing technologies, multiple formats, access modes and licensing issues make collection development and management processes more expensive and complex each year. Building and managing future collections will continue to be a professional staff-intensive process.

## **Suite of Responsibilities in Collection Development and Management**<sup>4</sup>

### **Selecting:**

- Choosing current materials in one or more formats for acquisition and access
- Selecting access methods for digital resources
- Deciding upon retrospective materials for acquisitions and access
- Choosing which gift materials to accept
- Selecting materials to withdraw, store, preserve, digitize and cancel

### **Budgeting:**

- Requesting and justifying budget allocations
- Managing budgets
- Working with donors and potential donors of gifts
- Grant proposal writing and grants management

### **Planning and organizing:**

- Coordinating collection development and management activities with others within the library
- Monitoring and reviewing approval plans
- Evaluating and assessing collections and related services
- Initiating and monitoring cooperative collection development activities
- Writing and revising collection development policies

### **Communicating and reporting:**

- Performing liaison and outreach responsibilities
- Acting as liaison with other libraries and librarians

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<sup>4</sup> Johnson, Peggy. Fundamentals of collection development and management, ALA, 2004, p33.

- Serving on internal and external committees dealing with collection issues
- Promoting, marketing, and interpreting collections and resources<sup>5</sup>

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<sup>5</sup> Ibid.

**SUBJECT SCOPE OF THE COLLECTION**

<b><u>Comprehensive</u></b>	A collection that contains all works in all languages and all formats in a particular field. Its aim is exhaustiveness. The LSL will not collect in any field at the Comprehensive level.
<b><u>Research</u></b>	A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.
<b><u>Advanced</u></b>	A collection that is adequate to support the course work of advanced undergraduate and master's degree programs, or sustained independent study of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, reference tools, and fundamental bibliographic tools.
<b><u>Basic</u></b>	A highly selective collection that serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.
<b><u>Minimal</u></b>	A subject area in which only the most basic works are selected, such as a basic text and a basic reference tool.

Subjects	Levels
Advocacy, Patient (includes domestic violence, health-care disparities, disabilities, culture, in health-care system)	Research
AIDS/HIV	Research
Alternative Medicine	Advanced
Anatomy, Human	Research
Anatomy, Non-Human	Basic
Anesthesiology	Research
Anthropology	Minimal
Arthritis	Research
Bacteriology	Research
Behavioral Science	Research
Biochemistry & Molecular Pharmacology	Research
Bioethics	Research
Bioinformatics	Research
Biology, General	Basic
Biomedical Education	Research
Biomedical Engineering & Medical Physics	Research
Biophysics	Minimal
Biostatistics	Research
Biotechnology	Research
Botany(therapeutic and poisonous plants)	Advanced
Cancer Biology	Research
Cardio-vascular Medicine and Nursing	Research
Cell Biology	Research
Cellular & Molecular Physiology	Research
Clinical Problem Solving	Research
Clinical & Population Health Research	Research
Clinical Research	Research
Communication(includes education, patients, clinical team issues and professionalism)	Research
Complementary Medicine	Advanced
Chemistry, General and Inorganic	Basic
Chemistry, Organic	Basic
Clinical Capacity	Research
Communicable Diseases (see Infectious diseases)	Research
Community Engagement and Partnership	Research
Community Hospital Issues	Research
Community Research	Research
Cultural Awareness and Cultural Competency	Research
Critical Care Medicine and Nursing	Research
Dentistry	Basic
Dermatology	Research
Diabetes Mellitus (includes medical and nursing care)	Research
Diagnosis, Medical and Nursing	Research
Drug/Alcohol Abuse/Substance Abuse (includes medical and nursing care)	Research
Economics, Healthcare	Research
Education, Health Education(consumers, professional)	Research

Emergency/Trauma Medicine and Nursing	Research
Endocrinology	Research
Epidemiology	Research
Ethics,(includes Medical, Nursing, Epidemiology, Biomedical Clinical Trials)	Research
Evidence-Based Health Care	Research
Family Medicine(includes family care, health promotion, primary care)	Research
Gastroenterology (includes nursing care)	Research
Genetics and Heredity, General	Basic
Genetics and Heredity, Human	Research
Gerontology Medicine and Nursing	Research
Gynecology Medicine and Nursing	Research
Health Care Delivery(includes administration, distribution, facilities, managed care, economics, human resources policy, Quality of care)	Research
Healthcare Disparities	Research
Health Professions (economics, education, office administration, professional organizations)	Advanced
Hematology	Research
Hospital administration	Advanced
History of Medicine	Research
Histology, Human	Research
Human Genetics	Research
Humanities in Medicine	Research
Immunology & Virology	Research
Infectious Diseases and Infection Control, Medicine and Nursing	Research
Informatics, Health	Research
Informatics, Medical	Research
Informatics, Nursing	Research
Informatics, Chemical	Research
Informatics, Biology	Research
Information Science	Advanced
Interdisciplinary Graduate Education	Research
Internal Medicine	Research
Law, health-related	Basic
Leadership and Research Team building	Research
Library Science	Advanced
Management and Administration, General	Advanced
Maternal/ Child Health	Research
Medical Education (includes team-based learning, communication, leadership, cultural awareness, advocacy, roles of students and teachers, multidisciplinary teams, residents as teachers, presentation skills, simulation, technical skills, history skills, physical assessment skills, diagnosis, clinical problem solving, literature searching, mentoring, conflict resolution, diagnostics, differential diagnosis, procedure skills, personal development)	Research
Medical Insurance and coding	Basic
Medical Technology	Advanced
Medical and Nursing Terminology	Research

Microbiology and Immunology	Research
Molecular Biology	Research
Molecular Genetics & Microbiology	Research
Nephrology Medicine and Nursing	Research
Neurology, Medicine and Nursing	Research
Neuropsychiatry	Research
Neuropsychology	Research
Neuroscience	Research
Nuclear medicine	Advanced
Nursing (practice, administration, research, theory, graduate education)	Research
Nutrition	Advanced
Occupational Health Medicine and Nursing	Advanced
Oncology Medicine and Nursing	Research
Ophthalmology	Research
Orthopedics includes Musculoskeletal, Medicine and Nursing	Research
Otolaryngology	Research
Parasitology, clinical	Advanced
Pathology (includes clinical)	Research
Patient Safety Issues (multi-disciplinary)	Research
Patient Satisfaction	Research
Pediatrics	Research
Personal life management for health professionals	Research
Pharmacy	Advanced
Pharmacology( includes clinical, education, ethics and professionalism, transition between basic science and clinical, bacteriology, biochemistry, physiology, diuresis, microbial agents, translational)	Research
Physical Diagnosis	Research
Physical Examination and Assessment Skills, Medical and Nursing	Research
Physical Therapy	Minimal
Physics, General	Minimal
Physics, Biophysics	Minimal
Physiology, Human	Research
Practice-Based Research Networks	Research
Presentation Skills for Health professionals	Research
Preventative medicine	Research
Primary Care (see Family Medicine)	Research
Professional Accountability in healthcare	Research
Professionalism in health care professions	Research
Pulmonary	Research
Psychiatry Medicine and Nursing	Research
Psychology	Advanced
Public Health	Research
Quality Control Programs	Research
Radiology and Imaging Medicine and Nursing	Research
Rehabilitation Medicine and Nursing	Advanced
Research (includes medical, nursing, biomedical and translational)	Research
Research Methods (design evaluation, theory, networks etc.)	Research

Respiratory (see Pulmonary)	
Rheumatology Medicine	Research
Safety Programs	Research
Science, General	Minimal
Scientific Method integration into physician curriculum	Research
Sports Medicine (see Orthopedics)	
Substance Abuse	Research
Surgery (includes nursing care)	Research
Team Building ( research, clinical, multidisciplinary)	Research
Test and Measurements	Research
Toxicology( See Pharmacology)	Research
Transcultural Medicine and Nursing	Research
Trauma (see Emergency Medicine)	Research
Translational Research (clinical)	Research
Urogenital Medicine and Nursing	Research
Veterinary Medicine	Basic
Virology	Research
Vital Statistics (Health Statistics)	Research
Writing(includes style , publication, resumes)	Research

## **Format Specific Criteria**

### **FORMATS OF MATERIALS**

The list below provides guidelines related to formats of materials. The term “selectively” means that some materials in this category will be added, based on specific criteria cited elsewhere in this collection policy. The term “generally not collected” means that occasionally a document in that format may be collected for a specific reason, but otherwise the format will be considered out of scope.

#### **Abridged Editions**

Abridged editions generally will not be collected.

#### **Abstracting and Indexing Services**

Major biomedical abstracting and indexing services in English, which are national or international in scope, will be collected. Because many of these services are extremely expensive, it is impossible to acquire and maintain them all; the Library is increasingly obtaining these services in electronic format.

#### **Audio/visual materials**

In view of available AV collections in other media centers on this campus, LSL will only obtain AV items occasionally to support its user education programs.

#### **Almanacs**

Almanacs generally will not be collected.

#### **Alumni Bulletins**

Bulletins of alumni associations generally will not be collected.

#### **Annual Reports**

Annual reports of the following types of organizations will be collected:

- selectively add the collection annual reports that we receive gratis that are considered to have value to our clients
- Selected governmental health agencies

#### **Atlases and Maps**

A small collection of area maps and a world atlas will be collected.

#### **Bibliographic Tools**

Subject bibliographies that are derived from major indexing services will not be collected.

Other subject bibliographies will be collected selectively. Those bibliographies that are simply a list of publications of an individual, faculty member or health-related institution generally will not be collected.

#### **Biographies and Autobiographies**

Biographies and autobiographies of biomedical professionals will be collected very selectively for the Humanities in Medicine or Rare Book Collections.

#### **Bulletins and Transactions of Non-University of Massachusetts, Worcester or Boston Institutions or Organizations**

These publications will be collected only if they contain substantive signed articles. Generally, publications of professional societies will be collected only if they contain original research and/or substantive signed articles, and are published by medical, nursing or biomedical societies on at least a state level. Exceptions can be made if justifiable reasons can be established. Publications containing only social or local-interest news will not be collected.

#### **Case histories/ Case studies**

Monographs that are collections of case histories will be collected selectively.

#### **Catalogs**

Individually issued catalogs of drugs generally will not be collected; this information is available in the Physician's Desk Reference or in equivalent publications, which will be collected. Catalogs of other materials, such as equipment, will generally not be collected.

#### **Congresses/Conference Proceedings/Symposia, etc.**

Publications containing only a list of the participants or only programs without abstracts generally will not be collected.

#### **Directories of members**

Membership directories generally will not be collected below the national level, with the exception of the New England area.

#### **Directories of Organizations**

Organizational Directories generally will not be collected below the national level, with the exception of the New England Area.

#### **Dissertations and Theses**

The only theses generally collected are those deposited in the Library by graduate programs of University of Massachusetts, Worcester.

#### **Electronic resources**

Decisions to purchase, lease, or otherwise provide ongoing access to information in an electronic format will generally be based on the subject matter as well as other technical and cost considerations. (See Evaluation issues in the Database, Online Journal and Online Textbook selection process.)

**Examination Guides/ study Guides**

Examination guides, which are produced, to aid students in the health sciences in preparing for specialty or board exams will be collected very selectively.

**General Works**

Collected on the recommendation of library staff members or school faculty.

**Government Publications**

Government documents will be collected selectively.

**Journals**

Peer-reviewed medical and nursing journals will be collected selectively.

**Lectures**

Medical School course lectures are collected briefly during each semester for the Reserve Collection at the faculty members' discretion. Lectures generally will not be collected.

**Literature**

Fiction, drama, histories and poetry will be collected very selectively for the Humanities in Medicine Collection or the History of Medicine Collection.

**Loose-leaf publications**

Loosely bound publications generally will not be collected unless other formats are not available/affordable.

**Manuals**

Laboratory manuals (in the research subjects) which are designed for use by health care personnel will be collected if they include procedural details and techniques are explained. Workbooks that provide space to answer questions about experiments generally will not be collected. Administrative manuals of health departments, medical departments, hospitals, pharmacies, and other organizations in the health sciences generally will not be collected.

**Microform**

This format will not be collected; we will keep what we own already. until deemed redundant or no longer valuable

**Monographs/Textbooks**

Books intended for use in the professional education of medical, nursing or bio-medical students will be collected. Books intended for use to provide knowledge and guidance to clinical staff will be collected. (See Collection Criteria)

**Newsletters**

A newsletter is a printed sheet, pamphlet, or small newspaper containing news or information of current interest to, or bearing upon the interests of, a special group. LSL will limit its coverage to newsletters published in the research subjects only, and then very

selectively. The library feels that newsletters are best purchased by the department or interested individual, since their greatest value is their timeliness.

#### **Newspapers**

General local or regional newspapers will be selectively acquired and ordinarily retained for one week.

#### **Out-of-Print Books**

Very selectively collected when requested by a patron with adequate justification or is a classic book needed in the education of our students or staff.

#### **Popular Works**

Popular materials, including bestsellers, generally will not be collected, even though the author may be a health professional. These materials are available at area public libraries.

#### **Pamphlets**

Unbound booklets generally will not be collected.

#### **Personal Narratives**

Personal narratives of illness or injury written by a patient's family generally will not be collected; excepted are publications of which the author or subject of the narrative is a health professional or a widely known figure and added to the Humanities in Medicine or History of Medicine Collections as appropriate. Personal narratives that comprehensively describe health conditions during historically significant periods and/or in specific geographic areas will be collected selectively for the Humanities of Medicine or History of Medicine Collection as appropriate.

#### **Programmed Texts**

Materials designed for health care personnel, which are published by major medical publishers, major professional organizations, or major centers of medical education will be collected very selectively.

#### **Promotional materials**

Commercial product and service advertising materials and literature used in fundraising appeals generally will not be collected.

#### **Statistics**

Massachusetts and U.S. federal government health, vital, and/or population statistics will be collected very selectively, as will such statistics for other in-scope governmental bodies. Statistical series that contain substantial health, vital, and/or population statistics in addition to other statistics will be collected; however, if such series are published in sections, only the sections that contain health, vital, and/or population statistics, which affect human health, standards of care, and standards of health care practice, will be collected. Much of this material is increasingly unnecessary to collect, as it is available via government websites.

**Standards**

Official U.S. national standards for devices and products used in health care delivery or in biomedical research will be collected.

**Syllabi and Course Outlines (unpublished)**

These publications generally will not be collected. Occasionally, syllabi contain copies of lectures and/or considerable amounts of textual material and are used as textbooks. These syllabi/textbooks will be collected only if they cover a subject that has little current textbook representation in the library's collection or if they present a unique interdisciplinary view of a subject.

**Technical Reports**

Technical reports will be collected very selectively.

**Tests**

Exams and tests will be collected very selectively.

**Textbooks**

Textbooks intended for use in the professional education of health sciences personnel will be collected. Undergraduate textbooks will be collected very selectively.

**Trade Publications and Company Reports**

Trade and industry reports generally will not be collected.

**Translations**

In-scope materials translated from a foreign language into English will be collected as appropriate. Translations from English into a foreign language, or from one foreign language to another, will be collected only based on special consideration (i.e., special historical significance, rare books, etc.)

**Unpublished Materials**

Manuscript materials of present or potential historical interest will be collected selectively for the Historical and Special Collections in all areas of biomedicine and nursing. Such materials are not usually added to the general collection.

**Yearbooks**

Academic Class yearbooks generally are not collected. Yearbooks published by authoritative medical publishers on major medical topics will be collected selectively.

## **Description of the Library's Collections**

### **MAIN Collection:**

A predominantly current collection of research and advanced level books, databases and journal titles that support the graduate and undergraduate curricula and clinical and research programs of the University of the University of Massachusetts Medical School and its Clinical Partner UMASS Memorial Health Care. This collection is located in a large area of stacks in the rear of the first floor of the library. Both the book and journal collections contain print and digital resources. The journal collection is paper and digital. Presently we subscribe to approximately 4200 digital journals and 1400 paper journals; they are not mutually exclusive of each other by format. These formats will be available digitally and will be maintained in paper as long as budget allows. The book collection will continue to have a print presence as well as a large digital selection as dictated by periodic patron needs assessments.

### **REFERENCE Collection:**

A collection of print and digital resources primarily for quick reference consultation and providing basic, factual information. This collection is located next to the Reference Desk near the entrance to the library. Dictionaries, standards, bibliographic tools, encyclopedias, medical and drug references, directories, writing guides, and statistical resources are represented. Regular updating of these resources is required to maintain the quality of the collection. A digital reference collection is maintained on the Library's web page entitled Ready-Reference Tools.

### **RESERVE Collection:**

A library collection constituted of permanent and temporary resources in print and digital formats. These collections are located at the Circulation Desk on the main floor of the Library. Permanent Reserves are core biomedical titles in high demand by students and clinical staff; there is no designated number of volumes that constitute the collection. An annual review is performed on the collection to maintain currency; standing orders are formulated with a vendor as needed. If demand is demonstrated as high, extra copies will be ordered of the same edition. The Temporary Reserves collections are resources placed on reserve for a fixed amount of time by Faculty. Many of the print resources in the Reserve Collection are also available in digital format accessed through the Library Catalog entitled QUIN. Some items in the collection may not meet the above criteria and are placed there due to their high value.

**Selection Criteria used by Collection Development Librarian**  
(not listed in order of importance)

The Library's collection development staff strives to remain consistent with educational, research and clinical subject areas specialties and projected coverage for new programs emphasized by institutional leaders. In general, the most up-to date, authoritative materials are purchased. Judgment as to whether specific materials meet these criteria will be made by the Collection Development Staff in conjunction with input from other professional medical librarians, Deans, course directors, faculty members, and subject specialists.

1. Educational goals and curriculum of:  
Medical School for students and residents; Graduate School of Nursing; and  
Graduate School of Biomedical Sciences
2. Reserve Collection needs of our patrons.
3. Medical Research department needs and priorities as outlined in regular,  
Periodic Research Retreats.
4. Clinical Areas of Excellence of the institution:
  - Diabetes Mellitus
  - Oncology
  - Pediatrics
  - Neurology
  - Psychiatry
  - Issues related to Community Hospitals
  - Emergency Care and Trauma
  - HIV/AIDS
  - Rheumatology/Orthopedics
  - Cardiology/Vascular
  - Translational Research
5. Patron requests.
6. Currency and scope of the content.
7. Quantity and quality of current titles already held on a subject.
8. Physical quality and format.
9. Fiscal considerations.

- 10. Reputation of author, editor and/or publisher.**
- 11. Publication format and information distribution trends.**
- 12. Circulation history of previous edition.**
- 13. Frequency of inside patron requests through interlibrary loan.**

**Authoritative Tools used for the Book selection process:**

1. Faculty, Clinical Staff, Research Staff and Library Staff recommendations
2. Doody's Weekly Reviews
3. Doody's Core List, an electronic list that provides information on the:
  - authoritativeness of author(s) and publisher;
  - Scope and Coverage of the subject matter
  - Quality of Content Usefulness and Purpose; and
  - Value for money
4. Last revision of Brandon-Hill list
5. Interagency Council on Information Resources for Nursing, Essential Nursing References
6. Information gleaned reports from WorldCat Collection Analysis Tools.
7. Selected health professional journals and/or professional society reviews
8. Acquisition lists from selected health science libraries
9. Resources available on the Medical Library Association Collection Development web page
10. Recommendations of colleagues at selected medical libraries nationally
11. Publishers' catalogs, flyers

**Authoritative Tools for the Journal selection process:**

1. Department Head recommendations
2. Faculty and Clinical Staff recommendations for educational, research or clinical use
3. Titles are indexed and abstracted in PubMed
4. Titles are peer-reviewed
5. Citation impact factor as indicated by *ISI SCI Expanded*
6. Demand by our primary patrons demonstrated through journal request statistics in ILLIAD reports

**Evaluation issues in the Database, Online Journal and Online Textbook selection process:**

1. Content from an established, reliable source
2. Subject relevant and meets the needs of the targeted audience (intellectual and scholarship)
3. Uniqueness, scope and ease of use
4. Compatibility of hardware and software requirements of library
5. Accommodates technical requirements needed by the library to provide access to targeted audience
6. Cost justified, acceptable and affordable
7. Accessibility under the vendor licensing agreement e.g. preferably not requiring UserID and passwords
8. Cost-effectiveness: including cost of updates, backfiles, future upgrades
9. Reliability of maintenance, customer support and quality of training from vendor
10. Advantages as compared to other formats
11. Ability to monitor usage and/or limit access
12. Archival issues e.g. limitations and storage
13. Licensing requirements and restrictions
14. Copyright and "fair-use" issues
15. Anticipated demand and available funding determine multiple user licenses quantity.

## **COLLECTION MANAGEMENT–WEEDING**

For the purposes of this policy, weeding is defined as any voluntary action on the part of library staff to withdraw cataloged materials from the collection, whether they are being replaced by a more compact format, a more current edition, or for other reason. The important thing is that the result is a saving of space and an increase in the currency of the collection. By contrast, the withdrawal of lost or stolen items from the catalog does not constitute weeding.

The Collection Development Librarian is responsible for reviewing the collection on a regular basis to determine usefulness and /or the possible relocation or disposal of items. This review would include cancellation of subscriptions or standing orders, weeding, moving to storage, etc. Review is a continuous procedure with the entire collection being evaluated at least every five years. Each item will be considered individually and as a part of the total collection.

### *Main, Reserve and Reference Book Collections:*

Before the library deselects items from the collection, the following criteria are considered while weeding:

- Remove duplicates
- Subject matter
- Historical value and significance
- High usage
- Obsolete or outdated materials
- Special features
- Language
- Physical condition
- Age and value
- Completeness of holdings
- University produced materials
- Authored by professional staff

Weeded books or journals are officially withdrawn from the collection. Disposal methods include, but are not limited to offering to other libraries and /or discard. An irreparably deteriorated, mutilated or damaged work should be weeded and removed from the collection. If a replacement is unavailable for an item still needed in the collection, every effort should be made to preserve it.



## **The Lamar Soutter Library**

University of Massachusetts Medical School

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### **Gifts Policy**

The Lamar Soutter Library of the University of Massachusetts Medical School accepts gifts of money, books, and non-print materials that will enhance the Library's collection and support curriculum, research, and clinical needs of our students, faculty, and staff. It is not our policy to accept paper journals. The Collection Development Policy of the Library guides acceptance of gifts.

It is the Library's policy to accept gifts with the express understanding that items not added to the collection are subject to utilization and disposition at the Library's discretion (including donation to other libraries, sale to vendors, discarding, etc.)

The Lamar Soutter Library cannot give estimates of monetary value to Donors for their gifts; however, a letter of acknowledgement will be sent to the Donor and the Donor's name will be listed in the library's newsletter *The SoutteReview*. Donors may arrange to have their gifts evaluated prior to delivering them to the Library; the appraisal cost must be borne by the Donor. Acceptance of a gift that has been appraised by a third, disinterested party does not imply endorsement of such appraisal by the Library.

The Library cannot prepare inventory lists of individual items in gifts, but if the Donor submits a list with the gift, a copy will be attached to the acknowledgement letter.

The Library will not accept damaged (torn, moldy-smelling, water-damaged, heavily annotated, etc.) books. Generally, the Library will accept books published within the past five (5) years, if it is determined by the Collection Development Librarian that they are needed in our collection.

Prior to donating sizeable collections (more than one medium box), the Donor should send an inventory of items (title, with author and year of publication) for review to:

Janet Dadoly  
Head, Collection Development  
The Lamar Soutter Library  
University of Massachusetts Medical School  
55 Lake Ave. North  
Worcester, MA 01655  
Tel. 508-856-4513  
FAX 508-856-8363

[janet.dadoly@umassmed.edu](mailto:janet.dadoly@umassmed.edu)

The list will be reviewed and selections identified for possible addition to the LSL collections. This review will be completed in a timely manner. The potential donor will be contacted regarding the results of the review within 15 business days. The Library cannot pick up donations; an appointment must be made for their delivery to the School.

Thank you for your support of The Lamar Soutter Library.  
If you have questions, please call 508-856-4513 OR 508-856-1041.

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