

Information paper

CSP Library Collection Management and Development Policy 2019-23

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CSP Library Collection Management and Development Policy 2019-23

Introduction

The Library Strategy supports the realisation of the Chartered Society of Physiotherapy's mission to "transform the health and wellbeing of individuals and communities by empowering our members and exerting our influence" which is part the CSP Corporate Strategy for 2017-2020 and the 2023 Vision.

The collection has relevance to CSP staff's work and/or physiotherapy as a profession. The Library exists to provide access to the evidence underpinning physiotherapy either directly or via the work of staff in the CSP.

This document covers the principles underlying all aspects of Collection Development and Management. This policy has been prepared to ensure that all decisions made within the Library are compliant with financial stewardship and transparency.

CSP mission and vision

The mission of CSP is to transform the health and wellbeing of individuals and communities by empowering our members and exerting our influence. The CSP Vision for physiotherapy is to transform lives, maximise independence and empower populations.

Purpose of the Library

"The Library is uniquely placed to provide the evidence to enable the CSP to demonstrate that physiotherapy is both clinically and cost effective in the planning or commissioning and delivery of health and social care." CSP Library and Information Service Strategy 2019-2023

The Library Strategy:

- supports the realisation of CSP's mission to "transform the health and wellbeing of individuals and communities by empowering our members and exerting our influence" (CSP Corporate Strategy for 2017-2020 and the 2023 Vision).
- is directly relevant to CSP staff's work and/or physiotherapy as a profession. The Library exists to provide access to the evidence underpinning physiotherapy either directly or via the work of staff in the CSP;

- ensures the collection includes materials to support the work and development of all CSP staff.

The Library supports CSP staff to assist members in clinical practice, continuing professional development, professional education, research and their work by providing access to published information relevant to physiotherapy and topics of relevance to the work of the CSP.

The quality of our digital collections supports the CSP's success in meeting its strategic aims and helps staff and members to participate in the development, implementation and dissemination of evidence supporting physiotherapy.

Purpose, scope and context of the Library Collection Management and Development Policy

This document covers the principles underlying all aspects of Collection Development and Management. It is a living document that will evolve and be reviewed as demands on Library services change. It derives its context from the Library and Information Services (LIS) Strategy 2019-2023 and the LIS Operational Plan 2019-2020 and provides a framework for more detailed policies and procedures.

This policy has been prepared to ensure that all decisions about the collection are compliant with financial stewardship and transparency.

Acquisitions

- Acquisitions will be governed by the 'digital first' principles in the Digitisation Plan 2019-2020. For all acquisitions, digital is the preferred format depending on availability and cost. Digital format enables wider and more immediate access e.g. to users not geographically close, and it will save physical space.
- Acquisitions will prioritise the needs of staff and their work. Generally, acquisitions will be at postgraduate level, supporting continuing professional development and research.
- Budget – cost and value for money. Acquisitions will be considered with regard to the available budget and other demands on the budget. We will negotiate with suppliers and work with library colleagues in the Consortium of Health Independent Libraries in London (CHILL) to get the best prices.
- The majority of material in the collections will be directly relevant to physiotherapy in the UK home nations, alongside useful information/research that can be adapted to

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UK practice. All materials will be in the English language, with some CSP publications in English and Welsh.

- The strength of current holding of a subject area or related subject areas should be considered in order to keep the collections balanced in terms of coverage.
- Major works are updated as new editions are published and earlier editions will be withdrawn if a print item. A single earlier digital edition of a major work will remain as an alternative source if the most recent one is in use. (see: Retention and Withdrawal Policy)
- Consideration will be given to:
 - Authority of authors
 - Publisher
 - Currency
 - Suggestions and Recommendations
- All acquisitions are catalogued in the OCLC Olib Library Management System using the international cataloguing standard of AACR2 (Anglo-American Cataloguing Rules, 2nd edition). Olib then exports the records in MARC21 format; MARC21 is a standard record exchange format for libraries, into Discovery.

Resources

- **Grey Literature**

Grey literature is essentially materials and research produced by organisations outside the traditional commercial or academic publishing and distribution channels. It includes reports from independent think tanks, research bodies, government departments, etc. Our grey literature collection is exclusively digital. The aim is to catalogue all the relevant grey literature with the weblink to find it.

- **Journals**

All subscribed journals are ejournals. Open Access ejournals are added to the collection if they have substantive articles relevant to physiotherapy and preferably are peer reviewed.

- **Theses**

Only PhDs (Doctor of Philosophy) or DPTs (Doctor of Physical Therapy) relevant to physiotherapy will be included if they are donated in a digital format or available from British Library ETHoS database.

- **Books**

Books are bought as ebooks. These will generally be bought with a '1 user' licence or 'DRM-free' (Digital Rights Management).

- **CSP Publications**

All CSP publications are added to the collection; they are held as a PDF (Portable Document Format) with a link to the website if still current.

- **Databases**

Databases are selected for their relevance to the work of CSP staff and members. The content of the subscribed databases is available, via the CSP website, through 'Discovery evidence and knowledge search', which provides a single point of access. Discovery is a product from EBSCO. On the landing page of Discovery, there are also links to other high quality resources such as PEDro, Cochrane Systematic Reviews, TRIP and NICE Guidance; these databases are not included in Discovery.

Selection Criteria

1. Relevant to the CSP strategic objectives
2. Relevant to the work of CSP staff and members
3. Flexible to the needs of staff
4. Currency of publication
5. Consideration of existing holdings
6. The reputation of the authors/editors
7. The reputation of the publisher
8. Usage of previous editions or other items on the same topic
9. Recommendations
10. The journals collection aims to cover the major areas relevant to physiotherapy and the current awareness for staff and members
11. The license of digital resources must:
 - provide perpetual rights to information that has been paid for in case the contract is discontinued
 - facilitate saving, downloading, printing, e-mailing
 - facilitate exporting to such bibliographic management systems as RefWorks, Endnote, etc.
 - allows authentication through EZProxy
 - e-resources must be web versions or PDFs
 - e-resources must work with all major browsers

Exclusion criteria

- Materials that require specific hardware or software to access them
- Items must not be cost-prohibitive to the collection development budget
- Draft documents
- Consultation submissions

- Patient information - except where produced by the CSP
- Equipment catalogues
- Information from a single health authority, etc. unless the topic has universal application e.g. an example of good practice
- Personal patient narratives
- Government benefits documentation

Donations

- Donations of new material will be considered if it meets the selection criteria. We do not accept print journals or out of date publications, etc. unless they meet the criteria of the Wellcome Archive and the donor agrees to our sending it to the Wellcome.

Alternatives to Acquisitions

- If a member of staff requests a book that we are not able to supply and would not purchase, we can try to obtain it from the British Library
- If a member of staff requests an article which we cannot supply we can try and obtain it from the British Library. Supplied digitally.
- If a member requests journal articles that we are not able to supply we will offer to try to obtain from the British Library if the member agrees to the charges. The articles are supplied digitally.

Stock Retention Criteria

- All CSP publications will be retained as PDFs
- Material which have a significant proportion on the history or development of physiotherapy, or the history of the CSP will be retained
- Theses at doctorate level
- Print copies of the CSP journals; *Physiotherapy* and all its former titles; together with *Frontline*
- The only item on a topic not covered elsewhere
- Items that meet the criteria of The Wellcome Archives and Manuscript collection and will be added to the five-yearly deposit. The Wellcome Library houses the official CSP archive of documents and artefacts charting the history of the society/profession from its establishment through to developments in more modern times. The Library and Information Services staff manage the relationship with Wellcome and routinely deposit all relevant papers. All CSP publications, CSP standing committee papers, annual reports and accounts are deposited in print or digitally.

Withdrawal Policy

Every three years the collection will be reviewed to ensure that the collections in the Library provide the best possible support for the work of the CSP and current research.

The criteria to be considered in withdrawal are:

- Currency of publication
 - anything over 10 years of age unless well used
 - superseded by a new edition or we have a better book on the subject
 - what else we have in the collection on the same topic
 - consider the value of an “outdated” item as a potential historical resource
- Usage
 - books which have not been used within the last 5 years
 - journal usage statistics are considered in continuing or ceasing a subscription
- Low quality – considerations
 - self-publishing
 - no index or no table of contents
 - minor publisher
 - no references
 - trivial, of no professional merit
- Relevance – considerations
 - items which are no longer relevant to the work of staff
 - basic introduction to topics which is now well-established
 - outside mainstream physiotherapy - physio colleague advice will be sought if needed
- Digitisation
 - when we have a ebook of a publication the print copy will be removed.

Disposal policy

- Where an item is removed from stock, the catalogue title and copy records are marked for deletion or amended
- Print books will be offered to other libraries or recycled
- Print journals will be offered to the British Library, offered to appropriate libraries or recycled.

Technology

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- The Library aims to provide the services members need regardless of their location, the time of their need or the device they are using.

Developments of the Library

- The Library will continue to actively move to the digitisation of the Library collections
- The Library staff will continue to work with other CSP staff to understand their information needs and to develop their information skills.
- The Library staff will continue to monitor developments in library services and library technologies to ensure we remain at the cutting edge of Special Libraries.

Review date

Aug 2022