

School of Medicine Library

University of South Carolina

COLLECTION DEVELOPMENT POLICY

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I. Introduction

The explosion of print and non-print materials concerning health and medicine make it necessary for health sciences libraries to establish formal, detailed collection development policies. This document outlines the principles of selection and management of materials at the School of Medicine Library. Responsibility for the library collection rests with the members of the library's Collection Development Committee, which is comprised of all library faculty and selected staff members.

II. History of the Library and its Collections

The University of South Carolina School of Medicine was established in 1974 to help alleviate the problem of insufficient health care providers in the rural areas of the state. The mandate was to recruit students who, upon completion of their training, would remain in the state to practice medicine. The Veteran's Administration had recently built a new hospital on the southeastern part of town and they offered the old, historic hospital buildings to house the new school.

One of the first activities of the new administration was to hire a librarian to establish a medical library to meet the needs of the faculty and students of the new school. Mr. R. Thomas Lange was chosen for the position and he and others that he employed began working in a storefront in a shopping center near the VA Campus. Plans were underway to construct a new building on the VA campus to house the library. It would be in close proximity to the other buildings that the school would occupy. As materials began to arrive there was a need for more space and the library employees and the materials were relocated to the main USC campus. There they were housed on the third floor of the Petigru building in space that was once occupied by the USC Undergraduate Library. The Administrative offices for the medical school were located on the same floor. The Library resided in Petigru until the new building was completed and the Library was moved in stages to the VA Campus. Technical services were the first to relocate. Some months later the collection and the Public Services department were also moved.

Journals were selected and backfiles were purchased in hardcopy and microfilm. Shortly after relocating in Petigru, the library staff began to produce a union list of periodicals, first of medically related journal holdings in Thomas Cooper Library, and then of medical libraries in Columbia, and eventually in the State of South Carolina. The database grew by 1982 to also contain the holdings of the 16 medical school libraries in the Southeastern United States. Then, supported by NLM grants designed to encourage a national journal holdings database (SERHOLD), the Southeastern Medical Periodicals Union List (SEMPUL) served as the reporting agency for the region. The database collected medical library journal holdings and was relied upon for location of periodicals titles/holdings by libraries throughout the southeast. Initially printed lists were produced, but later the data was made available to all

participating libraries in a "view only" online system. In late 2000, the SERHOLD database became accessible as part of the DocLine system, and became directly available for individual library input of their own journal holdings. At this point, with participants handling their own data, the School of Medicine Library effectively phased out its 17 years involvement in union listing.

Through SOLINET, online cataloging capabilities were available at the time the Library was established. The School of Medicine Library joined the network and cataloged materials using the shared cataloging information available. Thus there was always an automated record of the Library's holdings. Fairly early on the Library made the transition from a card catalog to a Computer Output Microform (COM) catalog. This proved to be a short-lived device and in 1985 the Library adopted the Library Information System (LIS) developed at Georgetown University in the early 80's. The Medical University of South Carolina Library used the LIS system also and the two libraries were able to search each other's holdings. Additionally, both libraries did cataloging for many of the smaller health science and hospital libraries so their holdings were also in the database. When LIS was no longer supported, MUSC moved to the Innovative Interfaces system and the School of Medicine Library was included in the contract. The III catalog was brought up in the summer of 1999. Thus the two academic libraries worked in tandem with the smaller libraries to create one source for the location of medical publications within the state.

On June 12th, 2001, the School of Medicine Library and the Center for Disability Resources formed a collaborative partnership to provide disability information services to South Carolina residents. Funding for the Center for Disability Resources (CDR) Library comes from the Center for Disability Resources, the South Carolina Department of Disabilities and Special Needs, and BabyNet/South Carolina Department of Health and Environmental Control. In July 2001, the CDR Library was relocated from the Center for Disability Resources to the School of Medicine Library. The Center for Disability Resources Library is the largest collection of its kind in the Southeastern United States. Designed to aid the information needs of families, faculty, students, staff, and other professionals working with individuals with disabilities, the Center for Disability Resources Library consists of over 4,600 books, videos, brochures, and audiotapes covering a variety of disability-related topics. Any South Carolina resident can use the library and its services.

On January 15, 2003, the University of South Carolina School of Medicine officially dedicated the library's Charles S. Bryan History of Medicine Room named in honor of Charles S. Bryan, M.D., Heyward Gibbes Distinguished Professor of Medicine and Associate Dean and Director of the University of South Carolina-Palmetto Health Alliance Center for Medical Humanities. With the approval of the University of South Carolina, Dean Larry R. Faulkner, M.D., directed Dr. Bryan's generous gift to establishing the USC School of Medicine Library Endowment. The endowment provides support for the preservation of the rare book collection housed in the Charles S. Bryan History of Medicine Room. As it grows, the endowment will also fund the acquisition of additional historical works, the purchase of books for the general

circulating collection, and other specialized areas of the USC School of Medicine Library.

Later in 2003, the library acquired a large collection of psychiatric books and journals previously housed at the William S. Hall Psychiatric Institute Library. The materials were donated to the School of Medicine Library by Hall Institute upon closing of their library.

The Library continually wrestles with the changes created by the Internet and the advent of electronic publications. The Library has always existed in an environment of cooperation and shared resources and this continues as consortial purchases are negotiated for the acquisition of electronic titles.

III. Purpose Statement

The Collection Development Policy of the School of Medicine Library guides the development of the library's collection from the decision to select a specific title for acquisition, through that item's lifespan within the collection, ending in either its permanent retention or its withdrawal.

The purposes of the School of Medicine Library's Collection Development Policy are:

- To define the parameters within which selection and deselection decisions are made;
- To establish a framework for budget allocations and to lend legitimacy to those allocations;
- To promote consistency in collection development decision making and to minimize the effects of personal bias;
- To ensure currency in the collection;
- To provide a base for long-range planning;
- To serve as a benchmark for collection assessment and evaluation studies;
- To act as a reference tool for library faculty and staff for making decisions regarding the collection;
- To demonstrate that the library's collections are developed to support School of Medicine teaching and research programs;

- To communicate to the School of Medicine administration, faculty, staff, students, and any other interested library users the nature and limits of the collection.

IV. Mission Statement

The mission of the School of Medicine Library is to provide quality library and information services to support the education, research, and service programs of the School of Medicine, and to strive to meet the routine health information needs of the people of South Carolina.

The primary clientele of the library are School of Medicine faculty, students, and staff, and local healthcare practitioners. Secondary clientele include public healthcare consumers and all others in need of information related to the health sciences.

The bulk of the library's collection is selected to support its primary clientele. A smaller percentage of the library's collection is selected to support secondary clientele such as the general public.

The CDR Library, housed within the School of Medicine Library provides disability-related materials to the general populace of the state of South Carolina.

V. Relationships

The School of Medicine Library extends its services beyond the School of Medicine through a network of formal and informal relationships. Efforts must be made to communicate with, and when possible, to cooperate with other libraries to make available to our users more of the published biomedical information available.

Local

Informal relationships are maintained with USC's Thomas Cooper Library, Palmetto Richland Memorial Hospital Library, and Lexington Medical Center Library. Such relationships facilitate interlibrary loans, other methods of resource sharing, and occasional joint purchases of materials or databases. SOM Library faculty membership in the Columbia Area Medical Librarians Association also provides a venue for joint opportunities and resource sharing.

The CDR library is a collaborative effort between BabyNet/South Carolina Department of Health and Environmental Control, the Center for Disability Resources, the South Carolina Department of Disabilities and Special Needs, and the University of South Carolina School of Medicine Library.

State

Relationships are maintained with several health sciences libraries in the state. These libraries include: Greenville Memorial Hospital Library, Spartanburg Regional Medical Center Library, Palmetto Richland Memorial Hospital Library, and Upper Savannah AHEC Library.

The School of Medicine Library is a member of PASCAL (Partnership Among South Carolina Academic Libraries) and participates in consortial purchasing with this organization as appropriate.

Regional

The School of Medicine Library is a member of the National Network of Libraries of Medicine (NN/LM), Southeastern Atlantic Region, and is a Resource Library within the Regional Medical Library Program.

The library is also a member of CONBLS (Consortium of Southern Biomedical Libraries) and participates in consortial purchasing with this organization as appropriate.

National

The School of Medicine Library is a member of ESIG, a group of libraries working together to provide STM information to researchers who are eligible to participate in the National Science Foundation's EPSCOR program. The library participates in consortial purchasing with this group when appropriate.

VI. SOM Programs and Research Areas

Degrees Offered

The School of Medicine offers the following degrees:

- Doctor of Medicine
- Doctor of Philosophy in Biomedical Science
- Master of Science in Genetic Counseling
- Master of Biomedical Science with specialization in Nurse Anesthesia
- Master of Rehabilitation Counseling

A wide variety of residency and fellowship programs is offered in cooperation with affiliated hospitals, and the school sponsors a continuing medical education program for state health care practitioners.

Research Programs

A national leader in primary care medical education, the University of South Carolina School of Medicine sponsors research focused primarily on South Carolina health care needs and provides a wide range of clinical care services to South Carolinians.

The School of Medicine emphasizes research partnerships with affiliated hospitals and agencies to direct investigations to areas of greatest potential benefit to South Carolinians. The Centers of Research Excellence (COREs), a joint interdisciplinary venture with Palmetto Health Richland Hospital, includes research centers focused on:

- Cancer
- Cardiovascular Disease
- Neuroscience
- Health Care Delivery Research
- Geriatrics
- Biomedical Ethics

VII. General Statements

The School of Medicine Library strives to support SOM educational, clinical, and research programs by collecting high-quality published biomedical materials in both print and electronic format.

Comprehensiveness and currency in the health sciences is an aim of the collection.

The availability of resources locally and regionally are considered also in the selection process.

VIII. Criteria for Selection - General

- A. Currency: Most materials will be current and recently published. Retrospective acquisition occurs only in the areas of research indicated by faculty and the degree programs.
- B. Language: Most materials will be in the English language.
- C. Geography: Most materials acquired will be national or international publications. Some local or regional items (unique to South Carolina, Columbia, or the USC School of Medicine) may be acquired.
- D. Duplicates: Only one copy of materials is acquired.
- E. Types of Materials:

Almanacs: Generally, not collected.

Annual Reports: Collected selectively.

Atlases and Maps: Collected selectively.

Audiovisuals: Collected selectively, particularly for the CDR Library.

Bibliographic Tools: Works such as Books In Print and Ulrich's are collected by collaborative decision.

Biographies and Autobiographies: Generally, not collected.

Case Histories/Case Studies: Collected selectively.

Catalogs: Not collected.

Collected Works: Not collected.

Congresses/Conference Proceedings/Symposia/Transactions: Not collected.

Consumer Health/Patient Education: Acquired selectively for inclusion in Consumer Health Collection (see Section XVII).

Dictionaries: Collected selectively.

Directories: Directories in health-related fields on the national and international level are collected selectively. All other directories are collected selectively.

Dissertations and Theses: Only those written by USC students and faculty are collected.

Editions: New editions of works already owned are collected based on use of previous editions.

Encyclopedias: Collected selectively.

Electronic Publications: Collected selectively.

Examination Questions/Study Guides: Collected selectively.

Fact Sheets: Not collected.

Fiction: Not collected, except when donated for use in Leisure Reading Collection (see Section XVIII).

Government Documents: Not collected (the SOM Library is not a depository of Government Documents).

Government Publications: Federal publications with emphasis on medical research, education, and legislation are collected selectively.

Journals: Major journals in the areas of health and medicine are collected. Those containing only social news or simplified discussions of medical procedures are not collected.

Loose-Leaf Publications: Collected only if essential.

Manuals: Laboratory manuals are collected selectively. Workbooks are not collected.

Microforms: Microform versions of journals are collected if a hard copy is unavailable, or if this format proves more cost-effective or would conserve space.

Monographs/Textbooks: Collected extensively, according to guidelines below.

Newsletters: Rarely collected.

Newspapers: A few local and national papers are acquired and held for a brief period.

Pamphlets: Collected only for the CDR Library.

Popular Works: Acquired selectively for inclusion in Consumer Health Collection (see Section XVII).

Programmed Texts: Not collected.

Rare and Out-of-Print Books: Collected selectively.

Reprints: Not collected.

Statistics: Collected selectively.

Technical Reports: Not collected.

Telephone Directories: Only a few selected local directories are acquired.

Trade Publications & Company Reports: Not collected.

Translations: Collected selectively.

Unpublished Materials: Not collected.

IX. Subject Scope

Subject areas that fall within the National Library of Medicine Classification Scheme are given primary consideration for purchase. Each subject area, in turn, is assigned a level of collection coverage. The levels are defined below (from Research Libraries Group Conspectus Supplemental Guidelines for Medical and health Sciences):

<u>Level</u>	<u>Definition</u>
0	Out of Scope: The library does not collect in this area.
1	Minimal Level: A subject area in which few selections are made beyond very basic works.
2	Basic Information Level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. A basic information collection is not sufficiently intensive to support any courses or independent study in the subject area involved.
3	Instructional Support Level: A collection that is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. <i>NOTE: The School of Medicine Library assigns this level of coverage to most subject areas.</i>
4	Research Level: 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, other information useful to researchers. <i>NOTE: The School of Medicine Library assigns this level of coverage to only those subject areas that fall within the focus of the Centers of Research Excellence.</i>
5	Comprehensive Level: A collection in which a library endeavors, so far as reasonably possible, to include all significant works of recorded knowledge in all applicable languages, for a necessarily defined and limited field. The aim of this level is exhaustiveness.

NOTE: The School of Medicine Library has not, to date, assigned this level of coverage to any subject area.

The following is a list of subjects with their corresponding levels of coverage:

<u>NLM Class</u>	<u>Subject</u>	<u>Level of Coverage</u>
QS	Human Anatomy	3
QT	Physiology	3
QU	Biochemistry	3
QV	Pharmacology	3
QW	Microbiology and Immunology	3
QX	Parasitology	3
QY	Clinical Pathology	3
QZ	Pathology	4
W	Health Professions	4
WA	Public Health	3
WB	Practice of Medicine	3
WC	Communicable Diseases	3
WD 100	Nutrition Disorders	3
WD 200	Metabolic Diseases	3
WD 300	Immunologic and Collagen Diseases. Hypersensitivity	3
WD 400	Animal Poisons	3
WD 500	Plant Poisons	3
WD 600	Diseases and Injuries Caused by Physical Agents	3
WD 700	Aviation and Space Medicine	2

WE	Musculoskeletal System	3
WF	Respiratory System	3
WG	Cardiovascular System	4
WH	Hemic and Lymphatic Systems	3
WI	Digestive System	3
WJ	Urogenital System	3
WK	Endocrine System	3
WL	Nervous System	4
WM	Psychiatry	1
WN	Radiology. Diagnostic Imaging	3
WO	Surgery	3
WP	Gynecology	3
WQ	Obstetrics	3
WR	Dermatology	3
WS	Pediatrics	3
WT	Geriatrics. Chronic Disease	4
WU	Dentistry. Oral Surgery	0
WV	Otolaryngology	3
WW	Ophthalmology	3
WX	Hospitals and other Health Facilities	3
WY	Nursing	0
WY 151	Nurse Anesthetists	3
WZ	History of Medicine	3

X. Monograph Selection

A. Criteria (not in order of priority)

1. Subject matter
2. Audience
3. Authority of Authors or Editors
4. Current holdings in the subjects
5. Critical reviews
6. Reputation of the publisher
7. Cost
8. Use of previous editions (if applicable)

B. Methods of Selection

1. **Faculty Requests:** All faculty requests are honored, if possible. Faculty members are notified whether the item will be ordered or not. If an item is ordered, they will be notified when the item is available for use.
2. **Core Selection Lists:** All books on acknowledged core medical lists (such as the *Brandon/Hill List for Medicine*) will be purchased.
3. **Jobber Approval Plan:** MAJORS Medical Booksellers covers major medical publishers and sends announcements of new titles that fall within the library's subject profile. New Title Slips are sent weekly and are reviewed by library faculty to determine which will be purchased.
4. **Publisher Catalogs & Mailings:** The library receives numerous catalogs and other mailings from medical publishers. These are distributed among library faculty members for review.
5. **Book Reviews:** Books receiving favorable reviews in medical journals are given careful consideration. Reviewed titles receiving 4 or 5 stars in *Doody's Electronic Journal* are ordered, provided that they fall within the library's subject scope.

C. Priorities

1. Reference materials

2. Reserve materials
3. Core Selection Lists
4. Faculty Requests
5. Approval Plan Selections
6. Other Selections

XI. Journal Selection

A. Criteria (not in order of priority)

1. Subject and scope
2. Reputation of publisher and/or editorial board or society sponsorship
3. Audience
4. Faculty recommendations
5. Current subscriptions in the subject
6. Citation analysis or impact factor
7. Where indexed
8. Cost
9. Frequency and format

B. Methods of Selection

1. **Faculty Requests:** Periodically, the faculty are surveyed for journal title requests. All requests undergo consideration.
2. **Interlibrary Loan and Other Statistical Records:** Used periodically to determine types of use and trends.
3. **Core Biomedical Journal Lists:** Journals on acknowledged core biomedical lists are given primary consideration.

C. Converting to E-Journals (When should print be retained?)

In order to respond to the needs and desires of its patrons as well as to budgetary constraints, the School of Medicine Library cancels print journal subscriptions in favor of electronic subscriptions when there is a monetary advantage to doing so. However, the following criteria should be examined before print is cancelled:

- Electronic Content should be as complete as the print journal
 - All articles are present and available in PDF and html format
 - Currency: should be as up-to-date as issue on shelf
 - Supplements are present
 - Advertisements are present

- Call for papers present
- Letters to the editor are present
- Color images available
- Print quality should be acceptable (including graphics)
- Knowledge of whether e-copy contains information not in print
- Should be compatible with current library technology
- Is the title a “much read” title? Should print be retained because of this?
- Is the title indexed in *Abridged Index Medicus*?
- Is the title listed in the *Brandon-Hill* List?
- Is access restricted by usernames and passwords?
- Is the website stable and is there alternate access in the event of failure of the primary server?
- Is there a permanent archive? Is there a rolling wall access?
- Does the journal fall into an area of research excellence within the School of Medicine?
- Is the journal specific to South Carolina?
- Does the publisher allow interlibrary lending through access to the electronic version?
- Does the School of Medicine faculty feel they need access to the print version?

XII. Selection of Electronic Publications and Resources

A. Criteria

- *1. Relevance to School of Medicine educational, clinical, and research programs
- *2. Cost
- *3. Faculty recommendations
- *4. Consortial agreements
- 5. Reputation of the information provider/vendor
- 6. Added value over print equivalents
- 7. Audience
- 8. Subject
- 9. Web-based format
- 10. Currency of the information
- 11. Frequency of updating
- 12. Ease of access
- 13. Resource is compatible with existing library technology.
- 14. User-friendly

* Priority given to these criteria. All other criteria are consideration factors.

B. Methods of Selection

1. **Reviews:** Electronic resources and database reviews found in journals are given careful consideration.
2. **Statistical Records:** Used periodically to determine types of use and trends.
3. **Collection Development Committee:** The committee evaluates current electronic resources made available by the library and monitors potential additional resources.
4. **Consortial agreements:** The library takes advantage of consortial agreements among libraries whenever possible.
5. **Trials:** The library initiates trials of electronic resources as needed. When appropriate, the library provides access to the trial to library patrons and collects feedback.
6. **Faculty Requests:** All faculty requests are honored, if possible. Faculty members are notified whether the resource will be purchased or not. If a resource is purchased, they will be notified when the resource is available for use.

XIII. Replacement

Lost, damaged or worn-out materials are not automatically replaced. Each candidate title is evaluated against the following criteria:

1. Extent and currency of other titles in the collection on the subject.
2. Demand (examination of circulation statistics for specific title).
3. Feasibility of replacement (cost? out of print? etc.)

Materials selected for replacement are replaced by the latest edition available.

Damaged titles not selected for replacement will be withdrawn from the collection. Titles deemed important but which cannot be replaced may be retained if it is possible to salvage or repair them.

XIV. Collection Evaluation

Collection assessment and evaluation is an ongoing process that monitors and identifies the changing goals, priorities, and requirements of the institution and the needs of the library's users. In addition to managing the collections in terms of broad, long-range objectives, the library will take into account new programs and changes of direction or thrust of existing programs.

The SOM Library uses various methods of evaluation to measure and record use of the monograph and journal collection. These methods include:

- User surveys
- Examination of external circulation statistics
- Examination of internal use statistics
- Examination of Interlibrary Loan records
- Comparison of collections with those of peer institutions

XV. Weeding

Weeding, or deselection of materials, is done periodically to maintain a current collection and to make space for newer materials. Final decisions on whether to retain or discard an item are made by individual subject selectors. There are many factors that come into play when making such decisions, and often items must be evaluated on a case-by-case basis. However, the following are some general guidelines that are to be taken into account when weeding the collection:

Monographs

- All duplicate copies, except in rare circumstances, will be withdrawn.
- Books that have not circulated in 10 years or more will be withdrawn.
- Only the two latest editions of a textbook will be retained (unless the edition is a first). All older editions will be withdrawn.
- Unless heavy use is indicated, textbooks older than 15 years will be withdrawn.

Journals

In-house use, external circulation, and Interlibrary Loan statistics are evaluated periodically to determine which titles may be candidates for subscription cancellation. In addition, periodic faculty surveys provide information that is useful for the deselection of journal titles.

All withdrawn materials are sent to USC Inventory Control.

XVI. Gifts/Donations

The library accepts gifts of materials that meet the scope of the collection, with the understanding that they will be retained or disposed of in the manner most beneficial to the library. However, not all gifts can be added to the collection due to space limitations. The following is a list of guidelines for gift selection:

1. Only materials that fall within our subject scope will be considered (see section IX).
2. Generally, only materials published within the last 10 years are retained.
3. No duplicate copies of materials already owned will be retained (unless the item is in exceptionally high demand). If the gift copy is in better condition than the library's copy, or if the gift copy is autographed, the gift copy will be kept instead.
4. Only items in good condition will be considered.
5. Items with historical value will be examined on a case-by-case basis (see section XIX).
6. Except in rare instances, collections that must be kept intact are not accepted.
7. Donations of audiovisual materials which are complete sets or packages may be accepted; items such as individual slides or uncollated slides are not accepted.

The library will provide a written acknowledgement of gifts received. The appraisal of a gift to the library for tax purposes is the responsibility of the donor. The acceptance of a gift which has been appraised by a third party does not in any way imply endorsement of the appraisal by the library.

See Appendix A for additional information on gifts and donations.

XVII. Consumer Health Collection

The library maintains a small collection of consumer health materials for use by the general public. The primary source for these materials is Consumer Health Information Sourcebook by Alan Rees. Materials not listed in that sourcebook are considered on a case-by-case basis.

The Consumer Health Collection is shelved separately.

XVIII. Leisure Reading Collection

The library accepts donations of fiction and general interest books for its Leisure Reading Collection. This collection operates on the honor system. The books are not checked out; patrons may take the titles they like and return them when they are finished.

Books may be rejected or removed from this collection if they are considered offensive.

Leisure Reading donations are NOT acknowledged with a formal letter.

XIX. Rare Book Collection

The School of Medicine Library has a 500-volume collection of rare medical books copyrighted before 1900. Most of the books in the collection were donated to the library by retired South Carolina physicians or by the families of deceased South Carolina physicians. The collection is housed in the Charles S. Bryan History of Medicine Room located on the second floor. Donated items with historical value are examined on a case-by-case basis.

See Appendix B for more information on gifts and donations to the Charles S. Bryan History of Medicine Room collection.

APPENDIX A

School of Medicine Library University of South Carolina

GIFTS/DONATIONS POLICY – General Collection

Does the School of Medicine Library accept books as gifts?

Yes. Some of the library's important materials have been gifts. Unfortunately, the library no longer has sufficient space to accept gifts unconditionally. This means that we rarely accept materials that are duplicated in the library's collection.

Books are generally accepted when the following conditions are met:

- The book falls within the library's collection development subject scope
- The book has been published within the last 10 years (for older books, see "History of Medicine Room Gifts/Donations," below)
- A copy of the book is **not** already in the collection
- The book is in fair to good condition

Are there particular books the library wants?

The library is interested in books authored or edited by USC School of Medicine faculty. (We appreciate it when the author signs a gift book.) We are also interested in books that augment or fill gaps in the collection.

(For information regarding rare books, see "History of Medicine Room Gifts/Donations" below.)

Does the library accept journals as gifts?

Specific journal issues or volumes are accepted only when they complete library holdings. Occasionally, large sets of a title not in our collection will be accepted at the discretion of the Serials Librarian.

Can I give the library my own current copies of a journal received through a membership or through a paid personal subscription?

The library cannot legally accept ongoing donations of journals received through a membership or a paid personal subscription. Publishers price personal or membership subscriptions with the assumption that they will be used by an individual rather than a potentially large audience at an institution. Regular current use by an institution could be considered a copyright infringement.

How do I donate books or journals?

Before donating your materials, please contact Mary Helen Sinclair (sinclair@med.sc.edu) at 803-733-3350 or Laura Kane (laura@med.sc.edu) at 803-733-3352.

Donors will be provided with a Gift Acknowledgement form at the point when gifts are brought to the library. This form, which includes contact information of the donor and a brief description of the materials donated, serves as a record for tax purposes.

Upon receipt of the gift(s), it should be understood that the School of Medicine Library becomes the owner of the material and, as such, reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal.

How can I tell the value of my donation?

The library is prohibited by law from appraising donations or assigning monetary value to gifts. If you wish to determine a value for tax purposes, you should retain an independent appraiser to evaluate your collection before donating it to the library. You may be able to determine the value of particular items using one of these Internet sites for rare and used books:

- <http://www.abebooks.com/>
- <http://www.bookfinder.com/>

What can I do with those journals and books the library cannot use?

Local rare or used book dealers may be interested in older good to fine quality books. Check the Yellow Pages under “Books-Used and Rare.”

Can I make a monetary donation for the purchase of a book?

Monetary gifts to the library to purchase books are welcome. Gifts may be made in memory of (or in honor of) family members, colleagues, and friends, or to recognize special individuals. The giver may indicate a particular topic or type of materials to be acquired with the donation. Individual bookplates are placed in each item, and letters of acknowledgement are sent to the donor and to the designated individual. For further information about monetary donations, contact Mary Helen Sinclair (sinclair@med.sc.edu) at 803-733-3350.

APPENDIX B

School of Medicine Library University of South Carolina

HISTORY OF MEDICINE ROOM GIFTS/DONATIONS

What kinds of books does the library want for its rare books collection housed in the History of Medicine Room?

The library is interested in books of historical importance that are in moderate to good condition. The scope of the collection emphasizes medicine but also includes the allied sciences. Local medicine is a special interest as is the medicine of South Carolina and the southeast Atlantic region. Emphasis is on works in the English language; however, works in other languages are considered on a case-by-case basis.

How "old" does a book need to be for inclusion in this collection?

There is no specific cut-off copyright date. Generally, books copyrighted before 1900 are good candidates; however, this varies with the particular subject.

What other materials, besides books, does the library want for its History of Medicine Room?

The library will consider adding manuscripts, instruments, illustrations, realia, and ephemera (related to medicine and the allied sciences) to the collection on a case-by-case basis.

How do I donate books to the rare books collection?

Before donating your materials, please contact Mary Helen Sinclair (sinclair@med.sc.edu) at 803-733-3350 or Laura Kane (laura@med.sc.edu) at 803-733-3352.

Donors will be provided with a Gift Acknowledgement form at the point when gifts are brought to the library. This form, which includes contact information of the donor and a brief description of the materials donated, serves as a record for tax purposes.

Upon receipt of the gift(s), it should be understood that the School of Medicine Library becomes the owner of the material and, as such, reserves the right to determine its retention, location, cataloging treatment, and other considerations related to its use, maintenance, or removal.

How can I tell the value of my donation?

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