Department of Nursing and Midwifery
Collection Development & Management Policy

Donna Ó Doibhlin - Faculty Librarian, Education and Health Sciences.

May 2014

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1.0 Introduction

The purpose of this policy is to outline how the Glucksman Library supports the teaching and research needs of faculty and students within the Department of Nursing and Midwifery at the University of Limerick. Consideration has been given to the extensive teaching portfolio of faculty including the supervision of research PhD Students, taught postgraduates and extensive undergraduate programmes.

1.1 Application

This policy will inform department and library decision-making in recommending items for purchase or de-selection. The identification and implementation of collection development procedures and mechanisms will facilitate a constructive review of existing resources as well as the efficient selection of new resources, targeted at areas of strategic growth in departmental teaching, learning and research.

1.2 Collection development and management at university level

The university library’s Collection Development and Management policy should be referred to for information on non-department specific information, including for example policies regarding donations, withdrawals, preservation and digitisation.

1.3 Collection development and management at faculty level

The Department of Nursing and Midwifery is recognised nationally as a leader in the delivery of programmes at both undergraduate and postgraduate level. The department hosts undergraduate full time BSc programmes; Nursing (General), Nursing (Mental Health), Nursing (Intellectual Disability), and Midwifery, and an MSc in Nursing (Dementia Care), Nursing/Midwifery, Nursing (Adult Respiratory Care), Nursing (Palliative Care), Nursing (Perioperative Care), Nursing (Psychosocial Interventions in Mental Health Care), and Nursing (Rehabilitation of the Older Person). A Higher Diploma in Midwifery is also delivered, as well as modules and programmes in Infection Prevention and Control in Healthcare Module, Level 8 Certificate in Nurse Prescribing (Nurse/Midwife Prescribing), Level 9 Continuous Professional Development Modules, Level 9 Masters by Research Programme, and Level 10 PhD by Research. The popularity of these Nursing and Midwifery programmes is demonstrated by the fact that they attract some of the highest qualified students to UL at undergraduate and postgraduate level where they are exposed to an exceptional learning environment. The library recognises the importance of, and is committed to developing and providing a collection to support and enhance these programmes.

2.0 Profile of the Nursing and Midwifery Department

The Department of Nursing and Midwifery was established at the University in 2003. The department is part of the Faculty of Education and Health Sciences (EHS). They are located
in the state-of-the-art Health Sciences Building, along with Clinical Therapies.

With staff from a range of professional and disciplinary backgrounds, the Department of Nursing and Midwifery provides a rich environment for both undergraduate and postgraduate students. The University offers a wide variety of student resources and supports. The current Nursing and Midwifery team consists of approx. twenty-six full time faculty, a clinical skills team, an allocations team and administration staff.

The clinical skills laboratories provide students with an opportunity to learn and develop the skills essential to nursing and midwifery practice within a supportive environment. During the time spent in the clinical skills laboratories students are introduced to a range of clinical skills essential for safe practice. While on clinical placement, the students have an opportunity to further develop these skills under supervision.

2.1 Department Programmes

Undergraduate Programmes

The Department of Nursing and Midwifery currently has over 440 students registered in four Bachelor of Science programmes:

- BSc. Nursing (General)
- BSc. Nursing (Mental Health)
- BSc. Nursing (Intellectual Disabilities)
- BSc. Midwifery

Graduate Programmes

The Department offers the following Level 9 Postgraduate Taught programmes:

- MSc Nursing/Midwifery – Generic Programme
- MSc Nursing (Dementia Care)
- MSc Nursing (Psychosocial Interventions in Mental Health Care)
- MSc Nursing (Adult Respiratory Care)
- MSc Nursing (Peri-Operative Care)
- MSc Nursing (Rehabilitation of the Older Person)
- MSc Nursing (Palliative Care)

Other Postgraduate Programmes offered are:

- Level 8 Certificate in Nurse Prescribing (Nurse/Midwife Prescribing)
- Level 9 Continuous Professional Development Modules
- Level 9 Master’s by research programmes
- Level 10 PhD by research programmes
Currently (2013), there are more than 110 students registered on graduate programmes in the department as well as 15 staff undertaking PhDs and 2 students undertaking PhDs by research.

2.2 Research Specialisms

The Department of Nursing and Midwifery conducts and supervises research within a wide range of areas and welcomes applications from researchers who wish to undertake a research degree leading to a master's by research or PhD award. Their research activity aims to develop clinically focused research that enhances the health and social care of service users and the educational preparation of health care professionals.

Research in the department is focused around four main themes:

- Palliative care/chronic illness
- Intellectual disability and mental health
- Education
- Woman and child health

Master's by Research MSc (Nursing)

The master’s by research degree enables students to develop advanced skills in carrying out independent and sustained research. A master's by research demonstrates a critical application of specialist knowledge and makes a substantial contribution to existing scholarship in the area of research. Applications are accepted throughout the year. Candidates undertaking a master's by research degree are required to complete a thesis in a relevant research area. Master's by research degrees are normally completed over a period of two years. Supervision is provided by an academic staff member with research interests relevant to the candidate’s thesis.

Structured PhD in Education and Health Sciences

The degree of Doctor of Philosophy (PhD) offers students an opportunity to undertake a focused and critical examination of a particular topic with the aim of contributing to the development of knowledge in that field. The PhD degree normally requires a registration period of not less than three years and not more than four years for full-time students. For part-time students, the period of registration is usually not more than six years. Each student is assigned to an academic supervisor and his/her research is overseen by a doctoral studies panel.

2.3 Relationships with other departments, faculties, universities and industries

Each of the four current research areas is supported by a group/cluster of academic staff and research students. These research clusters have strong alliances, both within the University and with external health care and academic agencies, which enhances the
research support structures available to all members of the cluster. Their purpose is to develop expertise in specific areas of nursing and midwifery education and research.

3.0 Scope

The scope of the collection of resources will reflect the Department’s teaching and research activities. Resources will be managed by the Faculty Librarian who will liaise with the Department representative/s.

3.1 Subject Coverage

All material purchased or otherwise taken into stock should contribute to enriching the scholarly collections identified by the Department as its core areas of teaching and research.

3.2 Classification & Collection Levels

The American Library Association (ALA) collection levels’ model will be applied in assessing all book requests. Texts considered outside the remit of the Department’s teaching and research areas shall not be purchased.

<table>
<thead>
<tr>
<th>ALA Collection Levels*</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of Scope</td>
<td>0</td>
</tr>
<tr>
<td>Minimal Level</td>
<td>1</td>
</tr>
<tr>
<td>Basic Information Level</td>
<td>2</td>
</tr>
<tr>
<td>Study or Instructional Support Level</td>
<td>3</td>
</tr>
<tr>
<td>Research Level</td>
<td>4</td>
</tr>
<tr>
<td>Comprehensive Level</td>
<td>5</td>
</tr>
</tbody>
</table>

* More information on ALA collection levels at end of document

The Glucksman Library uses the Dewey Decimal system to classify material in all formats. The primary classification range for Department of Nursing and Midwifery are 360 (Social Services; Associations), 570 (Life Sciences), 610.7 (Education, Nursing, Related Topics), and 618 (Gynaecology & Other Medical Specialities).

Below are listed subjects with Dewey classification and recommended collection level:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Dewey Decimal Classification</th>
<th>Recommended collection level (ALA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>306.461</td>
<td>2</td>
</tr>
<tr>
<td>Social Services; Association</td>
<td>360</td>
<td></td>
</tr>
<tr>
<td>General social problems &amp; welfare</td>
<td>361</td>
<td>3</td>
</tr>
<tr>
<td>Social problems</td>
<td>361.1</td>
<td>3</td>
</tr>
<tr>
<td>Social work</td>
<td>361.3</td>
<td>2</td>
</tr>
<tr>
<td>Physical illness</td>
<td>362.1</td>
<td>3</td>
</tr>
<tr>
<td>Category</td>
<td>Code</td>
<td>UDC</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Mental/Emotional illnesses and disturbances</td>
<td>362.2</td>
<td>4</td>
</tr>
<tr>
<td>Intellectual Disability</td>
<td>362.3</td>
<td>4</td>
</tr>
<tr>
<td>Problems of and services to people with physical disabilities</td>
<td>362.4</td>
<td>3</td>
</tr>
<tr>
<td>Problems of and services to persons in late adulthood</td>
<td>362.6</td>
<td>3</td>
</tr>
<tr>
<td>Other social problems &amp; services</td>
<td>363</td>
<td>3</td>
</tr>
<tr>
<td>Life Sciences</td>
<td>570</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>574</td>
<td>3</td>
</tr>
<tr>
<td>Physiology</td>
<td>574.1</td>
<td>3</td>
</tr>
<tr>
<td>Development and maturation</td>
<td>574.3</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy and morphology</td>
<td>574.4</td>
<td>3</td>
</tr>
<tr>
<td>Tissue, cellular, molecular biology</td>
<td>574.9</td>
<td>3</td>
</tr>
<tr>
<td>Evolution and genetics</td>
<td>575</td>
<td>3</td>
</tr>
<tr>
<td>Microbiology</td>
<td>576</td>
<td>3</td>
</tr>
<tr>
<td>General nature of life</td>
<td>577</td>
<td>3</td>
</tr>
<tr>
<td>Medical sciences and medicine</td>
<td>610</td>
<td></td>
</tr>
<tr>
<td>Nursing, education, research and services of allied health personnel</td>
<td>610.7</td>
<td></td>
</tr>
<tr>
<td>Nursing—philosophy</td>
<td>610.7301</td>
<td>3</td>
</tr>
<tr>
<td>Nursing—higher education</td>
<td>610.730711</td>
<td>4</td>
</tr>
<tr>
<td>Nursing personnel</td>
<td>610.73069</td>
<td>4</td>
</tr>
<tr>
<td>Human anatomy, cytology, histology</td>
<td>611</td>
<td>3</td>
</tr>
<tr>
<td>Human physiology</td>
<td>612</td>
<td>3</td>
</tr>
<tr>
<td>Promotion of health</td>
<td>613</td>
<td>4</td>
</tr>
<tr>
<td>Incidence &amp; prevention of disease</td>
<td>614</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacology &amp; therapeutics, prescription drugs</td>
<td>615</td>
<td>4</td>
</tr>
<tr>
<td>Diseases</td>
<td>616</td>
<td>3</td>
</tr>
<tr>
<td>Palliative care</td>
<td>616.029</td>
<td>4</td>
</tr>
<tr>
<td>Surgery &amp; related medical specialities</td>
<td>617</td>
<td>3</td>
</tr>
<tr>
<td>Wounds and injuries</td>
<td>617.1</td>
<td>3</td>
</tr>
<tr>
<td>Results of injuries</td>
<td>617.2</td>
<td>3</td>
</tr>
<tr>
<td>Orthopaedics</td>
<td>617.3</td>
<td>3</td>
</tr>
<tr>
<td>Obstetrics, gynaecology &amp; other medical specialities</td>
<td>618.2</td>
<td>3</td>
</tr>
<tr>
<td>Midwifery</td>
<td>618.20231</td>
<td>4</td>
</tr>
<tr>
<td>Experimental medicine</td>
<td>619</td>
<td>3</td>
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</tbody>
</table>
4.0 Budget

The distribution of the annual book budget is agreed by the LIRD committee based on the needs identified by the Faculty Librarians in collaboration with their academic representatives.

4.1 Distribution within the faculty

The EHS faculty librarian, working in consultation with the dean of EHS or the faculty manager for EHS allocates book funds across the departments/research areas in EHS.

4.2 Distribution within the department

The fund designation for the Department of Nursing and Midwifery is currently as follows:

- A Departmental fund from which to purchase items on reading and resource lists for modules across Nursing and Midwifery.
- A transfer fund for all of EHS from which monies can be transferred from throughout the year, should any department introduce new courses, make amendments to current courses or learn of new titles that would be of great benefit to their students/research interests.
- Purchases may include electronic resources not requiring yearly subscriptions, for example, EBooks.

5.0 Selection of Resources

The Nursing and Midwifery Collection is composed of a range of subjects which reflect the teaching and research interests of the Department. These resources are evaluated regularly in terms of scholarly merit and relevance to their individual subject field.

5.1 Module and Programme support

The Library will continue to actively review its resources to ensure that modules and programmes at undergraduate and postgraduate level are adequately supported and that the impact on library resources can be correctly assessed.

5.1.1 Reading list items

Reading lists should be given to the faculty librarian prior to the start of each semester, using the agreed procedures for collection of module reading lists. Where possible, items on reading lists will be purchased and placed in the most appropriate collection area (Normal loan, Week loan, or Short Loan Collection), depending on class size and numbers of copies. For items that are difficult to source or considered to be too expensive for lending, the Reference Collection (i.e. Library use only) will be used. Items will be moved between collections, as required, to facilitate maximum use of resources by users.
5.1.2 Research material

Faculty can submit order requests for material to support the research interests of their department, but this material will be accessible to all library users.

5.2 Partnership between department and library

The Faculty Librarian liaises with faculty members when making collection development decisions in line with the collection development policy. Together they determine priorities, and decide which material should be acquired, in what formats and in what quantities.

To ensure the timely purchase of resources, the Faculty Librarian will need to be informed as soon as possible about the following:

- The introduction of new modules.
- Any modification to existing modules.
- The introduction of new programmes.
- Current modules on offer in each programme for the new academic year.
- The introduction of new methods of teaching.

The Faculty Librarian also monitors usage of the collection and will order replacement or extra copies of items due to; damage or loss, multiple requests for an item over a short period of time, feedback from the information desk, or suggestions for books and online queries.

5.3 Procedure for purchase

Items recommended for purchase should be as up to date as possible and should be requested by completing the excel order form distributed by the Departmental library representative. The form should contain as much detail as possible including the following information:

- Title
- Author
- Date
- Publisher
- Edition
- ISBN

Requests to support Teaching and Learning should, additionally, specify the module name, the estimated number of students taking the module, programme name and year of programme.
5.3.1 Language

Priority is given to publications in the Irish and English languages. Works published in other languages are acquired where they are required to support the curriculum and research.

5.3.2 Multiple copies

The Department working in consultation with the Faculty Librarian will decide on the number of multiple copies to be purchased for each module depending on the class size. A maximum of 15 copies will be purchased for undergraduate classes consisting of 350 students or more, and some copies will be placed in the Short loans collection.

5.3.3 Item format

The faculty librarian endeavours to purchase an electronic version of all core reading material requested, and will adjust the number of print copies ordered, where full text EBooks can be provided.

5.3.3.1 Print

While there is a growing preference for electronic format, print format continues to be the preferred format for the general book collection. (See 5.4.1.1 for journals policy.)

5.3.3.2 Electronic

Electronic format is the preferred format for high demand textbooks and reference material. (See 5.4.1.1 for journals policy.)

5.3.3.3 Multimedia

When selecting multimedia material – e.g. CDs and DVDs – ease of access will be the priority. The existence of appropriate licencing and archiving requirements will be taken into account to ensure high quality and reliable service.

5.4 Procedure for acquisitions outside the allocated budget

The Library Information Resources Development committee agree book fund allocations. Funds for journals and subscriptions are managed centrally.

5.4.1 Journals and Subscriptions

Subscriptions to journals and databases are regularly reviewed. Where new titles are required either a) the department/faculty agree cancellations to the same value or b) departmental funds are allocated to the subscription.

5.4.1.1 Journals format

Electronic format is the preferred format for journals.
5.4.2 National initiatives e.g. IReL

IReL – Irish Research eLibrary - funded resources are reviewed regularly and decisions are made based on a cost per use/value for money model, alongside consultations with faculties and researchers.

5.4.3 Donations

Working in collaboration with the Department the Faculty Librarian will assess any potential donations under the following criteria:

- Contribution to existing scholarly collections.
- Teaching resource.

5.4.4 Legal Deposit

Working in collaboration with the Department the Faculty Librarian will accept Legal Deposit material which meets the following criteria:

- Contribution to existing scholarly collections.
- Teaching resource.

5.4.5 Departmental or faculty funding

The Library will endeavour to support new academic initiatives wherever feasible. In the absence of any special funding allowance provided by the University, new courses, new faculty or new research centres will be supported from within the standard Departmental materials allocation.

6.0 Collections

6.1 Department or Discipline specific collections

6.2 Location of collections

The main collection is located on Level 1 of the Glucksman library.

Items put on restricted loan are stored on the ground floor in the short loans section. Older material not heavily used is located in the Garden Level.

6.3 Dissertations and theses

All newly awarded doctoral and research masters theses are sent to the library in hard form for storage, and electronic form for upload to the ULIR. Electronic versions of taught masters’ theses may be uploaded to the ULIR with the copyright holder’s permission. Where
access to a thesis is embargoed, the hard and/or electronic copy will be stored by the library until the embargo period has elapsed. It will then be made available as normal.

7.0 Library Support for resource use

The Library is committed to supporting the promotion and use of all information resources. To this end, the Faculty Librarian will continue to work with library colleagues and academics to maximise the exploitation of key Nursing and Midwifery sources using accepted international frameworks for information skills delivery to support undergraduate teaching, academic research and postgraduate studies.

The Library will work with the Department to:

- Identify the level and detail of training required.
- Identify a suitable place within the timetable to deliver training at the most appropriate time.
- Identify the most suitable delivery mechanism.
- Evaluate the impact of information/research skills training.

8.0 Stock Review

Print resources will be reviewed frequently, and the Department consulted regarding the removal of journals and older editions of textbooks. These older editions no longer in use or superseded by a newer version will be transferred to the stores. Where appropriate, one copy of these texts will be retained for future scholars.

9.0 Future Considerations

The Library is committed to aligning the provision of information resources to the strategic priorities of the Department. Identification of best practice will facilitate effective resource management to support the teaching and research of the Department. Issues impacting on planning include:

- Future trends in health sciences and social sciences research.
- The development of inter-disciplinary and thematic research.
- The provision of lifelong learning and information skills to library users.
10.0 Review of Policy

This policy will be reviewed and updated on an on-going basis by the faculty librarian and the Head of Department/Department Rep.

11.0 Contributors

Donna Ó Doibhlin, Librarian, Education and Health Sciences.

Maria Noonan, Department of Nursing and Midwifery.

Appendices

Appendix 1. ALA collection level descriptions
Appendix 1 – ALA collection level descriptions

The values are those developed by the ALA/Research Libraries Group according to the follow scheme:

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. It may include dictionaries, encyclopaedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any courses or independent study in the subject 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 a limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

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, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

5 Comprehensive Level: a collection in which a library endeavours, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection": the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.