

RUDOLPH MATAS LIBRARY

Tulane University Health Sciences Center



Collection Development Manual

I. INTRODUCTION

Library Mission Statement:

The Rudolph Matas Library serves as the primary resource library for the **Tulane University Health Sciences Center** comprising the **School of Medicine**, the **School of Public Health and Tropical Medicine**, and the **National Primate Center**. The library supports the teaching, research, and patient care functions of the health sciences center through the acquisition, organization, and dissemination of biomedical information.

<http://www.tulane.edu/~matas/about/access.htm>

The Rudolph Matas Library's collection policy governs the funding, selection, acquisition, and retention of library materials and information resources. The policy applies to all formats including electronic resources. To support its mission, the library collects materials in electronic and print central to medicine, health, and the basic life sciences as well as some materials in other relevant areas. Materials selected are intended for the health professional or for the scholarly audience. Materials written for the lay public are generally not acquired.

The Rudolph Matas Library is part of the Tulane University campus. The Matas Library serves as the primary resource library for the Tulane University Health Sciences Center comprising the School of Medicine, the School of Public Health and Tropical Medicine, and the National Primate Center. The main library on the uptown campus is the Howard-Tilton Memorial Library, a large research library whose comprehensive collections also support the non-medical needs of the university campus. Other Tulane libraries whose collections support the work of the University are: the Tulane Law Library, the Library of the Business, the Nadine Vorhoff Women's Center Library and University Archives (Jones Hall) and Tulane Special Collections.

Location

The Medical Library entrance is located (Room 2520, on the second floor of the School of Medicine Building (Hutchinson Memorial Building [Burthe-Cottam]-1430 Tulane Avenue) on the downtown (Health Sciences) campus of Tulane University. This library site is centrally located in the downtown campus. School of Medicine students, faculty and staff may be located in offices in the downtown area that are within easy walking distance, but some users from the affiliated Hospitals are not able to avail of walk in use with ease. The School of Public Health classrooms and offices are located within walking distance of the library. Some students in the School of Public Health are distance students that are not in the New Orleans area. The Main Library is located on the Uptown campus. A shuttle service is available for students needing to commute between the uptown campus and the health science center campus.

Health Sciences Center Campus Map



- | | |
|---|--|
| <ul style="list-style-type: none"> 1. Hutchinson Memorial Building (School of Medicine) 2. Tulane University Hospital and Clinic 3. Tidewater Building & Parking Garage (Tulane University Health Sciences Center & School of Public Health and Tropical Medicine) 4. DCI Building (Tulane Hospital & Clinic Conference Center) 5. Tulane Cancer Center & Saratoga Parking Garage 6. Elks Place 7. Deming Pavilion (Student Housing) 8. J. Bennett Johnston Building 9. Primary Care Clinic & LaSalle Parking Garage | <ul style="list-style-type: none"> 10. The Medical Center of Louisiana at New Orleans–East Campus (Charity Hospital) 11. Veterans Affairs Medical Center 12. Environmental Science Building 13. The Medical Center of Louisiana at New Orleans–West Campus (University Hospital) 14. School of Medicine Parking Garage 15. H.E.A.L. Parking Garage 16. Women’s Clinic (143–147 S. Liberty) 17. 1555 Poydras St. (School of Medicine offices and Technology Services) |
|---|--|

Map from:
http://www2.tulane.edu/about_campus_hsc.cfm

The purpose of this Collection Development Manual is to provide guidelines for building and maintaining a collection of information resources, in electronic and print, to meet the current and long-term biomedical information needs of the programs of the Tulane University Health Sciences Center.

Rudolph Matas Library is committed to the continuing evaluation of its collection and will continue to revise and expand its policies as necessary. The policy has been written by the Monographs Department and reviewed by library management.

Staff Signatures:

Date:

II. USER POPULATION PROFILE

The Tulane Downtown Campus

There were 628 medical students, 964 public health students, 532 medical residents and a total of 1308 in graduate programs for the 2004 official Tulane enrollment. In 2006 (following the 2005 Katrina school year which was not typical), there were, 628 medical students, 143 graduate students, 723 public health students and 329 medical residents.

The most recent enrollment profiles are available online:

<http://www.tulane.edu/~registra/figs/stat1.shtml>

The Tulane School of Medicine (1430 Tulane Avenue) along with the School of Medicine offices and Technology Services (1555 Poydras St.), Tulane University Hospitals and Clinics, J. Bennett Johnston Health and Environmental Research Building, School of Public Health & Tropical Medicine, and Tulane Cancer Center, along with various offices, related hospital sites and student housing located in the downtown area (see campus map). In July, 2005, Tulane University Hospital & Clinic merged with Lakeside Hospital and now providing specialties including Obstetrics/Gynecology, Urology, Radiology, Ophthalmology, Otolaryngology (ENT), and Surgery. The Tulane Hospital for Children offers pediatric and adolescent services in the downtown hospital. DePaul-Tulane Behavioral Health Center has currently been relocated to the fourth floor of the downtown hospital. In addition, the Tulane Cancer Center Comprehensive Clinic re-opened following Hurricane Katrina in its downtown space. The Abdominal Transplant Institute (also downtown) grew from Tulane's long involvement in the development of organ transplantation, and offers comprehensive disease management for kidney, liver, pancreas and intestinal disorders. Tulane University Health Sciences Center is continually developing centers and programs of excellence. (<http://www.som.tulane.edu/centprog.html>)

In 2007 the Centers include: Center for Gene Therapy, Center for Infectious Diseases, General Clinical Research Center, Hayward Genetics Center, Hypertension and Renal Center, Tulane Center for Clinical Effectiveness and Prevention (TCCEP), and Center for Bioenvironmental Research at Tulane and Xavier Universities. A new Louisiana Vaccine Center is to be established to encompass all stages of vaccine development in a collaborative effort between Tulane, LSU and Xavier.

Current programs include: Clinical Research Curriculum Award Training Program, Graduate Program in Biomedical Sciences, Human Genetics Program, Neuroscience, Physiology, TUHC Centers of Excellence, DePaul-Tulane Behavioral Health Center, Tulane Cancer Center, Tulane Center for Abdominal Transplant, Tulane Hospital for Children, Tulane Institute of Sports Medicine, Tulane-Xavier National Women's Center, Tulane Cardiovascular Center of Excellence.

<http://www.tuhc.com/>

SCHOOL OF MEDICINE

The primary mission at Tulane University School of Medicine is to conduct the highest quality departmental educational programs, which will result in academically and clinically prepared physicians, biomedical scientists and public health professionals. These departmental programs will provide the education needed for Tulane graduates to satisfy regional, national and international health needs. Excerpt from:

<http://www.som.tulane.edu/departs.html> -- Department information: <http://www.som.tulane.edu/departs.html>

The School of Medicine (SOM) is organized into preclinical and clinical departments. Departments include: Anesthesiology, Biochemistry, Family and Community Medicine, Medicine, Microbiology and Immunology, Neurosurgery, Obstetrics and Gynecology, Ophthalmology, Orthopedics, Otolaryngology, Pathology and Laboratory Medicine, Pediatrics, Pharmacology, Physiology, Psychiatry and Neurology, Radiology, Structural and Cellular Biology, Surgery, and Urology.

Graduate Programs in Biomedical Sciences

<http://www.biomedicalsciences.tulane.edu/programs.php>

Master's degrees are offered in Human Genetics and Pharmacology. In addition to the Degree of Doctor of Philosophy, Joint Degrees and Joint Medical Degrees are offered, along with a Physician Scientist Program.

The Graduate Programs with affiliation to the Medical campus include:

- ✚ Biochemistry (www.biochemistry.tulane.edu),
- ✚ Microbiology and Immunology (www.microbiology.tulane.edu or www.immunology.tulane.edu),
- ✚ Physiology (<http://www.som.tulane.edu/departments/physiology/>), and
- ✚ Structural and Cellular Biology (<http://www1.omi.tulane.edu/departments/anatomy/>)

In addition to the faculty and students of the medical programs, interns, residents, and post-docs are also part of the School of Medicine.

The Tulane Hospital and Clinics are owned by HCA, a for profit corporation.

Tulane University Hospital & Clinic... <excerpt from: <http://www.tuhc.com/>>

is one of New Orleans' most comprehensive healthcare facilities. The 300-bed hospital serves the private patients of the Tulane University Medical Group and offers the latest in diagnostic and treatment facilities. The university hospital provides inpatient and outpatient hospital services and is a site for numerous postgraduate medical education programs and specialized applied research projects. The hospital and clinic are also actively engaged in community education, health promotion and managed-care delivery systems. The medical services offered by Tulane's hospital and clinics are extensive, encompassing a wide range of specialty departments working to provide the highest level of healthcare available in Louisiana. (from 2005 website)

List of specialty services:

<http://www.tuhc.com/CustomPage.asp?guidCustomContentID=B247CC92-BA75-44B9-B3B2-CB59232A8663>

The mission of Tulane University Hospital and Clinic and Tulane Hospital for Children is to provide individualized, quality ambulatory and inpatient health care services in partnership with the Tulane University Medical Group. Education and research programs conducted at Tulane University Hospital and Clinic play an integral part in providing high quality patient care services and reflect our relationship with the Tulane University School of Medicine and the Tulane University School of Public Health and Tropical Medicine.

SCHOOL OF PUBLIC HEALTH AND TROPICAL MEDICINE

Tulane University School of Public Health and Tropical Medicine (*A global commitment to public health*) has departments in biostatistics, community health sciences, environmental health sciences, epidemiology, health systems management, international health and development, and tropical medicine. Excepted from:

<http://www.sph.tulane.edu/main/departments.htm>

National Primate Research Center

Tulane National Primate Research Center is located in Covington, LA
Web site: <http://www.tpc.tulane.edu/>

The Tulane National Primate Research Center has a national mission to improve human and animal health through basic and applied biomedical research. The TNPRC conducts basic and applied biomedical research on human health problems using nonhuman primate models, investigates nonhuman primate biology and diseases with particular regard to the study of human health problems, serves as a regional and national resource and center of excellence for biomedical research using nonhuman primates and provides training for graduate students, postdoctoral fellows, veterinarians, undergraduates, veterinary students and visiting scientists. It also educates the general public about the critical link between basic research with animal models and improvements in human health.

III. SCOPE

The scope of the collection of the Rudolph Matas Library of Tulane Health Sciences Center is shaped by the library's mission and the needs of its clients. The library collects current scholarly information which supports the research, clinical, administrative and educational needs of its users. The collection covers the practice of medicine and related biomedical, public health and related disciplines, research literature, methodological literature, and in-depth, authoritative analyses of areas influencing biomedicine and health care. The collection is predominantly English.

The subject emphases of the collection reflect past and present research interests at Tulane. Basic collections are also maintained in related disciplines and cross-disciplinary areas. Through cooperative networks, the library ensures access to literature not owned by the library.

The Tulane Library retains some older materials of medical and historical importance, even when they are no longer of use in clinical practice. However, the Tulane collection does not currently encompass current scholarship in medical history.

IV. COVERAGE

Rudolph Matas Library collects almost exclusively in the English language.

Tulane collects materials that fall within its scope without regard to the geographic area covered or the location of the publisher or sponsor. As with any other publication, any work covering or originating in a foreign country must conform to collecting standards of timeliness and authoritative treatment of subject.

V. OVERVIEW OF LIBRARY COLLECTION

Tulane's collection contains more than **200,000** bound volumes, and currently licenses approximately **1600** electronic journals. The Medical Library managed electronic collection is supplemented by over **25,000** full-text journal titles licensed by other Tulane Libraries, along with over **50,000** electronic books. Over **400** licensed databases are available for searching across all topics. Access to a number of the major medical databases are provided by the Matas Library by license to the entire Tulane student body. These databases include: Ovid access to Medline, Global Health, Healthstar, EBM databases, Gideon, MD Consult, AccessMedicine, Stat!Ref, Exam Master and ISI Journal Citation Reports. There is a list of the databases in related subject areas available by Tulane license. The Full Tulane Database list is available: http://library.tulane.edu/research/databases_at_tulane.php?a=A >. Access to the Tulane Library Collections is provided through the Online Catalog <<http://voyager.tcs.tulane.edu>> and medical library web page <<http://medlib.tulane.edu/>>.

Holdings include **145,646** bar coded items in the library's online database as of July 2007.

Medical Book Stacks

[049 LTMA]

md,books = **MEDICAL LIBRARY - Books Stacks (3 week circulation, 2 renewals)**

The monograph circulation collection includes the bulk of the library monograph holdings published prior to 2007. The items held range from mid 20th century publications to the most recent acquisitions. Items are shelved by NLM call number in the Mezzanine of the Medical Library, except for WZ (History of medicine) which is shelved in the current reading room. Books that are over 30 cm. in height are shelved in the Oversize collection, which is located at the beginning of the book stacks on the Mezzanine. Location access to the print collection is via the Online Catalog.

Older medical materials from late 19th century to early 20th century may be shelved in the Dewey Classification section or in the reclassified section (an earlier version of the NLM classification). Books published prior to 1914 generally do not circulate, but may circulate with special permission from the professional staff. Materials that are fragile do not circulate even if published after 1914, on a case by case basis.

Medical Journal Stacks

[049 LTMH]

md,journal = MEDICAL LIBRARY - Journals Stacks - arranged by title

The Medical Library has three floors of print medical journals. They are arranged alphabetically by title. Most subscriptions to print journals ended in 2005, in favor of electronic format. A very limited number of print journals, currently received within the last week are on display in the Current Periodicals Room. After a week of display, they are shelved in the journal stacks collection. Journals of historical significance have been identified and are shelved separately. Patrons are encouraged to ask for assistance in locating these volumes. Journals published before 1914 do not circulate. These are for Library only use.

Reference Collection

mdref = MEDICAL LIBRARY - Reference

mdref,rr = MEDICAL LIBRARY - Ready Reference

The Tulane Reference Collection is intended to be a core collection of highly-used general and specialized print sources of information. Titles are included in this collection primarily because they provide factual information (directories, handbooks, dictionaries and statistical compilations) or give general background information on a topic (encyclopedias and textbooks). The collection is arranged by call number in the Reference Area at the entrance to the library, with the exception of dictionaries shelved on the dictionary stands. The purpose of the collection is to serve immediate and specific needs so the material is non-circulating and is generally not duplicated elsewhere in the collection. Location access to the collection is via the Online Catalog.

The General Reserve and Class Reserve Collections

mdres,gen = MEDICAL LIBRARY - General Reserve

mdres,cls = MEDICAL LIBRARY - Class Reserve

...are located behind the Circulation desk at the entrance of the Medical Library. The collection contains approximately 200 monographic texts. The collection emphasizes classic medical and basic science textbooks, plus basic medical and clinical ready reference material. General reserves are the most recent editions of the works; they are weeded and updated as new editions appear. There is an effort to maintain the current editions of the texts. Older editions are not permanently retained, but generally two older editions of texts are available for circulation in the regular stacks. Multiple copies of editions are not purchased. Location access to the collection is via the Online Catalog. Class Reserves are generally placed by faculty for a limited period of heavy usage based upon required readings for classes. Electronic access to materials is generally provided by Blackboard services (MyTulane).

Electronic Resources (both e-book and e-journal)

md,int* = MEDICAL LIBRARY - Selected Electronic Resource

md,intsub = MEDICAL LIBRARY - Electronic Subscription

Cooperative acquisitions and cost-sharing with university libraries and consortia, such as the South Central Academic Medical Libraries (SCAMeL), <<http://www.tulane.edu/~scamel/>>, are pursued when feasible to provide access for all university users. The library tries to meet the demand for broader access, cross-campus access and distance education access with electronic resources. Off-campus access is provided by a proxy server. Most e-resources are available on campus and remotely. Every attempt is made to include reserves, distance learning programs and Interlibrary loan availability. Resources are accessed via the Tulane online catalog (Endeavor Voyager) and/or the library web site. Federated search engines are being investigated (2007).

- **Electronic reserve collection** is not maintained by the library, but materials may be made available through the University maintained Blackboard (MyTulane) , which is limited to those students actually registered for classes.
- <http://tulane.blackboard.com/>

mdprof,bks mdprof,css = MEDICAL LIBRARY - Prof. Coll. Books

A **Professional Collection** and/or **Computer support information** collections are kept for staff use in offices. They may circulate outside of the library with the permission of staff.

049 LTME

mdhis = MEDICAL LIBRARY - Historical

mdhis,arch = MEDICAL LIBRARY - Historical Archives

Historical Medical Collections

The Historical Collection contains over **5,000** volumes of monographic texts and a very limited number of historic journals. Photographs and prints of historical interest are collected along with memorabilia. A number of rare medical books and atlases are maintained as part of the

collection. Access to the collection is via the Card Catalog, library website and internal location aids and collection finding aids.

- ❖ Preservation is the main concern of this collection rather than acquisition.

Manuscripts are not generally accepted or kept at the Medical Library as they are collected by the University Archives on the uptown campus. Preservation is the main concern of this collection rather than acquisition.

Note (July 2007, previous Space Planning report):

Tulane Medical Library has its historical materials housed using ***15,338 square feet** of the library's total available space. (*This figure does not include the historical journal collection) These historical materials take up approximately ****2,026.4 linear feet of shelving space**. (**This figure does not include materials stored in cabinets and cases.) Most of the materials are not cataloged in the library's online (electronic) catalog, but are cataloged in the old card catalog which was closed in 1988. There are three separate shelving locations where materials are shelved and up to three classification systems are employed in each area. In every case the shelving space is currently full making the addition of new items acquired impossible.

History & Archives Room

(Tulane materials and theses/dissertations, John Duffy history collection, memorabilia, photographs, slides, diplomas, etc.)
Approx. Dimensions 16'8" x 19'9" , 200 in. X 137 in.

47,400 square inches = **3,950 SQUARE FEET**

Linear Feet of Shelving in History & Archives Room , 51 shelves x 35" =

1785 linear inches = **162.3 linear feet of occupied shelving**

Filing Cabinets = 30 drawers occupied & Acid Free Archival Boxes (
19 boxes archival collections - processed = **12 linear feet**

Current Equipment housed includes: Lantern Slide Viewer, Card Catalog 3'6" x 2'10.5"

Derbes Room (Medical History Books - Old & Rare Books)

Approx. Dimensions 23'5" x 20', 281 in. x 240 in.

67,440 square inches = **5,628 Square Feet**

Linear Feet of Shelving in Derbes Room

277 shelves x 35" = 9,695 linear inches

= **807.9 linear feet of occupied shelving**

Other. Atlas Case

2 wood filing cabinets

1 metal storage cabinet

Monographic Historical Materials housed in the Book Stacks...

[Approximate linear shelf space needed to move appropriate historical materials to the history collection. Materials to be moved are historical in content or old (possibly rare) monographs. (* Does not include other historical materials classed in the regular collection)] - 360" x 192' = 69,120 sq. in., 69,120 sq. in. = **5,760 Square Feet of space in collection**

35" x 358 shelves = 12,530 linear inches = **1,044.2 linear feet occupied shelving**

[1 range = 7 (35" shelves) = 245 linear in. shelving = 20.4 linear feet per range]

WZ = 15 ranges;, Dewey = 16 ranges; Reclassed = 21 ranges

Long Range Plan for the Historical Collection:

It would be highly desirable to move entire historical collection to one location site with environmental controls and to integrate all the historical monographs into one collection. One FTE staff for historical cataloging and reference service for special collections would be desirable. The Archival Collection also needs to be in a suitable environment located in a single site with a work/storage area.

The patron area should be a separate area with appropriate security.

A) Organize and Catalog materials in electronic database/catalog and provide database access to scanned images.

B) Place fragile, brittle and rare books in archival storage boxes as required.

C) Acquire locked atlas case with adequate storage for collection.

D) Appropriate storage area for archival and rare items.

F) Budget to acquire appropriate materials for the historical collection.

H) Scanning project for historic materials, etc., catalog collections and prepare web finding aids for archival and photographic collections.

The Media Collection

[049 LTMH or LTMF or LTMA]

md,media = MEDICAL LIBRARY - Media - Ask at Med Circ Desk

...may include materials in video, cd-rom and dvd formats. Materials available in electronic form are preferred. *(Priority is given to electronic resources that are available in an online environment that provides access to the wide Tulane community over single-user access)* CD-ROM and DVD formats are collected on a very limited basis with single user license for check out. Many of these single user items are accompanying materials to the print format.

Audiovisual items, **primarily cd-rom , with some dvds** [md,media] are kept on counter high shelving near the circulation desk. A special security system for CDs is used by the library . Materials may require checkout for use. A limited number of computers are available in the library where cd-rom's with sound and/or requiring software to be loaded locally may be used. As this collection grows a more efficient storage and user access system will be sought.

Media & Electronic materials are collected and weeded in accordance with the following principles:

- Materials should be current (within the last five years for most topics)
- Only the most recent edition of an electronic text on CD-ROM is generally kept.
- Materials are previewed whenever possible to make sure the disc may be utilized and is in working order.
- Assistance to patrons is supplied on library infrastructure, but only supplied on a limited basis to those on personal computer resources.
- Access to the collection is via the Tulane University Libraries Online Catalog.

Current audio and video collections are not maintained by the Medical Library. No material in any format is collected for direct patient education. A limited number of resource materials for the professional to use in patient education are collected. Electronic information on the web is a relied on for this function in the collection.

AUDIOVISUAL RESOURCES - Motion pictures and filmstrips have never been collected. The library does not maintain subscriptions to serial audiovisual products such as Audio Digest and the Network for Continuing Medical Education series. Videos (VCR, ½ ") are NOT currently maintained that were once actively used in teaching and study of anatomy.

VI. SELECTION

Books: Selection of library materials involves the planned identification and review of items best-suited to strengthen Tulane medical, basic science and public health resources for education, research, patient care, and administration. Regardless of print or electronic format, selection criteria are the same - subject relevance, intellectual content, level of presentation, and reputation of author and publisher. Electronic versions are sought in support of distance education, reserve. Duplicates are generally not purchased.

Selection of library materials for the monographic collection is made by the Monographs Librarian with the active input of all the library staff. Faculty and library staff participation in the selection process is encouraged. Electronic resources are previewed when possible, evaluated, and recommended for acquisition by the library professional staff.

In addition to the formal selection process, the library makes available on their web site a "Request that Tulane purchase a book, etc." form which allows clientele to suggest items for purchase. Recommendations may also be made by email or phone. Suggestions may be made by Tulane HSC faculty, staff and students. Materials may also be added at the suggestion of the library staff, in particular the Reference librarians and the Interlibrary Loan staff, based on what patrons are inquiring about and borrowing.

Journals: Requests for the addition of any new journal title should be directed to the Serials Librarian. The Library always considers journal title requests from Library Patrons and Interlibrary Loans. The Library staff review these requests to determine the subject needs of the Library. Recommendations are reviewed by the Serials Librarian with input from the Reference Librarians. Factors to consider include cost of journal, subject matter, and availability within the University Libraries. The recommendations are discussed with the Director before a final decision is made.

Electronic Resources: (both e-book and e-journal) and their availability open new vistas for teaching, research, and patient care. Although acquiring materials in digital form and organizing them for use is both costly and challenging, electronic resources are becoming a critical element for medical teaching and research. Cooperative acquisitions and cost-sharing with university libraries and consortia, such as the South Central Academic Medical Libraries (SCAMeL), <http://www.tulane.edu/~scamel/>, are pursued when feasible to provide access for all university users. Resources may be accessed in a variety of ways but I.P. access (129.81.*.*)

for internet resources is preferred. The decision to select specific products depends on projected use, licensing requirements, support services either local or remote, and other access issues. Materials must be available on campus and remotely. Reserves and distance learning programs are included. Resources are accessed via the Tulane online catalog (Endeavor Voyager) and/or the library web site. Federated search engines are being investigated to improve access for electronic resources.

Selection Aids and Tools

Library staff may rely upon commercial selection tools in their effort to build a relevant and timely collection. These tools include but are not limited to:

➤ **Doody's reviews:**

Doody's Electronic Journal (DEJ). October 1, 2005, the DEJ web site will include Doody's Core Titles in the Health Sciences 2005 (DCT). The 2005 edition of Doody's Core Titles, the core title listing developed in the wake of the discontinuation of the Brandon/Hill Selected Lists will be published on September 2005, at the DCT web site. To access the service, go to <http://www.doody.com/> By username and password. (5 library staff users)

➤ **Rittenhouse, Core Collection Services:**

(The Core Collection Service is a collection development tool being offered to libraries. The purpose of this service is to save the library both time and money by helping update their unique "core collection" and, once it is updated, maintain the most recent editions in this important collection.)

- reviews in scholarly journals or newspapers
- recommendations from Tulane users
- interlibrary loan requests, including CCC limits
- approval programs with vendors
- standard lists as available, e.g.,
- -Brandon Hill List (ceased publication, August 2004),
- -Library for Internist list (no longer updated:
- <http://www.acponline.org/journals/lifi/lifimenu.htm>)
- online catalogs of professional associations, publishers, agencies and governments
- OCLC WordCat Collection Analysis service:
<http://www.oclc.org/collectionanalysis/default.htm>

Rudolph Matas Library

Evaluation Criteria

1. Needs of primary clientele
2. Relevance of subject
3. Cost-effectiveness: including availability and cost of updates, backfiles, future upgrades
4. Scholarly and intellectual level
5. Reputation and authority of author, producer
6. Confidence in producer's commitment to maintenance
7. Currency and validity of information and updates
8. Access and network capacity: (access should not require individual userID and passwords)
9. Uniqueness and completeness of information
10. Added-value and advantages over other formats
11. Technical ease and accessibility
12. Legal issues including licensing requirement and restrictions
13. Copyright and fair use issues
14. Archival issues - availability, cost, limitations, storage, etc.
15. Availability and quality of documentation
16. Vendor's reliability in customer support, material availability, and quality of training programs
17. Usage and/or limit access can be monitored

Guidelines by Format or Type of Material

The Rudolph Matas Library collects biomedical and related information in any print and electronic format necessary to meet the needs of the health sciences center. Materials are generally current (date within the last three years). Only English language materials are considered.

COLLECTED BY FORMAT:

Dictionaries - Medical dictionaries are collected comprehensively, bilingual medical dictionaries as the need arises, and at least one standard English language dictionary are collected. Other dictionaries (historical, miscellaneous) are not generally collected. Copies of older editions of standard medical dictionaries may be retained on a limited basis. The latest edition of a general dictionary should be in reference, a previous edition in the stacks and all others discarded.

Directories - Retain one copy of all editions of a major comprehensive biomedical or healthcare-related directory of persons and/or organizations. The current and selected previous editions of general directories are kept; all others are discarded.

Electronic Resources - The library collects electronic materials that are current and in scope. Decisions to acquire will be based on traditional selection criteria as well as cost, service implications, and necessary technical support. They will be retained as long as they are useful and cost-effective. Electronic resources are grouped as e-books and e-journals (subscriptions or license required) and selected internet resources (public access). Both Licensed e-resources and selected free Internet e-resources are entered into the Tulane Library Online Catalog by current selection criteria. CD-ROM and DVD electronic resources are also collected on a limited basis. Electronic resource related pages may be created and made available on the Library website.

Government Publications – Health related U.S. documents are collected and cataloged selectively. We do collect comprehensively published information issued by major international organizations such as WHO and PAHO. Documents from other government agencies will be collected selectively. The library collects Louisiana publications concerning health and medicine. Laws relating to health and health care delivery are not collected nor are regulations interpreting legislation. These materials may be available at the Tulane Law Library, or at the Louisiana Supreme Court Library, or online via: <http://www.legis.state.la.us/lss/tsrssearch.htm>

Medical Atlases - Medical atlases detailing procedures and techniques are collected.

Monographs - Substantive, scholarly monographic publications, in English, are collected in core subjects at a study level (3). A limited number of selected subject areas are collected at a research level (4), Public Health and Tropical Medicine. In related subjects such as nursing, dentistry, allied health fields are collected selectively as there are no graduate programs on the Tulane campuses. Peripheral subjects are collected very selectively to support specific curriculum demands in areas such as economics and political science.

Retain one copy of the two most recent editions of standard medical texts. Three editions may be kept on a selected titles with high usage. Only one recent edition may be kept for highly specialized titles with limited past circulation. Retain selected historic older editions of standard reference works that are medical or health-related. Retain indefinitely histories, titles in Garrison and Morton's. Retain items that have Tulane authors/editors of note or the Louisiana/New Orleans imprints. Discard computer books older than 5 years. Discard general dictionaries, encyclopedias, directories, and other general reference works that will be retained at other Tulane libraries. Discard material in peripheral subject areas if older than 10 years with no historical significance. Discard outdated factual materials.

We are collecting **electronic monographs** and will continue acquire monographs in this format in the future. When a title exists in print and electronic format, electronic may be considered. Electronic format may be preferred to print if the materials will be used by distance students or medical students in a health setting that is not in the immediate downtown campus area or if the book is encyclopedia with short entries, ie. drug monographs.

Portraits, Prints, and Photographs - Portraits, prints, and photographs relating to physicians, and health care in Louisiana are collected. Past Tulane medical faculty and famous alumnus are by and large the topic of the portrait collection. Digital images of many photographs may be available. Duplication service is available on a limited basis, by staff and equipment availability.

Serials/Journals - Substantive, scholarly serial publications, primarily in English, are collected in core subjects at the research level, in related subjects selectively, and in peripheral subjects very selectively. See Serials Department for additional information.

- ❖ **Print Serials:** High impact titles may be collected in print by review of library staff for current periodicals room, such as JAMA and NEJM. Print may also be collected if the title is not available online. New print subscriptions will continue to be evaluated if there is no electronic version and if faculty or students have requested the title. Each title is evaluated based on relationship to total collection, recommendations and Interlibrary Loan request, cost of title and local availability.

- ❖ **Electronic Serials:** The library is moving steadily toward a model of complete electronic access to serials. The electronic format is preferred to print. In considering electronic serials, access for the entire Tulane community is important. Also allowing proxy server access and Interlibrary Loan use is necessary. Ongoing work being done to insure ease of access for University users.

Software - Software is collected to support the educational objectives of the medical institutions. Very limited software is collected to support the library's educational programs, i.e., staff instructing patrons in use of various software packages.

Textbooks - Textbooks are collected in English on recommendation by faculty for class and general reserve.

**NOT COLLECTED OR VERY SELECTIVE INCLUSION -
BY FORMAT:**

Abridged Editions - Abridged editions are not collected. If any exist, they should be discarded.

Abstracting and Indexing Services - Major biomedical abstracting and indexing services in English which are national or international in scope are provided by online electronic access.

Academic Dissertations - The Library does not collect dissertations. Graduate program theses and dissertations are collected and maintained on the uptown campus by University Archives. A limited number of dissertations are available online through Dissertation Abstracts (ProQuest licensed by the uptown campus library).

<http://proquest.umi.com/login?COPT=REJTPTNiMGYmSU5UPTAmVkvSPTI=&clientId=17933>

Annual Reports - Annual reports are not generally collected. Reports of major centers of medical education and research and for the major private foundations supporting medical research may be collected selectively. Tulane reports may be collected as part of the History collection. Other annual reports are discarded.

Audiovisual Materials - Audiovisual materials are not collected. Audio cassettes, films and filmstrips are not collected.

Bibliographies - Bibliographies are no longer collected except in rare circumstances due to the wealth of such information online.

Bulletins and Transactions of Institutions and Organizations – Exception of the Tulane publications.

Case Histories - Case histories are not collected.

Catalogs - Catalogs are no longer collected due to availability of information online. Some publishers' catalogs are acquired for temporary use in acquisitions activities, but are not retained.

Computer-assisted Educational Materials (CAI) - Current computer-assisted educational materials are rarely collected. Materials and programs providing CME are not collected.

Continuations / numbered series – Continuations are selectively collected. Decision is generally based on the use of the entire series and an effort is made to purchase those titles on standing orders. Generally single volumes are not purchased unless there is a compelling need for a specific volume.

Congresses, Conferences, and Symposia - Proceedings are not collected, except as published in academic serial literature that is provided with a current journal subscription.

Directories - Membership and organizational directories of major health-related or scientific associations, societies, and other selected organizations are not collected below the national or international level, with the exception of those relative to the New Orleans area and Louisiana. Foreign directories are no longer collected at the national level.

Ephemera - Ephemeral items such as newspaper clippings, fact sheets, etc. are generally not collected. Exception: Tulane related and physician obituaries are collected from the Times Picayune.

Encyclopedias - Access to current encyclopedias is online. A few older encyclopedias are retained in the reference department. Others are discarded.

Examination Guides - Examination guides which are produced to aid housestaff or students in the health sciences preparing for specialty or board exams are not collected in print format. Electronic format of these types of publications may be considered for purchase (some related electronic resources are available via AccessMedicine) and ExamMaster. Decisions to acquire will be based on traditional selection criteria as well as cost, service implications, and necessary technical support. They will be retained as long as they are useful and cost-effective.

Guidelines are collected primarily in electronic format via medical aggregators. We do collect guidelines issued by major international organizations such as WHO and PAHO. Documents from other government agencies and NGOs are collected selectively.

Health Education/Patient Education Materials - Health education materials used to educate the health consumer generally in matters of health and self-care or self-help are not collected. These kinds of materials are not collected, though some directories and sourcebooks may be collected selectively. Some commercial aggregated electronic information or publicly available on the internet may be selected for inclusion in the collection.

Imprint Variants - Materials which are published in two or more places in the same language are collected in a single imprint only, with U.S. edition preferred.

Lectures and Speeches - Separately published lectures, speeches, and addresses in the core subjects are not collected.

Literature - Fiction, drama, and poetry are not collected.

Looseleaf Publications – are not collected. Some materials traditionally published in looseleaf format may be purchased in electronic formats that are updated on a frequent basis if available and if they meet all the library selection criteria (Example, ACP Medicine).

Manuals - Laboratory manuals in the core biomedical subjects designed for health care personnel are collected selectively. Workbooks which provide space to answer questions about experiments are not collected. Computer software manuals may be acquired to support library acquired software and to support the library staff.

Maps, Graphs, Charts, Posters - Individually issued items are not collected. The library does, however, collect a limited number of commercial atlases, a world atlases, and maps associated with the world, Louisiana, and the New Orleans metropolitan area.

Microforms - Works published in microform are not currently acquired. A previously purchased microfilm collection is maintained when unique and unavailable in other formats. Material published in electronic format or hard copy is preferred.

Models - Three dimensional models are not collected.

Newsletters - The library will consider a newsletter to be a printed sheet, pamphlet, or small newspaper containing news or information pertinent to a special group. These items are not collected. If an electronic version is available and the topic is unique and hard to find otherwise access is provided through the library catalog.

Newspapers - The library does not collect newspapers. Those acquired are retained only for a limited time.

Pamphlets - Pamphlets are defined as paperbound or unbound non-periodical publications of not fewer than 5 nor more than 48 pages exclusive of covers. Pamphlets are collected very selectively and are generally historic in nature.

Patient Education Materials - Generally, the library does not collect patient education materials.

Personal Narratives - The library does not currently collect personal narratives with the exception of Tulane related narratives or Louisiana physicians' narrative.

Pocket books – Small size (under 6" by 5") publications intended for quick reference are generally not purchased.

Popular Works - Contemporary popular health-related books, journals, etc., published for a nonprofessional readership are not collected, even though the author may be a health professional. These materials are available at public libraries and may be available electronically via NetLibrary.

Programmed Texts - Programmed texts are not collected.

Promotional Materials - Commercial product and service advertising materials and literature used in fund-raising appeals are not collected.

Reprints – Historic reprint editions of monographs, series, and serials will be collected only if Tulane lacks the original, or if the original is in poor condition or is too rare or too valuable to lend, or if an added copy of the work is needed, or if the reprint contains significant introductory material or additional textual material lacking in the original edition. Reprints of the collected works of a health professional which are published in a volume or series will be collected very

selectively. Reprints of single journal articles or bound collections by author are no longer collected.

Spiral (wire) binding – Books (generally pocket books) with spiral binding are not purchased.

Standards - The library does not attempt to collect standards; however, it does acquire some guidelines related to health, health care, and health practice. ANSI library standards may be acquired.

Statistics - Louisiana and U.S. federal government health, vital, and some population statistics are collected. International statistics provided by the WHO series are also collected.

Syllabi and Course Outlines - These publications are not collected.

Technical Documents - Technical documents are generally not collected, but may be purchased selectively when a highly specialized need exists on demand from NTIS in microform, cataloged and retained in the collection. Technical documents requiring collection in hard copy will be collected on demand on a very selective basis.

Tests - The library does not collect tests but does provide some resources to identify tests for purchase or for validity information.

Unpublished Materials - Manuscript materials are not collected.

Workbooks – Any books requiring the user to make marks on the book pages are not purchased.

VII. POLICIES

LICENSE REVIEW and NEGOTIATION

The library adheres to the following definitions and expectations regarding licensing.

- Library's authorized users include the students, faculty and staff of all Tulane Institutions and all on-site visitors to the library.
- "Site" is defined to include all units of Tulane depending on licenses. Tulane wide site licenses include all campuses.
- Allow Authorized Users to display, download or print the Licensed Materials.
- Currently, the preferred method for authenticating authorized users is via IP address ranges. If this method is not feasible, individual username and password access is generally not acceptable. Consideration may be given to publishers that agree to that user name/password information may be posted.
- Pricing can be assessed based on the number of FTE, simultaneous users, or number of seats. The number of seats for licensing is determined by anticipated demand and available funding.
- The "fair use" provision of the U.S. Copyright Act applies to all formats. See Licensing Agreements, Intellectual Property and Copyright for more detailed information.
- On termination of the License, the Publisher shall provide continuing access for Authorized Users to that part of the License Material which was published and paid for within the Subscription Period, either from the Server, or by supplying electronic files.
- The library investigates a variety of licensing arrangements with other university libraries and consortia (primarily SCAMeL).

The Library Director of the Rudolph Matas Library has the authority to approve and sign the finalized licensing agreements.

GIFTS

The library accepts gifts of book and non-print materials that are current and in scope, directly supporting curriculum, clinical or research needs of the University on a limited basis. Lists of materials to be donated may requested for review prior the acceptance of a donation. The library will not add duplicates except in the case of certain signed copies or items with high circulation. Material donated to the library becomes the property of the university and can be used or disposed of as we see fit. Collections are neither kept together nor named. We are legally prohibited from providing tax appraisals for gifts, but we do provide a formal letter of acknowledgment to which may be attached the donor-supplied itemized list. If appraisal is desired, the donor must arrange it and bear the cost before presenting materials to the library. Donors are encouraged to deliver their gifts to the library after verifying that they are needed. All gifts will be formally acknowledged by the Library.

Donations of historic materials may be accepted when appropriate for the collection. Tulane related memorabilia and photographs are of interest to the Medical History Collection. Materials which are deemed to be within the scope of another university library will be offered to that library. Donors are encouraged to call or email us prior to making a donation so that the need for the material can be determined. Monetary gifts are also welcome. Such gifts allow us to purchase special items or support programs that are beyond our normal means. Bookplates are available to note memorials and honorees.

Serial gifts are discouraged, but sometimes useful to fill in gaps in the collection. Donors are encouraged to contact the library before donating serials.

Duplicates, Replacements and Transfers of Print Materials

-Replacements

The library will not automatically replace print materials withdrawn from the collection because of loss, damage, or wear. Decisions to replace an item will be made on a case by case basis.

-Duplication

We will not duplicate titles unless there is a very good reason to do so such as when an item is required in the reserve collection and there is often a waiting time for patrons requiring the text (as with major textbooks, ie. Harrisons..). Serial items will not be duplicated. Every effort will be made not to duplicate materials that are available at other University libraries unless there is a compelling reason to do so, i.e., class reserve for downtown campus course, etc.

-Transfers

Transfers from one collection to another within the Tulane system may occur if, an item is better-suited to one collection rather than the other; or if an item is too old to remain at one site but is still suitable for another collection.

Collection Review

As library collections age and the number of new publications soars, it has become necessary to review the collection of the Rudolph Matas Library at regular intervals to ensure that they remain current, useful, and faithful to the mission of the University. This will be necessary for both print and electronic materials. Print materials will ultimately be discarded or relocated to offsite storage, if available. Electronic materials determined to be no longer needed by review, will have the license discontinued if it is purchased on a subscription basis. Usage statistics of electronic resources serve as an important selection and de-selection tool.

Print materials in the library will continue to be bound if preservation is merited. Binding, preservation and replacement decisions are made jointly by the library staff.

Books designated for repair will be handled by the Monographs Dept. staff who will take the appropriate steps to have these items repaired in-house or sent to the bindery. The focus is on materials that are circulating and are needed by patrons.

Preservation and Conservation

Binding is a major means of preservation in that it reduces wear, simplifies handling, and reduces loss. Materials are identified for binding by heavy continued usage in the present. Limited binding of older materials intended for permanent retention may be undertaken. At the present time, preservation activities consist of binding, rebinding, tipping in pages, and measuring for archival packs (acid-free paperboard containers). Commercial binding may be sent out on a regular basis through the University's bindery contract. Tulane cooperates fully with the National Library of Medicine by lending unique items for preservation microfilming.

Document Services

It is our policy to acquire infrequently used materials on an as-needed basis via interlibrary loan. Other libraries are our major sources for these items. This service is provided with a small charge to our users although the library pays varying fees to do the borrowing. Articles may be sent electronically via Ariel and or ILLiad. Borrowing is done in compliance with U.S. Copyright Law. Titles are recorded online with the Copyright Clearance Center and fees are paid via their system. Requests are entered into the library's ILLiad system by authorized university users. Self serve copy machines are available in the library for duplication of print materials for a small fee (both coin and card access is available). Self serve printers are available for printing of electronic information for a small fee. Both coin and card access copying and printing is available. Materials may also be duplicated or printed at other sites on the university campus and computer labs. A small subsidy is available to students for the costs of these services via the campus system (Pharos).

Copyright

The Rudolph Matas Library collects a wide variety of materials in print and electronic format and makes them available to their community in keeping with U.S. Copyright Law and the interpretations adhered to by the Medical Library Association and the American Library Association. The library complies fully with copyright law in its collection development activities, its electronic licensing of products and in its borrowing and lending activities. Should questions arise, they are referred to university counsel.

NOTE: Copyright and Intellectual Property

Faculty and students are routinely apprised of copyright law and must adhere to stringent guidelines when placing materials on reserve and utilizing interlibrary loan.

Related information on digital copyright issues:

UT Law: digital copyright issues: http://web.austin.utexas.edu/law_library/copyright/
Library of Congress: digital copyright: <http://www.loc.gov/today/pr/2005/05-179.html>

VIII. COOPERATIVE RESOURCES AND ARRANGEMENTS

Related University Collections

Biology: HOWARD-TILTON collects at the basic information level in microbiology and most of the biological and ecological sciences. Physiology and cytology are collected at the instructional support level. Biochemistry, molecular biology and molecular genetics are collected at the research level.

Biomedical Engineering: HOWARD-TILTON does collect recent English language monographs, monographic series, and journals in the field of biomedical engineering. Their goal is to supplement the Tulane collection, primarily in areas that relate to the engineering aspects of the discipline. Most of their materials support instruction not research.

Chemistry: The HOWARD-TILTON Library collects most areas of psychology at the instructional support level.

Psychology: The HOWARD-TILTON Library collects most areas of psychology at the instructional support level. Comparative psychology, physiological psychology, neuropsychology, cognition and perception are collected at the research level. Tulane offers a doctoral program in psychology.

Sociology: Sociology is collected at the instructional level except for social pathology which is collected at the research level.

Manuscript and unpublished academic materials: The University Archives collects Tulane related manuscript materials, faculty files and Tulane dissertations and theses.

In addition the following special collections have research level collections in the following disciplines:

- **African American and ethnic history and culture** - Amistad Research Center
- **Building codes and architecture** - Architecture Library & Southeastern Architectural Archive
- **women, gender issues, and culinary history**- Vorhoff Library and Newcomb College Archives, Center for Research on Women
- **business and management information needs**- Turchin Library (A. B. Freeman School of Business)
- **legislation, laws, codes and government documents** - Tulane Law Library and Government Documents Dept. (a selective depository) located in the basement of the Howard-Tilton Memorial Library.
- **Latin American archaeology, anthropology, history, linguistics, art, architecture, film, women's studies, economics** - Latin American Library, located on the fourth floor of Tulane University's Howard-Tilton Memorial Library

NEIGHBORING & RESOURCE LIBRARIES

Louisiana State University Health Sciences Center:

The John Ishé Library is a companion Medical Library to Tulane in the city of New Orleans. There is a strong history of cooperation on common endeavors. Medical students, graduate students, and faculty may borrow materials from LSUHSC libraries through reciprocal agreements.

Ochsner Hospital Library: <http://academics.ochsner.org/Library.aspx>

LOUISiana Union Catalog: The union catalog allows you to search any or all of the Louisiana academic library catalogs at the same time. Searching the union catalog will return a list of items, along with the various libraries that own them. Borrowing may be available to qualified users via the LALINC card. LOUIS: <http://search.louislibraries.org/>

New Orleans Public and Jefferson Parish Public Libraries have popular information and medical information for the consumer. Users with a need for this type of lay medical information will find popular medical books and magazines at the metropolitan area public library collections. The Main Branch of the New Orleans Public Library is located in the midst of the Medical Center complex. Only residents of Orleans parish may charge materials directly from the NOPL collection.

CALL consortium and at other academic libraries throughout the state through the LALINC consortium. For more information about these options inquire at the Library's Interlibrary Loan Department.

NOTE: Rudolph Matas Library offers limited access to the Public Users.

Members of the public who want access to Tulane Library and are generally not allowed to enter the Tulane Campus (especially on evenings and weekends) and are referred to the LSU Medical Libraries or the New Orleans Public Library for material that best addresses their needs and level of medical knowledge. Users needing specific information may obtain entry to the library for on site use by contacting the Library Office and supplying information on their specific need in writing on letterhead.

A list of additional regional libraries are available via the library website:

http://library.tulane.edu/about/other_libraries/regional_libraries.php

NATIONAL LIBRARY OF MEDICINE

The National Library of Medicine (NLM) in Bethesda, Maryland, is one of three national libraries in the United States. It is the largest research library in a single scientific professional field. The goal of NLM is to serve the clinical, research and scholarly information needs of all health professionals. NLM holds over 5 million items in all areas of the health sciences. The National Library of Medicine is a depository library for federal government publications, has one of the world's best history of medicine collections, and houses materials in more than 70 languages. NLM collects books, journals, electronic, and non-print materials in all areas of the biomedical sciences, and, to a lesser degree, in areas related to biomedicine.

NLM's Relationship to Rudolph Matas Library:

Tulane participates in NLM's automated interlibrary loan request and referral system, Docline, begun in March 1985. NLM is accessible via the worldwide web, provides free MEDLINE and a document retrieval system called Loansome Doc that is used at Tulane. NLM is open to the public so that any member of the Tulane community can use its collections located in Bethesda, Maryland.

The Regional Medical Library network, administered by the National Library of Medicine, is a network of eight regional programs linking health science libraries throughout the United States. The goal of the program is to provide all health professionals throughout the country with equal and timely access to health-related information. The NN/LM includes eight Regional Medical Libraries (RMLs). Each is responsible for co-ordinating services in a designated geographic area. The South Central Region serves Arkansas, Louisiana, New Mexico, Oklahoma and Texas. The RML for the NN/LM South Central Region is located at the Houston Academy of Medicine-Texas Medical Center Library, Houston, TX. <http://resource.library.tmc.edu/>

Louisiana has three resource libraries, Tulane and the two Louisiana State University Medical Libraries, one in New Orleans and one in Shreveport.
<http://nnlm.gov/scr/outreach/res-sub.html#A2>

Louisiana State University Health Sciences Center Libraries - New Orleans

433 Bolivar Street ; New Orleans, LA

Subregion (Parishes) Served: Acadia, Allen, Ascension, Assumption, Beauregard, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Evangeline, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Landry, St. Martin, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Vermilion, Washington, West Baton Rouge, West Feliciana.

Louisiana State University Health Sciences Center Medical Library - Shreveport

P.O. Box 33932 ;Shreveport, LA

Subregion (Parishes) Served: Avoyelles, Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, Concordia, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Rapides, Red River, Richland, Sabine, Tensas, Union, Vernon, Webster, West Carroll, Winn.

Rudolph Matas Library

Tulane University Health Sciences Center

1430 Tulane Avenue; New Orleans, LA

Subregion (Parishes) Served: Acadia, Allen, Ascension, Assumption, Beauregard, Calcasieu, Cameron, East Baton Rouge, East Feliciana, Evangeline, Iberia, Iberville, Jefferson, Jefferson Davis, Lafayette, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. John the Baptist, St. Landry, St. Martin, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Vermilion, Washington, West Baton Rouge, West Feliciana.

This network provides the clientele of Tulane Library with access to virtually any medical publication held at any medical library within the United States. In addition, requests that cannot be filled within the United States are referred to the British Lending Library by the National Library of Medicine.

ADDITIONAL EXTERNAL RESOURCES & Regional consortia catalogs

Center for Research Libraries: <http://www.crl.edu/>

The CRL is a consortium of libraries collecting scholarly research materials. Its collections are located in Chicago. Tulane's Howard-Tilton Memorial Library is a CRL member. Access to CRL items is available to Tulane affiliates through interlibrary loan.

KUDZU: <http://webvc.library.vanderbilt.edu:8110/Webz/TULANE:?sessionid=0>

KUDZU is a combined interface to the online catalogs for 16 Association of Southeastern Research Libraries (ASERL) libraries, connecting users to more than 30 million items.

ProQuest Dissertations and Theses - Full Text : Doctoral dissertations and master's theses. Dissertations published from 1980 forward include 350-word abstracts written by the author. Master's theses published from 1988 forward include 150-word abstracts. UMI offers over 1.8 million titles for purchase in microfilm or paper formats. More than 600,000 are available in native or image PDF formats for immediate free download. Clearinghouse resources from UMI: University Microfilms. All materials are copyright cleared and orders may be place via electronic mail, OCLC and online for the materials not available in by license.

Copyright Clearance Center: <http://www.copyright.com/>

CCC provides copyright cleared items for a fee. Tulane Library uses this service when we have requested more than 5 articles in any one year from one journal and we are not going to subscribe to the journal. Tulane accesses CCC on the web and is billed for materials used.

Document Delivery Services: There are many online document delivery services that can be used by staff and patrons for a fee. The fees vary for documents and generally include a copyright fee in the total.

XI. FUNDING

Funds are available for expenditure based upon the library's overall budget for a given fiscal year (July-June). Funds for monographs, serials (including electronic resources) are allocated based upon the discretion of the Library Director.

Funding may also be available from dedicated endowed funds at the direction of the Library Director. Some funds are dedicated for special uses: such as; Kells (dentistry), History of Medicine, Reference. A few funds are for books only and some are available for expenditure on journals or for other information. The balances of available funds and the accounts are kept by the Library Directors office. This funding greatly enhances the ability of the library to purchase essential materials.

X. COLLECTING INTENSITY LEVEL

The Tulane Medical Library utilizes the National Library of Medicine Classification to organize its collection. The collection intensity level and existing collection strength of each listed classification level are represented by codes designated under the RLG Conspectus. (Johnson: 276)

5. Comprehensive: Library collects as exhaustively as is reasonably possible in both published materials and manuscripts, in all applicable languages.
4. Research: Library collects major published materials required for independent research.
3. Study: Library collects resources on subjects in a systemic manner, at a level less than research.
2. Basic: Library collects resources that introduce and define a subject.
1. Minimal: Library collects resources that support minimal inquiries into a subject.
0. Out of Scope: Library does not collect in this area.

The objective for the majority of the collection is to maintain a level three collection to support the primary mission of the library, the education of medical students. Certain areas of increased or decreased collection intensity are commented on in notes following the table.

As of 2007, the library gives a level three to the acquisition of electronic resources. The addition of electronic resources to the traditional print format will result in easier use, wider access and more timely updates for users. The library generally collects at the study level in most areas (a level less than research).

Evaluation of Collection Strength:

- Doody's Core Titles – 2006 Core Title List used for purchase.
- Endeavor Voyager report analysis-By call number
- Rittenhouse, Core Collection Services – Review of collection completed June 2007.

NLM Call Number		Description	Collection Strength	Collection Intensity
Q		Preclinical Sciences		
QS		Human Anatomy		
QS	1-132	Anatomy		3
QS	504-539	Histology		3
QS	604-681	Embryology		3
QT		Physiology		
QT	1-33.1	Reference Works. General Works		3
QT	34-37.5	Physics. Mathematics. Engineering		3
QT	104-172	Human Physiology		3
QT	180-245	Physiology. Hygiene		3
QT	250-275	Leisure Activities. Sports Medicine		3
QU		Biochemistry		
QU	1-54	Reference Works. General Works		3
QU	55-70	Proteins. Amino Acids. Peptides		3
QU	75-99	Carbohydrates. Lipids		3
QU	100-133	Biochemistry of the Human Body		2
QU	135-144	Enzymes		3
QU	145-220	Vitamins		3
QU	300-550	Cells and Genetics		3
QU	300-400	Cells		3
QU	450-550	Genetics		3
QV		Pharmacology		
QV	1-55	Reference Works. General Works		3
QV	60-75	Dermatologic Agents. Gastrointestinal Agents		2
QV	76-115	Central Nervous System Agents. Local Anesthetics		2
QV	120-140	Autonomic Agents. Nonmetallic Elements. Neuromuscular Agents		2
QV	150-160	Cardiovascular Agents. Renal Agents		2
QV	170-177	Reproductive Control Agents		2
QV	180-195	Hematologic Agents		2
QV	220-243	Local Anti-Infective Agents. Dyes. Tars		2
QV	247-269	Anti-Inflammatory Agents. Anti-Infective		2

		Agents	
QV	270-285	Water. Electrolytes	3
QV	290-318	Heavy Metals. Gases	3
QV	350-370	Anti-Bacterial Agents. Tissue Extracts	3
QV	600-667	Toxicology	3
QV	600-607	General Toxicology	3
QV	610-618	Inorganic Poisons	3
QV	627-633	Organic Poisons	3
QV	662-667	Gas Poisons. Chemical Agents	3
QV	701-835	Pharmacy and Pharmaceutics	2
QV	701-737	General Pharmacy and Pharmaceutics	2
QV	738-772	Drug Standardization. Pharmacognosy. Medicinal Plants	2
QV	773-835	Pharmaceutical Processes. Packaging. Labeling	1
QW		Microbiology and Immunology	
QW	1-300	Microbiology	3
QW	1-52	Reference Works. General Works	3
QW	55-85	Environmental Microbiology	3
QW	115-155	Bacteria	3
QW	160-170	Viruses	3
QW	180-190	Fungi. Bacterial Spores	3
QW	300	Biological Warfare	3
QW	501-949	Immunology	3
QW	501-540	Reference Works. General Immunology	3
QW	541-568	Immunity by Type	3
QW	570-630.5	Antigens and Antibodies. Toxins and Antitoxins	3
QW	640-730	Immune Responses	3
QW	800-949	Immunotherapy and Hypersensitivity	3
QX		Parasitology	
QX	1-45	Reference Works. General Works	3
QX	50-195	Protozoa	3
QX	200-451	Helminths. Annelida	3
QX	460-483	Arthropods	3
QX	500-675	Insects. Other Parasites	5

QY		Clinical Pathology		
QY	1-39	Reference Works. General Works		3
QY	50-110	Laboratory Animals. Laboratory Techniques		3
QY	120-350	Diagnostic Tests		3
QY	400-490	Blood. Blood Chemistry		3
QZ		Pathology		
QZ	1-39	Reference Works. General Works		3
QZ	40-109	Pathogenesis. Etiology		3
QZ	140-190	Manifestations of Disease		3
QZ	200-380	Neoplasms. Cysts		3
		Medicine and Related Subjects		
W		Health Professions		
W	1-28	Reference Works. General Works		3
W	32-64	Law. Ethics. Professional-Patient Relations		3
W	74-80	Medical Economics		3
W	82-83.1	Biomedical Technology		3
W	84-85.5	Health Services. Patients and Patient Advocacy		3
W	87-96	Professional Practice		3
W	100-275	Medical, Dental, and Pharmaceutical Service Plans		3
W	322-323	Social Welfare Through Medicine		3
W	601-925	Forensic Sciences		3
W	601-750	Reference and General Works		3
W	775-867	Medicolegal Examination		3
W	900-925	Disability Evaluation. Compensation		3
WA		Public Health		
WA	1-106	Reference Works. General Works		4
WA	108-245	Preventive Medicine		4
WA	250-295	Accident and Injury Prevention		4
WA	300-395	Health Problems of Special Population Groups		4
WA	400-495	Occupational Medicine, Health and Hygiene		4

WA	525-590	Health Administration and Organization	4
WA	670-847	Sanitation. Environmental Control	4
WA	670-674	General Sanitation and Environmental Control	4
WA	675-690	WA Water	4
WA	695-722	WA Food	4
WA	730-744	WA Drugs. Cosmetics	4
WA	750-776	WA Air. Noise	4
WA	778-790	WA Waste	4
WA	795-830	WA Housing. Buildings. Public Facilities	4
WA	840-847	WA Mortuary Practice	4
WA	900-950	Statistics. Surveys	4
WB		Practice of Medicine	
WB	1-117	Reference Works. General Works	3
WB	120-130	Home Health Care. Works about Medicine for the Layperson	3
WB	141-293	Diagnosis	3
WB	141-143	General Diagnosis	3
WB	143-182	Signs and Symptoms	3
WB	200-288	Physical Diagnosis	3
WB	290-293	Medical History. Clinical Reports	3
WB	300-962	Therapeutics	3
WB	300-391	General Therapeutics	3
WB	400-449	Diet and Nutrition	3
WB	460-555	Physical and Occupational Therapy	3
WB	700-760	Medical Climatology	3
WB	880-962	Complementary and Alternative Therapies	3
WC		Communicable Diseases	
WC	1-100	Reference Works. General Works	3
WC	140-185	Sexually Transmitted Diseases	3
WC	195-425	Infection. Bacterial Infections	3
WC	195	General Infection	3
WC	200-255	Bacterial Infections	3
WC	260-290	Enteric Infections	3
WC	302-425	Other Bacterial Infections. Zoonotic Bacterial Infections	3

WC	450-475	Fungal Infections		3
WC	500-593	Virus Diseases		3
WC	500	General Virus Diseases		3
WC	501-520	General RNA Virus Infections		3
WC	503-503.7	Acquired Immunodeficiency Syndrome. HIV Infections		3
WC	505-520	Viral Respiratory Tract Infections.		3
WC	522-532	Infectious Mononucleosis. Arbovirus Infections		3
WC	534-556	Viral Hemorrhagic Fevers. Other Virus Diseases		3
WC	570-593	Infectious Viral Skin Diseases		3
WC	600-660	Rickettsial Infections. Chlamydial Infections		3
WC	680-950	Tropical and Parasitic Diseases		5
WD		Disorders of Systemic, Metabolic or Environmental Origin, etc.		
WD	100-175	Nutrition Disorders		3
WD	200-226	Metabolic Diseases		3
WD	200-200.1	General Metabolic Diseases		3
WD	200.5-214	Specific Metabolic Diseases		3
WD	220-226	Water-Electrolyte Imbalance		3
WD	300-375	Immunologic and Collagen Diseases. Hypersensitivity		3
WD	400-430	Animal Poisons		3
WD	500-530	Plant Poisons		3
WD	600-670	Disorders and Injuries of Environmental Origin		3
WD	700-745	Aviation Medicine		2
WD	750-758	Space Medicine		2
WD	800	Naval Medicine		2
WE		Musculoskeletal System		
WE	1-141	Reference Works. General Works		2
WE	168-190	Orthopedics. Reconstructive Orthopedics. Bone Transplantation		2
WE	200-259	Bones		2
WE	300-400	Joint Tissues		2

WE	500-600	Muscles and Tendons	2
WE	700-715	Head and Trunk	2
WE	720-755	Back	2
WE	800-886	Extremities	2
WE	800	General Extremities	2
WE	805-835	Upper Extremity	2
WE	850-886	Lower Extremity	2
WE	890	Podiatry	2
WF		Respiratory System	
WF	1-110	Reference Works. General Works	3
WF	101-110	Anatomy, Physiology, Biochemistry, etc. of the Respiratory System (General)	3
WF	140-900	Diseases of the Respiratory System	3
WF	141-150	Diagnosis. Therapeutics	3
WF	200-415	Tuberculosis	4
WF	450	Neoplasms (General)	3
WF	490-553	Pharynx. Trachea. Bronchi	3
WF	600-668	Lungs	3
WF	700-900	Pleura. Diaphragm. Mediastinum	3
WF	970-985	Thorax. Thoracic Surgery	3
WG		Cardiovascular System	
WG	1-113	Reference Works. General Works	3
WG	120-170	Cardiovascular Diseases, Diagnosis and Therapeutics	3
WG	200-460	Heart. Heart Diseases	3
WG	500-700	Blood Vessels. Vascular Diseases	3
WG	500	Blood Vessels (General)	3
WG	510-595	Arteries	3
WG	600-700	Veins. Capillaries	3
WH		Hemic and Lymphatic Systems	
WH	1-100	Reference Works. General Works	3
WH	120-540	Hematologic Diseases. Immunologic Factors. Blood Banks	3
WH	600-700	Lymphatic System	3
WI		Digestive System	
WI	1-150	Reference Works. General Works	3

WI	101-113	Anatomy. Physiology. Hygiene	3
WI	140-150	Diseases. Diagnosis. Signs and Symptoms	3
WI	200-250	Stomatognathic System. Esophagus	3
WI	300-387	Stomach	3
WI	400-575	Intestines	3
WI	400-480	Intestines (General)	3
WI	500-512	Small Intestine	3
WI	520-560	Large Intestine	3
WI	575	Peritoneum	3
WI	600-650	Anus. Rectum	3
WI	700-770	Liver. Biliary Tract	3
WI	800-830	Pancreas	3
WI	900-970	Abdomen. Abdominal Surgery	3
WJ		Urogenital System	
WJ	1-190	Reference Works. General Works	3
WJ	140-160	Urologic Diseases	3
WJ	166-190	Therapeutics. Gynecological Urology	3
WJ	300-378	Kidney	3
WJ	400-600	Ureter. Bladder. Urethra	3
WJ	700-875	Male Genitalia	3
WK		Endocrine System	
WK	1-148	Reference Works. General Works	3
WK	150-190	Hormones. Hormone Therapy	3
WK	200-300	Thyroid Gland. Parathyroid Glands	3
WK	350-400	Pineal Gland. Thymus Gland	3
WK	500-590	Pituitary Gland	3
WK	700-790	Adrenal Glands	3
WK	800-885	Islets of Langerhans	3
WK	900-920	Gonads	3
WL		Nervous System	
WL	1-102	Reference Works. General Works	3
WL	102.5-102.9	Neurons	3
WL	103-108	Psychophysiology. Neurosciences	3
WL	140-160	Diseases. Examination and Diagnosis (General)	3

WL	200-405	Central Nervous System. Disorders. Therapeutics	3
WL	200-302	Central Nervous System (General)	3
WL	307-335	Brain. Localization of Function	3
WL	340-346	Neurologic Manifestations	3
WL	348-362	Brain Diseases	3
WL	368-370	Brain Surgery	3
WL	385-390	Epilepsy. Movement Disorders	3
WL	400-405	Spinal Cord	3
WL	500-544	Peripheral Nerves	3
WL	600-610	Autonomic Nervous System	3
WL	700-710	Sense Organs	3
WM		Psychiatry	
WM	1-110	Reference Works. General Works	3
WM	140-165	Mental Disorders. Diagnosis. Behavioral Symptoms	3
WM	170-197	Neurotic Disorders	3
WM	200-220	Psychotic Disorders	3
WM	270-290	Substance-Related Disorders	3
WM	300-308	Mental Retardation	3
WM	400-460.7	Therapies	3
WM	475-611	Other Disorders	3
WN		Radiology. Diagnostic Imaging	
WN	1-160	Reference Works. Diagnostic Technology	2
WN	180-240	Diagnostic Imaging. Radiography	2
WN	250-250.6	Radiotherapy	2
WN	300-340	Radium	2
WN	415-665	Radioactivity (Excluding Roentgen Rays and Radium)	2
WN	415-420	General Radioactivity	2
WN	440-450	Nuclear Medicine	2
WN	600-650	Radiation Effects. Radiation Protection	2
WN	660-665	Radiometry	2
WO		Surgery	
WO	1-102	Reference Works. General Works	3
WO	113-149	Antisepsis. Diseases. Diagnosis. Shock	3

WO	162-176	Surgical Equipment. Artificial Organs	3
WO	178-198	Principles of Care. Procedures	3
WO	200-460	Anesthesia	3
WO	200-233.1	Anesthesia Reference Works	3
WO	234-250	Preanesthetic Treatment. Equipment. Accidents	3
WO	275-297	General Anesthesia	3
WO	300-375	Conduction Anesthesia. Hypothermia. Diagnosis. Therapeutics	3
WO	440-460	In Medical Specialties	3
WO	500-517	Operative Surgical Procedures. Techniques	3
WO	600-640	Plastic Surgery. Reconstructive Surgical Procedures	3
WO	660-690	Transplantation	3
WO	700-820	Traumatic Injuries	3
WO	925-950	Special Age Groups	3
WP		Gynecology	
WP	1-390	Reference Works. General Works	3
WP	101-390	Anatomy. Diseases. Injuries	3
WP	400-480	Uterus. Cervix	3
WP	400	General Works	
WP	440-465	Uterine Diseases	3
WP	470-480	Cervix Uteri. Cervix Diseases	3
WP	505-560	Physiology	3
WP	565-570	Fertility. Infertility	3
WP	580-610	Menopause. Sexual Dysfunction	3
WP	630-640	Contraception	3
WP	650-660	Therapy	3
WP	800-910	Breast	3
WP	800-825	Breast (General)	3
WP	840-870	Breast Diseases. Neoplasms	3
WP	900-910	Therapy. Surgery	3
WQ		Obstetrics	
WQ	1-150	Reference Works. General Works	3
WQ	152-175	Childbirth. Prenatal Care	3
WQ	200-212	Pregnancy	3

WQ	215-260	Pregnancy Complications		3
WQ	300-330	Labor		3
WQ	400-450	Obstetric Surgical Procedures		3
WQ	500-505	Postpartum Period		3
WR		Dermatology		
WR	1-105	Reference Works. General Works		3
WR	140-340	Skin Diseases		3
WR	345-375	Parasitic Skin Diseases		3
WR	390-475	Skin Appendages		3
WR	500-660	Neoplasms. Ulcers. Occupational Dermatitis. Therapy		3
WS		Pediatrics		
WS	1-100	Reference Works. General Works		3
WS	103-105	Growth and Development		3
WS	107-110	Mental Retardation. Learning Disorders		3
WS	113-141	Child Care. Nutrition. Physical Examination		3
WS	200-342	Diseases of Children and Adolescents		3
WS	200-205	General Diseases		3
WS	260-342	By System		3
WS	350-350.8	Child Psychology. Child Psychiatry		3
WS	360-368	Pediatric Specialties		3
WS	405-460	By Age Groups		3
WS	462-463	Adolescent Psychology. Adolescent Psychiatry		3
WT		Geriatrics. Chronic Disease		
WT	1-39	Reference Works		3
WT	100-166	Geriatrics		3
WT	500	Chronic Disease		3
WU		Dentistry. Oral Surgery		
WU	1-49	Reference Works. General Works		1
WU	50-95	Ethics. Professional Practice and Personnel. Records		1
WU	100-113.7	Anatomy. Physiology. Hygiene		2
WU	140-166	Diseases. Injuries. Technology. Therapeutics		1
WU	170-190	Dental Chemistry and Materials		1

WU	210-290	Dental Anatomy. Diseases	1
WU	300-360	Operative Dentistry	1
WU	400-440	Orthodontics	1
WU	460-495	Special Patient Groups	1
WU	500-530	Prosthodontics	1
WU	600-640	Oral Surgery	3
WV		Otolaryngology	
WV	1-101	Reference Works. General Works	3
WV	140-190	Diseases. Therapeutics	3
WV	200-290	Ear	3
WV	300-358	Nose and Paranasal Sinuses	3
WV	400-440	Pharyngeal Region	3
WV	500-540	Larynx	3
WW		Ophthalmology	
WW	1-100	Reference Works. General Works	3
WW	101-170	Eye	3
WW	101-113	Anatomy. Physiology. Hygiene	3
WW	140-160	Diseases. Color Perception	3
WW	166-170	Therapeutics. Eye Banks	3
WW	202-290	Eye Structures	3
WW	300-340	Refraction. Errors of Refraction	3
WW	350-358	Corrective Devices	3
WW	400-460	Neuromuscular Mechanism. Neurologic Manifestations of Disease	3
WW	475-480	Manifestations of Disease. Poor Vision	3
WW	505-525	Occupational Ophthalmology. Eye Injuries	3
WW	600-620	Age Groups	3
WW	704-722.1	Optometry	3
WX		Hospitals and Other Health Facilities	
WX	1-100	Reference Works. General Works	3
WX	140-147	Facility Design and Construction. Equipment	3
WX	150-190	Hospital Administration	3
WX	200-225	Clinical Departments and Units	3
WY		Nursing	
WY	1-49	Reference Works	1

WY	77-87	Economics. Ethics. Philosophy. Psychological Aspects		1
WY	90-100.5	Referral. Nursing Care, Assessment and Audit		1
WY	101-145	Special Fields in Nursing		1
WY	150-164	Nursing Techniques in Special Fields of Medicine		1
WY	191-200	Other Services		1
WY	300	By Country		0
WZ		History of Medicine		
WZ	1-40	Reference Works. General Works		2
WZ	51-80.5	History, By Period, Locality, etc.		2
WZ	70AL6	Louisiana Medical History		5
WZ	100-150	Biography		2
WZ	220-225	Manuscripts		2
WZ	230-260	Early Printed Books		2
WZ	270	Americana		2
WZ	290-294	Modern Editions and Commentaries of Early Works		2
WZ	305-350	Miscellany Relating to Medicine		2

NOTES ON AREAS OF SPECIAL OR LIMITED EMPHASIS

Materials on Public Health [WA] are collected at research level to support the international program of the School of Public Health.

Materials on Tropical Medicine [WC 680-950] are collected at a comprehensive level to support ongoing long-term research in this area.

Additional materials relating to the study of insects and other parasites [QX 500-675] are collected at a comprehensive level to support the School of Public Health and research in Tropical Medicine.

Materials on Communicable Diseases with immediate public health import are collected at research level to support ongoing research as required. Examples are: Tuberculosis, Malaria, Yellow Fever, AIDS, West Nile...

Academic materials on the History of Medicine in Louisiana [WZ 70 AL6] and materials relating to Tulane University are collected at a comprehensive level to support the History of Medicine collection. General medical history materials are purchased at the minimal level.

Materials in the pure Radiology [WN] classification are collected at basic level. Materials dealing with radiology and diagnostic imaging as applied to medical specialty areas are collected at the study level.

Orthopedics [WE] is collected at a basic level in order to avoid duplication materials located in the Orthopedics Library.

Materials on Dentistry [WU] are collected at minimal level. Tulane does not have a dentistry program; necessary resources are available through consortia with the LSUHSC Library that supports the LSU School of Dentistry. An exception is the area of Oral Surgery and also public health aspects of dental and oral health which are collected at the research level.

Materials on Nursing [WY] are collected at a minimal level. Tulane University does not have a nursing program; necessary resources are available through consortia with the libraries of the Delgado School of Nursing and LSUHSC Libraries which support a B.S.N., M.S.N. and Ph.D. Nursing programs.

Materials are collected very selectively in areas outside of the NLM classification area.

Appendix B. Howard-Tilton Information from the library website. Copied 7/27/2007

<http://library.tulane.edu/about/collections.php>

http://library.tulane.edu/about/collections/selection_guidelines.php

General Selection Guidelines

The collections of the Howard-Tilton Memorial Library support the educational and research programs of Tulane University. Librarians employ the following general criteria when evaluating titles to be added or removed from the collections and when tailoring profiles for approval plans. Particular criteria assume greater or lesser importance depending on the material under consideration, the resources available, the acquisitions commitment level, and the subject matter covered.

Relevance to the Present or Pending Needs of Tulane University's Educational and Research Programs

Librarians who select materials maintain close ties with the departments, centers, and research programs that comprise the primary user group for a particular subject or area. Additionally, the librarians seek information about the degree programs and curriculum for their areas and about faculty research activities or grants received. This information permits librarians to anticipate and provide for the current and changing needs of Tulane University's students and faculty and it informs the development of collection policies.

Scope

Scope refers to collection emphasis based primarily on the curricular emphasis of a department and secondarily on faculty research or broader use to the Tulane community. Preference is given to titles whose coverage is of sufficient breadth to be of use and interest to an entire department, while those of interest to a small number of individuals are collected selectively.

Chronological Period

Many disciplines, particularly in the sciences, require up-to-date information. In those areas, preference is given to titles which report new and revised information in a timely fashion. In History preference is given to specific historical periods. In other areas there may be a variety of demands. Preference for emphasis on chronological period varies and is described separately in the [collection policy statement](#) for each subject area.

Imprint Date

Preference for currency of imprint date (date of publication) and demand for out of print materials varies and is described separately in the [collection policy statement](#) for each

subject area. Materials that are out of print can require additional costs or steps in ordering.

Type

Types of materials selected may generally include monographs (books), monographic series, serials, reference works, popular works, conference proceedings, dissertations, manuscripts, course materials (such as textbooks), maps, media (including software or visual items), and recordings. Preference for emphasis on material type varies and is described separately in the [collection policy statement](#) for each subject area.

Format

The library selects materials in the formats available that best meet the research needs of students and faculty, while balancing archival considerations. These formats generally include printed text; digital files that may be online or on CDs; microform; maps, globes; audio cassette tapes, and video tapes.

Most indexes and abstracts are obtained in digital form online to be widely available outside the library building. Journals are obtained online when available. Online access is preferred over CD-ROM formats. CDs will be considered at the special request of the faculty, when online versions are unavailable or otherwise problematic. Print is the standard format for monographs, although the Library will consider digital formats as they become available.. At present videotape is preferred over DVD. For additional specific criteria for selection of digital resources see the Library's [Guidelines for Selecting Digital Library Resources](#).

Format Support: The Library does not purchase materials for the general collection in outdated or other formats not supported by equipment to make them readily accessible to users. Examples of outdated formats include filmstrips, floppy diskettes, and eight-track cassette tapes. Preference for emphasis on format may vary and is described separately in the [collection policy statement](#) for each subject area.

Language and Geographic Consideration

The language of the primary and secondary users is considered as is the geographic origin of a work. Language emphasis and geographic consideration varies and preference for each is described separately in the [collection policy statement](#) for each subject area.

Bibliographic Accessibility

The contents of periodicals, particularly, require bibliographic indexing and abstracting tools to insure sufficient user access. Inclusion or exclusion from the major index in a discipline is one of tools employed by librarians when evaluating the subscription to a magazine or journal.

Depth of the Existing Collection in Local Availability of the Item

When considering the purchase of a new title, a librarian must also consider the strengths and weaknesses of the existing collection in which the new title will be located.

Redundancy is avoided, but duplicates may be purchased where high use is expected.

Availability of expensive or tangential titles through consortial arrangements--such as that with the Center for Research Libraries--is also considered and an access instead of ownership option may be considered. [Collection policy statements](#) for each subject area address the following:

- **Affiliated Resources within the Howard-Tilton Memorial Library:** These include other related subject areas covered within the library including its department or special collections. Also identified are multi-disciplinary online resources such as bibliographic, article, or reference databases.
- **Related Library Collections Within Tulane University:** The university has several libraries separate from the main Howard-Tilton Memorial Library. These include libraries for the professional schools of business, medicine, and law as well as special libraries such as a Women's Center Library and the Amistad Research Center.
- **Cooperative Resources:** The Howard-Tilton Memorial Library encourages cooperative resource-sharing arrangements such as the Library's membership in the Center for Research Libraries (in Chicago) whose specialized collections are listed in the library's catalog in TULANet Voyager and accessible through interlibrary loan. These types of formal cooperative collection agreements may have direct effect on collection decisions.
- **Neighboring Resources:** Tulane University is one of several universities with libraries in the New Orleans metropolitan area and within the State of Louisiana. A number of special libraries in the region, such as the The Historic New Orleans Collection or the library for the U.S. Army Corps of Engineers, house valuable research materials. The Howard-Tilton Memorial Library maintains and encourages cooperative use agreements that extend borrowing privileges to Tulane graduate students and faculty at neighboring academic libraries. Because selection decisions at these libraries are not made cooperatively, these types of use agreements do not necessarily effect selection decisions for Howard-Tilton collections.

Quality

The quality of a title must be evaluated weighing several subjective factors collectively, including its sponsorship; scholarship; level of creativity; lasting value; the reputation of the author, the publisher, the contributors, the editorial board; the quality and importance of the illustrations; and whether or not bibliographies are included. None of these is the deciding factor alone but each is considered as it contributes to or detracts from the overall quality.

Price

The value of any item in the collection cannot be measured only by considering its price. The price, however, in addition to the other criteria mentioned here, has to be considered when evaluating a purchase. When evaluating "free" materials or gifts, the cost of acquisitions processing, cataloging, shelving, and preservation must also be considered.

Librarians' Selection Responsibilities

Materials Selection

1. Regularly reviews publisher catalogs and other key selection tools; evaluates approval books, submits firm orders, and reviews gifts following standard procedures in a timely manner.

2. When applicable, monitors performance of book plans and provides feedback to vendors.
3. Reviews new electronic resources for purchase from subject-specific funds, for recommendation as a major library purchase (in the case of multi-disciplinary works), and for recommendation as a link to the library's web site (in the case of works that would not be purchased or owned).

Liaison Responsibilities

1. Meets at least annually with appropriate departmental representatives to inform them about library resources, resolve problems, and learn about program needs. Annually reviews collection policies for their liaison departments, updating when needed.
2. Annually contacts new faculty who join the department and new doctoral students as appropriate.
3. Works as needed with other library departments to resolve routine collection development problems and to communicate the needs and problems of the user community.
4. Publicizes selected new resources acquired by the library or related library services.

Fund Management Responsibilities

1. Monitors fund accounts, identifies and reports fiscal discrepancies to the appropriate people.
2. Stays within the budget guidelines.

Preservation Responsibilities

1. Does routine weeding and makes decisions about the repair and replacement of items for collection maintenance.

Related Howard-Tilton Collection Policies are available via the library website: http://library.tulane.edu/about/collections/collections_policies.php

Biomedical Engineering
Cell and Molecular Biology
Chemical and Biomolecular Engineering
Chemistry
Ecology and Evolutionary Biology
Economics
Education
Exercise/Sports Sciences
Neuroscience
Psychology
Social Work
Sociology

List of Matas Medical Library Endowed Accounts

- 423006 - Alumni (books, journals & other sources of info)
- 423007 - Alumni (books and journals)
- 423029 - Brown (books)
Bookplate: Arthur Bernard Brown Memorial Fund
- 423047 Burgess (books) -
Bookplate: Louis Augustus Burgess Fund for Medical Library
- 423178 Gessner (books and journals)
Bookplate: Herman Gessner Fund for Medical Library
- 423196 Greenberg (JAMA)
- 423237 Hist of Med (books in the field of the history of medicine)
Bookplate: (History of Medicine Society Library Fund)
- 423285 Kells (dentistry)
(Bookplate: Kells Dental Library and Museum Fund)
- 423300 Kenny (books and journals)
Bookplate: James D. Kenny Memorial Fund for Medical Library
- 423350 Lemann (internal medicine books)
Isaac Ivan Lemann Special Library Fund (Fund in Memory of Isaac Ivan Lemann)
- 423371 Martinez (reference books)
John L. and Elsie B. Martinez Endowed Fund
- 423420 Mouledous (books)
Fund in Memory of Dr. Andrew D. Mouledous
- 423455 Pacheco (books and journals)
- 423510 Stern (books and journals)
Maurice Stern Fund for Medical Literature
- 423520 Storck (books and journals)
(Bookplate: Jacob Ambrose Storck Fund)
- 423575 Walsh (books and journals)
Bookplate: Gloria Walsh Memorial Fund
- 423590 Weinstein (books)
Bookplate: Eva Evelyn Weinstein Memorial Fund