

KORNHAUSER HEALTH SCIENCES LIBRARY

UNIVERSITY OF LOUISVILLE  
LOUISVILLE, KY

COLLECTION DEVELOPMENT POLICY

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# INTRODUCTION

The collection development and management policy of the Kornhauser Health Sciences Library (KHSL) guides the development of the various library collections from the selection process to the final decisions on retention and withdrawal. The policy addresses the need for library collections to support not only the mission and goals of the Library, but also those of the Health Sciences Center and establishes priorities for the Library's collecting practices to ensure the acquisition of resources relevant to those respective missions and goals.

The ultimate responsibility for policy decisions governing the scope and direction of collection development for the University of Louisville (UL) Libraries rests with the Dean, University of Louisville Libraries. At KHSL, the Director is responsible for policy decisions related to the selection of library materials.

## I. CLIENTELE

The KHSL collection development objectives are focused primarily on the needs of the HSC academic community. The goal is to acquire materials to support the current and anticipated instructional, research, and clinical needs of the Schools of Medicine, Dentistry, Nursing, and Public Health & Information Sciences (SPHIS). In addition, the Library also supports the missions of a number of centers and institutes located on the Health Sciences Campus (HSC), e.g., the James Graham Brown Cancer Center, the Cardiovascular Innovation Institute, etc. As these programs are created and accredited, library holdings are reviewed to ensure the provision of relevant resources and services.

### A. Primary:

1. Students, faculty, and staff of the Schools of Medicine, Dentistry, Nursing, and Public Health & Information Sciences
2. Researchers and staff of the affiliated UL Centers and Institutes

### B. Secondary:

1. Health practitioners in the metropolitan Louisville area
2. Members of the Kentucky Medical Association
3. Health practitioners throughout the state of Kentucky
4. Members of the Kentuckiana Metroversity consortium
5. Institutional members of the Kentucky Medical Library Association (KMLA)
6. The clinical staff and employees of healthcare providers that contract with KHSL to provide library services.

### C. Tertiary:

1. Clientele that provide funding support for specific library acquisitions.
2. General public – limited to in-house use

## II. SCOPE AND COVERAGE

The scope of the KHSL collection includes the basic and clinical biomedical sciences, dentistry, nursing, and public health. Peripheral subjects in other scientific or technical fields are collected if a reasonable portion of the material contributes significant information relevant to the information needs of health professionals. Only materials appropriate for graduate and professional education, health care practitioners and researchers are purchased. KHSL only supports two (2) undergraduate programs: Nursing (BSN Program) and Dental Hygiene. Specialties not taught or practiced on the HSC are not routinely acquired: psychology, osteopathic medicine, veterinary medicine (except in support of the care of laboratory animals), chiropractic medicine, podiatry, optometry, and pharmacy. For a full list of *Collections by Subject and Acquisition Levels*, see [Appendix I](#).

## III. SELECTION

Selection activities include purchasing or subscribing to a resource; licensing; cancelling subscriptions; withdrawing materials; and, making decisions on gifts. The selection process is ongoing, enabling the Library to develop strength in special areas and to maintain a balance across all formats in the general collection.

### A. Staff Responsibilities

#### 1. Collection Development Librarian

- a. Coordinates collection development and management activities in consultation with other library staff.
- b. Primarily responsible for the selection of journals, databases and other electronic products
- c. Monitors cooperative collection development activities
- d. Accepts requests from staff
- e. Meets with vendor representatives
- f. Arranges trials of potential resources
- g. Writes and revises collection development policies

#### 2. Head, Reference Department

- a. Responsible for monograph selections
- b. Reviews interlibrary loan book requests for possible purchase
- c. Accepts requests from faculty, staff, and students
- d. Meets with vendor representatives
- e. Arranges demonstrations of potential resources
- f. Considers published reviews of biomedical books, e.g., *Doody's Core Titles*.

### 3. Clinical Librarians

- a. Provide support including submitting purchase requests from faculty and themselves.
- b. Consult as needed on resource selection.
- c. Help evaluate products and resources.
- d. Promote resources and elicit feedback from users.

### 4. Technical Services

- a. **Order Processing**
  - 1.) Verify item is not a duplicate or already on order
  - 2.) Create the purchase order in WorldShare Management Services (WMS)
  - 3.) Send order to the vendor
- b. **Receiving**
  - 1.) Receives materials
  - 2.) Verifies against the purchase order
  - 3.) Updates WMS
- c. **Invoicing**
  - 1.) Verify invoice
  - 2.) Apply invoice in WMS
  - 3.) Forward to Libraries Accounts Payable for payment processing

## B. Selection Criteria

1. **Language:** English is the primary language of all collections. Foreign language titles are acquired only if the majority of the content is in English. Few exceptions are made to this criterion.
2. **Chronology:** Only materials that cover current clinical practices and procedures are acquired. Exceptions are made for historical and biographical material that pertain to the local area; reprints of historically important documents; and, resources in subject areas that support designated programs.
3. **Geography:** Geographical coverage is not necessarily a primary factor in the selection of biomedical resources; however, practices and procedures in the United States are emphasized.
4. **Publication Date:** Except for specific historical collections or purchase of journal archives, only materials with a publication date within the last five (5) years are collected.

## C. Specialized Selection Criteria

1. **Gifts in Kind:** [\[See Appendix II\]](#)
2. **Kentuckiana:** Health sciences materials pertinent to this geographic region will be collected using broader collection criteria than is normally applied; namely, that the publication has a regional perspective. Also, KHSL will collect materials about people and/or organizations associated with the University of Louisville.
3. **Duplication:**
  - a. Kornhauser Health Sciences Library: Adding a duplicate of a title to the KHSL collection is to be avoided unless special circumstances warrant the purchase.
  - b. University Libraries: Duplicating a title held by another University of Louisville library is reviewed on a title-by-title basis. Duplication should occur only to support clinical and research needs.
4. **History Collections Gift Policy:** [\[See Appendix III\]](#)

## D. Excluded from Selection

1. Alumni Bulletins
2. Anatomical models
3. Catalogs
4. CDs, DVDs, or software programs
5. Dissertations (held at the William F. Ekstrom Library)
6. Equipment manuals
7. Examination review books on an annual basis
8. Laboratory manuals
9. Lectures and speeches
10. Maps, graphs, posters and charts
11. Microforms
12. Newsletters
13. Market research reports
14. Marketing materials
15. Medical pamphlets
16. Pocket-size books
17. Popular literature
18. Reprints, except of historical documents
19. Spiral bound or loose-leaf publications
20. Study guides in print
21. Syllabi and course outlines
22. Unpublished materials, except for historical collections

## **IV. FORMATS**

The formats in which biomedical information are presented have evolved over the years as has the information-seeking behavior of library clientele. The KHSL emphasis has shifted to acquiring materials in electronic format to provide the user with anywhere, anytime access.

### **A. Books**

1. E-books are the preferred format
2. Librarian and patron recommendations are considered
3. Resources requested or written by University of Louisville HSC faculty and students are generally purchased.
4. As a general rule, only one copy will be purchased of a print title.
5. Duplicates, either of a title in print or of the same title in an alternate format, will be considered on a case-by-case basis.
6. E-book packages will be evaluated based upon title content and the size of the possible user pool, i.e., what is the potential cost per use.
7. License terms to be considered with e-book purchases:
  - a. Multiple simultaneous users are preferred.
  - b. Remote access is allowed
  - c. Interlibrary loan rights are retained
  - d. Perpetual access is available for the content available during the contract period.

### **B. Journals**

As the primary source of current information in the Library and as the source of probably the largest budget outlay, journals become the main focus of collection development decision-making.

1. In general, KHSL policy dictates that the electronic version of a journal is preferable to that same journal's print version.
2. The print format of print + online subscriptions is discarded.
3. Journals that are not indexed in recognized bibliographic databases such as PubMed, CINAHL, PsychINFO, etc., are not acquired.
4. Priority is given to titles requested by faculty, titles with high impact factors, and titles with a significant number of interlibrary loan requests beyond fair use.
5. If financially feasible, electronic archives of current journal subscriptions will be acquired and the print copies discarded.
6. Criteria used for selecting new, and continuing existing electronic subscriptions:
  - a. Faculty requests
  - b. Availability of institutional license
  - c. Reasonable restriction on number of concurrent users

- d. IP authentication rather than ID/Password
  - e. Replication of the entire scholarly content of the print equivalent
  - f. Provision of PDF files
  - g. Perpetual access to paid-for content
  - h. Remote access supported
  - i. Interlibrary loan allowed
  - j. Stability of the platform
  - k. Printing and downloading capability
7. Cancellation decisions are based on low usage, extreme cost increases, and journal impact factor.

## **C. DATABASES**

Primary criteria for selection of electronic databases is no different than those for the selection of electronic monographs and journals: relevance, demand, content, scope, cost, ease of access, technical issues, and licensing arrangements. This section does not cover general-purpose applications software such as reference management programs (e.g., EndNote, RefWorks) and integrated library management programs (e.g., WMS).

### **1. Primary Considerations**

- a. Only systems allowing several simultaneous users are purchased.
- b. Access is available with IP authentication not ID/Password.
- c. PDF option is available for downloading and printing.
- d. Range of export options are available, e.g., email, citation management software, etc..
- e. The content of the databases does not overlap significantly with already available resources.
- f. Vendor pricing
- g. Reliable vendor technical support.
- h. Licensing issues:
  - 1.) Remote access is supported.
  - 2.) Non-contiguous/non-adjacent campus sites should be covered as well as the main campus area.
  - 3.) The license permits normal library functions including interlibrary loan and internal document delivery.
  - 4.) Perpetual access is available to the content that was available during the contract period.

### **2. Secondary Considerations**

- a. Ease of use, intuitive navigation
- b. Quality layout, function, and design
- c. Availability of full-text, full images, tables and figures

## **D. WEB-BASED RESOURCES**

Selected Internet sites offering free access to electronic texts, electronic journals, and databases, e.g., TripDatabase, will be linked from the KHSL web page based on the following criteria.

- a. The content is relevant to the instructional and research programs of the HSC.
- b. The contents of the site complement existing library resources, or offer access to information not available in the existing library collections.
- c. The site meets the following criteria for accuracy, authority, and timeliness:
  - 1.) The site is stable.
  - 2.) The information is current.
  - 3.) The site does not contain misleading or inaccurate information
  - 4.) Subject credentials are recognizable.
  - 5.) Site is supported or sponsored by a reputable organization.
  - 6.) Site is not composed primarily of links to other sites.
  - 7.) Information sources are documented.
- d. Site is easily navigated and well-organized.

## **V. COLLECTION MAINTENANCE**

Once resources are added to the Library collection, they must be continually assessed and evaluated to ensure their ongoing value. This process is an integral part of developing and maintaining an academically relevant collection because it allows the library staff to identify items for replacement, retention, or deselection.

Decisions to discard, discontinue, cancel, replace or retain an item or access to that item are made within the context of the total collection policy. The criteria for deciding what materials should be retained, replaced, repaired, or deselected are the same criteria used for their selection. Although monographs and journals are treated somewhat differently, the general criteria below apply to both. However, when considering the retention, discontinuance, or cancellation of databases and/or web-based resources, usage is the only general criterion that is applicable to all formats.

### **A. GENERAL CRITERIA**

1. Publication date
2. Past faculty/staff/student use
3. Faculty review/recommendations
4. Availability in other libraries
5. Physical condition



## **B. BOOKS**

1. If available in electronic format, the print copy if still in the collection will be deselected.
2. Superseded editions may be deselected unless deemed important for research.
3. Duplicates may be deselected except in cases of continued high demand or where the Library holds rare copies.
4. Books that are missing are not automatically replaced. The Head of Reference & Acquisitions considers subject matter, currency, usage, and cost in determining whether or not to replace a title.
5. Only in unusual circumstances will an attempt be made to replace out-of-print titles.
6. Monographs which cannot be repaired or rebound will be deselected.
7. Monographs that have not circulated may be identified for deselection.
8. Classic monographs are retained.
9. Monographs written by or containing contributions by faculty and/or staff will be retained.
10. If the subject matter of an older monograph is sparsely represented in the collection, the title may be retained.
11. Monographs potentially of use in legal research will be retained.

## **C. JOURNALS**

The following guidelines for retention of print copies of journals were developed for the Print Retention Project and will continue to govern the decision-making for retaining print titles.

1. The print counterpart of an electronic journal title will be discarded.
2. If stable online archives are available for a journal title and the Library is able to purchase, the print copies, except for those titles published prior to and including 1959, will be discarded.
3. A journal title with low usage, an unacceptable cost increase, high cost per download, and/or a low journal impact factor will be considered for cancellation.
4. A print title will be discarded if it is not available electronically, or if it is available, but not in an acceptable format or accessible via IP, and the determination is made that it can be obtained through Interlibrary Loan (ILL).
5. Binding may be considered if a sufficient number of loose print issues of a journal title are available to complete a volume.
6. Print copies of a journal title may be retained if the content is geographically specific to Kentucky or to the Louisville metropolitan area.

#### **D. DATABASES**

1. If the cost of a database becomes prohibitive relative to either the Library budget or the usage, consideration will be given to cancellation.
2. If the content significantly overlaps with another resource and the content does not substantially complement that resource, cancellation may be considered.

#### **E. WEB-BASED RESOURCES**

1. If a formerly free site is no longer free, the KHSL link to that site will be deleted.
2. The KHSL link will be deleted if any of the criteria listed under **IV.D.** in this policy are no longer representative of the site.

#### **VI. POLICY REVIEW**

The KHSL Collection Development Policy will be reviewed as needed by the Collection Management Librarian, but no less than every five (5) years. Any substantive changes to the policy will be communicated to the members of the Kornhauser Management Group (KMG). Ultimate responsibility for the collection development policy rests with the KHSL Director.

<b>APPENDIX I: COLLECTIONS BY SUBJECT &amp; ACQUISITION LEVELS</b>					
Subject Group	Subject	Undergrad	Graduate	Research	Clinical
AEROSPACE MEDICINE	AEROSPACE MEDICINE				
ALLERGY AND IMMUNOLOGY	ALLERGY AND IMMUNOLOGY		x	x	x
	HYPERSENSITIVITY		x	x	x
	IMMUNOLOGIC DISEASES		x	x	x
ANATOMY	ANATOMY	x	x	x	x
ANESTHESIOLOGY	ANESTHESIA		x	x	x
	ANESTHESIOLOGY		x	x	x
	ANESTHESIOLOGY--HISTORY				
	ANESTHETICS		x	x	x
	ETHER		x	x	x
	HYPNOTISM			x	
	MORPHINANS		x	x	x
	NEUROMUSCULAR BLOCKING AGENTS		x	x	x
BIOCHEMISTRY	BIOCHEMISTRY	x	x	x	x
CARDIOVASCULAR SYSTEM	CARDIOLOGY		x	x	x
	CARDIOVASCULAR DISEASES		x	x	x
	CARDIOVASCULAR SYSTEM		x	x	x
	CARDIOVASCULAR SYSTEM-SURGERY		x	x	x
CHIROPRACTIC	CHIROPRACTIC				
	CHIROPRACTIC-HISTORY				
COMMUNICABLE DISEASES	BACTERIAL INFECTIONS		x	x	x
	COMMUNICABLE DISEASES		x	x	x
	COMMUNICABLE DISEASES-HISTORY		x	x	x
	MYCOSES		x	x	x
	PARASITIC DISEASES		x	x	x
	PROTOZOAN INFECTIONS		x	x	x
	RICKETTSIAL INFECTIONS		x	x	x
	SPIROCHAETALES INFECTIONS		x	x	x
	TROPICAL MEDICINE		x	x	x
	TUBERCULOSIS		x	x	x
	VENEREAL DISEASES		x	x	x
	VIRUS DISEASES		x	x	x
	ZOONOSES		x	x	x
DENTISTRY	DENTISTRY		x	x	x
	DENTISTRY, OPERATIVE		x	x	x
	EDUCATION, DENTAL		x	x	x
	FORENSIC DENTISTRY		x	x	x

	HISTORY OF DENTISTRY		x	x	x
	MOUTH DISEASES		x	x	x
	ORTHODONTICS		x	x	x
	PROSTHODONTICS		x	x	x
	SURGERY, ORAL		x	x	x
DERMATOLOGY	DERMATITIS		x	x	x
	DERMATOLOGY		x	x	x
	DERMATOLOGY, HISTORY				
	SKIN DISEASES		x	x	x
EMBRYOLOGY	EMBRYOLOGY		x	x	
ENDOCRINOLOGY	ENDOCRINE DISEASES		x	x	x
	ENDOCRINE GLANDS-SURGERY		x	x	x
	ENDOCRINOLOGY		x	x	x
	ENDOCRINOLOGY-HISTORY				
GASTROINTESTINAL SYSTEM	GASTROENTEROLOGY		x	x	x
	GASTROENTEROLOGY-HISTORY				
	GASTROINTESTINAL DISEASES		x	x	x
	GASTROINTESTINAL SYSTEM		x	x	x
	GASTROINTESTINAL SYSTEM-SURG		x	x	x
GERIATRICS	CHRONIC DISEASE		x	x	x
	GERIATRICS		x	x	x
	GERIATRICS-HISTORY				
GYNECOLOGY	CONTRACEPTION				x
	GENITAL DISEASES, FEMALE		x	x	x
	GENITALIA, FEMALE-SURGERY		x	x	x
	GYNECOLOGY		x	x	x
	GYNECOLOGY-HISTORY				
HEALTH CARE	DELIVERY OF HEALTH CARE	x	x	x	x
	HEALTH ADMINISTRATION AND ORG	x			
	HEALTH INSURANCE				
	SOCIAL, ENVIRONMENTAL, ECONOM	x			
	SPECIAL POPULATION GROUPS	x	x	x	
HEMATOLOGY	HEMATOLOGIC DISEASES		x	x	x
	HEMATOLOGY		x	x	x
	LYMPHATIC DISEASES		x	x	x
HISTOLOGY	HISTOLOGY	x	x	x	x
HISTORY OF MEDICINE	HISTORY OF MEDICINE	x			
	HISTORY OF MEDICINE-BIOGRAPHY	x			
	HISTORY OF MEDICINE-LOCALITY	x			
	HISTORY OF MEDICINE, 15TH CENT	x			
	HISTORY OF MEDICINE, 16TH CENT	x			
	HISTORY OF MEDICINE, 17TH CENT	x			
	HISTORY OF MEDICINE, 18TH CENT	x			
	HISTORY OF MEDICINE, 19TH CENT	x			
	HISTORY OF MEDICINE, 20TH CENT	x			

	HISTORY OF MEDICINE, ANCIENT	x			
	HISTORY OF MEDICINE, MEDIEVAL	x			
HOMEOPATHY	HOMEOPATHY				
	HOMEOPATHY-HISTORY				
HOSPITALS	HOSPITAL ADMINISTRATION	x			
	HOSPITALS AND MEDICAL CENTERS	x			
	CLINICAL DEPARTMENTS AND UNITS	x			
MEDICAL SOCIOLOGY	MEDICAL SOCIAL WORK		x	x	x
	MEDICAL SOCIOLOGY		x	x	x
MEDICINE	BIOMEDICAL ENGINEERING		x	x	x
	ECONOMICS, MEDICAL		x	x	x
	EDUCATION, MEDICAL		x	x	x
	ETHICS, MEDICAL		x	x	x
	MALPRACTICE				x
	MEDICAL ILLUSTRATION				x
	MEDICINE		x	x	x
	PHILOSOPHY, MEDICAL	x	x		
	PROFESSIONAL PRACTICE				x
	QUACKERY				
	STATISTICS		x	x	x
	THERAPEUTICS		x	x	x
METABOLIC DISEASES	METABOLIC DISEASES		x	x	x
	METABOLISM, INBORN ERRORS		x	x	x
	OBESITY		x	x	x
MICROBIOLOGY	BACTERIA		x	x	x
	MICROBIOLOGY		x	x	x
	MICROBIOLOGY-HISTORY		x	x	x
MILITARY MEDICINE	MILITARY MEDICINE				
	MILITARY MEDICINE-HISTORY				
MUSCULOSKELETAL SYSTEM	BONE DISEASES		x	x	x
	MUSCULAR DISEASES		x	x	x
	MUSCULOSKELETAL SYSTEM		x	x	x
	ORTHOPEDICS		x	x	x
NAVAL MEDICINE	NAVAL MEDICINE				
	NAVAL MEDICINE-HISTORY				
NEOPLASMS	BRAIN NEOPLASMS		x	x	x
	CARCINOGENS		x	x	x
	LEUKEMIA		x	x	x
	MEDICAL ONCOLOGY		x	x	x
	NEOPLASMS		x	x	x
	NEOPLASMS--SURGERY		x	x	x
	RADIOTHERAPY		x	x	x
	RESPIRATORY TRACT NEOPLASMS		x	x	x
NERVOUS SYSTEM	NERVOUS SYSTEM		x	x	x
	NERVOUS SYSTEM DISEASES		x	x	x

	NEUROLOGY--HISTORY				
	NEUROSURGERY		X	X	X
NURSING	CARDIOVASCULAR DISEASES--NU	X	X	X	X
	COMMUNITY HEALTH NURSING	X	X	X	X
	EDUCATION, NURSING		X	X	
	GERIATRIC NURSING	X	X	X	X
	HISTORY OF NURSING	X			
	NURSE PRACTITIONERS	X	X	X	X
	NURSING	X	X	X	X
	NURSING, PRACTICAL				
	OBSTETRICAL NURSING	X	X	X	X
	PHILOSOPHY, NURSING	X			
	PSYCHIATRIC NURSING	X	X	X	X
	PUBLIC HEALTH NURSING	X	X	X	X
	SURGICAL NURSING	X	X	X	X
	UROLOGIC DISEASES--NURSING	X	X	X	X
NUTRITION DISORDERS	DEFICIENCY DISEASES	X	X	X	X
	NUTRITION DISORDERS	X	X	X	X
	PELLAGRA	X	X	X	X
OBSTETRICS	ABORTION		X	X	X
	FETAL DISEASES		X	X	X
	FETUS		X	X	X
	OBSTETRICS		X	X	X
	OBSTETRICS--HISTORY				
	PREGNANCY	X	X	X	X
OCCUPATIONAL THERAPY	OCCUPATIONAL THERAPY				
OPHTHALMOLOGY	BLINDNESS		X	X	X
	EYE DISEASES		X	X	X
	EYE--SURGERY		X	X	X
	OPHTHALMOLOGY		X	X	X
	OPHTHALMOLOGY--HISTORY				
	VISION DISORDERS		X	X	X
OPTOMETRY	EYEGASSES				
	OPTOMETRY				
	OPTOMETRY--HISTORY				
OSTEOPATHY	OSTEOPATHY				
OTOLARYNGOLOGY	AUDIOLOGY		X	X	X
	EAR--ANATOMY AND HISTOLOGY		X	X	X
	OTOLARYNGOLOGY		X	X	X
	OTOLARYNGOLOGY--HISTORY				
	OTOLOGY		X	X	X
PARASITOLOGY	ARTHROPODS		X	X	X
	INSECT VECTORS		X	X	X
	PARASITIC DISEASES		X	X	X
	PARASITOLOGY		X	X	X
PATHOLOGY	GENETICS, MEDICAL		X	X	X

	PATHOLOGY		x	x	x
	PATHOLOGY--CLINICAL		x	x	x
	PATHOLOGY--HISTORY				
PEDIATRICS	CHILD DEVELOPMENT		x	x	x
	CHILD NUTRITION		x	x	x
	CHILD PSYCHIATRY		x	x	x
	PEDIATRICS		x	x	x
	PEDIATRICS--HISTORY				
PHARMACOLOGY	ANTIBIOTICS			x	x
	DRUGS			x	x
	PHARMACOLOGY			x	x
	PHARMACOLOGY--HISTORY				
PHARMACY	CHEMISTRY, PHARMACEUTICAL			x	x
	DISPENSATORIES			x	x
	DRUGS, NON-PRESCRIPTION			x	x
	FORMULARIES			x	x
	PHARMACOGNOSY			x	x
	PHARMACOPOEIAS			x	x
	PHARMACY			x	x
	PHARMACY--HISTORY				
PHYSICAL THERAPY	ELECTROTHERAPY	x	x		x
	HYDROTHERAPY	x	x		x
	PHOTOTHERAPY	x	x		x
	PHYSICAL THERAPY	x	x		x
	PHYSICAL THERAPY--HISTORY				
PHYSIOLOGY	PHYSIOLOGY		x	x	x
	SPORTS MEDICINE		x	x	x
PSYCHIATRY	COMMUNITY PSYCHIATRY		x	x	x
	HOSPITALS, PSYCHIATRIC		x	x	x
	PSYCHIATRY		x	x	x
	PSYCHIATRY--HISTORY				
	PSYCHOSOMATIC MEDICINE		x	x	x
	PSYCHOTHERAPY		x	x	x
	SUBSTANCE ABUSE		x	x	x
PUBLIC HEALTH	EMERGENCY MEDICAL SERVICES				x
	EPIDEMIOLOGY		x	x	
	HOSPITALS			x	
	HOSPITALS--HISTORY				
	OCCUPATIONAL MEDICINE		x	x	
	PREVENTIVE MEDICINE	x	x	x	x
	PUBLIC HEALTH	x	x	x	x
RADIOLOGY	RADIOGRAPHY	x	x	x	x
	RADIOLOGY	x	x	x	x
	RADIOLOGY--HISTORY				
	RADIOTHERAPY	x	x	x	x
RESPIRATORY SYSTEM	RESPIRATION DISORDERS	x	x	x	x

	RESPIRATORY SYSTEM	x	x	x	x
	RESPIRATORY SYSTEM--SURGERY	x	x	x	x
SURGERY	PATHOLOGY, SURGICAL		x	x	x
	SURGERY		x	x	x
	SURGERY--HISTORY				
	SURGERY, OPERATIVE		x	x	x
	SURGERY, PLASTIC		x	x	x
TOXICOLOGY	POISONING		x	x	x
	TOXICOLOGY		x	x	x
	TOXICOLOGY--HISTORY				
UROGENITAL SYSTEM	UROGENITAL SYSTEM		x	x	x
	UROGENITAL SYSTEM--SURGERY		x	x	x
	UROLOGIC DISEASES		x	x	x
	UROLOGY--HISTORY				
VIROLOGY	VIROLOGY		x	x	x



## APPENDIX II

### KORNHAUSER HEALTH SCIENCES LIBRARY GIFT AND APPRAISAL POLICY

Kornhauser Health Sciences Library (KHSL) accepts the following donations on a limited basis:

- Books and related library materials
- Manuscript collections
- Records documenting the history of the health sciences in the immediate area and western Kentucky

**Donations of books require that the donor submit in advance a list of the books with title, author, and publications date for review by library personnel.**

#### GENERAL COLLECTION

KHSL will accept:

- Books published within the last 5 years
- Books published within the last 15 years if the content is considered current and relevant for students.
- Books published prior to 1950, but only if prior to donating, the donor submits a list prior to donating that includes the author, title and publication date of each book.
- Journals published prior to 1950, but only if prior to donating, the donor submits a list p that includes the journal title, volume(s), and years.

The book and journal lists will be reviewed by library personnel and only items deemed vital to the KHSL mission will be added to the library collections. **KHSL reserves the right to decline, exchange or dispose of any donated materials that library staff judge to be unsuitable for inclusion in the collection.**

KHSL cannot appraise gifts:

- All gift appraisals are the responsibility of the donor and must be arranged and paid for the donor.
- Acceptance of a gift that has been appraised by a third, disinterested part, does not imply an endorsement of said appraisal by KHSL staff.
- IRS Form 8283 (*Noncash Charitable Contributions*) details the requirements for appraisals.

University of Louisville Libraries' policies prohibit the acceptance of conditional or restrictive donations, including:

- Gifts that limit general access to patrons
- Gifts that stipulate frequent or perpetual exhibition to recognize the donor
- Gifts that inhibit in any way the normal integration or ultimate disposition of such gifts within the library system. The KHSL Director may make exceptions to this policy only if the restricted donation services the best interests of the University

**KHSL has no regular service to pick up donations. Any delivery of books, journals, or other library-related materials must be the responsibility of the donor.**

Individuals interested in donating to the library may contact:

Paul Mattingly  
Gifts Coordinator  
KHSL Technical Services  
502-852-5761

## APPENDIX III

### HISTORY COLLECTIONS GIFT POLICY

The History Collections of Kornhauser Health Sciences Library (KHSL) accepts, at the discretion of the Curator and/or the Director, donations of rare books, manuscript collections, and artifacts that document the rich historical heritage of the health sciences in the Louisville area and in western Kentucky. Such donations are vital to the KHSL mission of protecting and preserving this history which ultimately enriches the research experience of those utilizing the library collections.

KHSL will accept the following:

- Books published between 1921 and 1950 if, prior to donating, the donor submits a list of all materials that includes the author, title, and publication year of each item. The curator will review the list and only items deemed vital to our mission will be added to the collections.
- Books and journals considered rare based upon their availability and value.
- Journals on a case-by-case basis.
- Manuscript collections that document individuals, organizations, schools, and businesses that specialize in healthcare in the region.
- Artifacts considered on a case-by-case basis.

The KHSL Director or the Curator may make exceptions to any of these policies if the acceptance of a donation serves the best interests of the University.

**KHSL has no regular pick-up service. All delivery options must be coordinated with the Archivist/Curator or the KHSL Director.**

Interested donors should contact:

Mary K. Marlatt  
Archives Associate  
History Collections  
502-852-5775  
[kornhist@exchange.louisville.edu](mailto:kornhist@exchange.louisville.edu)  
[mkmarl01@louisville.edu](mailto:mkmarl01@louisville.edu)