Ivy Tech Community College of Indiana

POLICY TITLE
Currency of Print Resources for the School of Health Sciences and School of Nursing

POLICY NUMBER
ASOM 4.11

PRIMARY RESPONSIBILITY
Library Services and Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created September 1997/Revised February 2008; October 2010; April 2012/Effective April 2012; revised April 2016/Effective immediately; revised Summer 2017/effective immediately; revised May 2018/effective immediately

PURPOSE
Because currency is critical in the healthcare field, the following guidelines have been developed for the maintenance and weeding of print materials for the health-related programs.

ORGANIZATIONAL SCOPE OR AUDIENCE
School of Nursing and School of Health Sciences

DEFINITIONS
Weeding: A decision-making process by which judgments are made to retain, store, or remove items in the library collection. (Other terms include: de-selection, discarding, and reverse selection).

POLICY
The Campus library directors and campus library coordinators will, with the assistance of the School of Nursing and the School of Health Sciences faculty, periodically review program collections, using the weeding guidelines below, for currency and relevance.

PROCEDURE
1. Weeding Guidelines

Level One: Nursing: It is suggested that the current year and preceding five years provide the weeding guideline for books in the following areas of nursing: nursing clinical procedures, current nursing research, legal and ethical issues, and be subject to Exceptions A and B further described.

Print periodicals can be retained for the current calendar year and approximately three preceding years, at the library director's discretion.

For the libraries serving the nursing programs, the subjects which need to be current within this time range are: nursing fundamentals, pharmacology, adult medical and surgical nursing, maternal-child health nursing, geriatric nursing, mental health concepts and nutrition.
Exception A: Some materials need to be weeded sooner than five years due to change in content. Those formats requiring the most recent editions include: study guides, examination review books, laboratory guides, drug manuals and nursing care plans. Also, new developments in some subjects will warrant a change in materials that include new information, such as immunology, nutrition, etc.

Exception B: Some materials may be kept longer than the suggested time range before weeding. These are titles not yet superseded by newer editions, having no suitable substitute in a different and more recent title, and for which there has been no recent change in the area.

Level Two: General and Allied Health Disciplines: Evaluated less strictly and on merits beyond date are other allied health programs dependent upon their own standards and program guidelines, plus broader health-related, medical, and social and behavioral science areas. These include books on psycho-social problems such as alcoholism, disease backgrounds, other health issues, provided the title is not nursing treatment oriented.

Criteria to be considered are: subject content, circulation usage, replacement availability, and cost. Based on all of these factors for Level Two, a decision to keep the book might still be made, if weeding it would leave insufficient material on that subject in the collection.

Level Three: Physical and Biological Sciences: Included are those books that rarely experience great change and may be kept longer. Primarily these would be the physical and biological sciences that nursing students should utilize, such as: anatomy and physiology, microbiology, chemistry, and physics.

Level Four: Histories and Biographies: “Classic nursing works,” nursing biographies and other historical materials need not be subject to currency guideline. Having a representative selection of these subjects of reasonable age is the main criterion for Level Four. As an additional step, such historical materials must be identified by the library as ‘historical’ in some method so that these are preserved and not affected by the currency guideline.

2. Other Recommendations

Identifying Current Nursing Collections: An optional step is to create separate nursing collections, identifiable either as separately shelved, and/or with labeling identifying them as such. This would be up to the discretion of the individual campus library if this is feasible based on their own situation and needs.
Frequency of Weeding: It is recommended for the School of Nursing and School of Health Sciences programs that weeding be done annually, or every two years at a minimum.

Faculty Involvement: It is recommended that at each Campus/Site a professional librarian and at least one faculty member from nursing and other allied health programs collaborate to implement this policy. Faculty can assist in the content evaluation of older materials being considered for weeding, alert the librarian to topics undergoing recent change, and recommend new selections.

REFERENCES
ASOM 4.10 Maintenance of the Collection

RESOURCE PERSON
Campus Library Directors
Vice Chancellors for Academic Affairs (or designee)