

**Minneapolis Community and Technical College**  
**Collection Development Policy**  
**Appendix B: Health and Nursing Materials**

The Minneapolis and Community College collection is intended to support and enrich the entire college curriculum. However, the Health Careers programs, and in particular, the Nursing programs, have some specific information needs that warrant a focused collection development policy. As of the 2013-2014 academic year, MCTC Health Careers include: Addiction Counseling, Central Services Technician, Community Health Worker, Dental Assistant, Electroneurodiagnostic Technology, Healthcare Core Curriculum, Nursing, Nursing Assistant/Home Health Aide, Phlebotomy, and Polysomnographic Technician programs; and additionally a Medical Office Assistant Program in Business Careers.

The Nursing Program includes the Associate in Science (ASN) Professional Nursing Degree Program, the Practical Nursing Diploma, and a Nursing Mobility Option for those wishing to transition between the LPN and the ASN Degree. MCTC library's goal is to have resources available to supplement and expand on materials covered in course material and texts, for students enrolled in the Health Career programs, as well as for MCTC students in other programs who have a personal or course-related research interest in this subject matter.

#### **Subscription Databases and Internet Sources**

As in all subject areas, an increasing amount of information is available via both subscription (fee-based) databases and the Internet. The Library subscribes to several periodical databases that support nursing and health research, including *Ebsco's CINAHL Plus with Full Text*, *Ebsco's Health Source: Nursing/Academic Edition* (via a state-wide subscription provided through Electronic Libraries of Minnesota [ELM]), *Gale's Health Reference Center-Academic*, *Gale's Health and Wellness Resource Center*, *Ebsco's AltHealthWatch (Alternative Health and Wellness)* *Elsevier's Science Direct: Health & Life Sciences Journals Collection*, *Ebsco's Academic Search Premier* (via ELM), and the *Scientific & Medical ART (SMART) Imagebase* (a collection of illustrations and animations depicting anatomy, physiology, surgery, diseases, conditions, trauma, embryology, histology, and other health science topics.)

Links to the databases listed above (and others) are provided from the library home page, under the Articles or Media tabs, and are also presented in the Nursing Research Guide (available on the Research Guides page, linked to from the library home page.)

The library home page also provides links to major, high-quality databases available at no charge via the Internet, such as *PubMed and PubMed Central; MedlinePlus; and MayoClinic.com*. Librarians at the Reference Desk provide assistance in locating and using these databases as well as additional sources available through the Internet.

#### **Periodicals**

In addition to the thousands of periodical articles available in the subscription databases, the library subscribes to individual journal titles that are not available in the database packages, including: *The American Journal of Nursing*, *Nursing*, *The American Journal of Maternal Child Nursing*, and others. The Health and Nursing collection developer works together with the serials

coordinator and the main collection developer to determine the optimum balance of electronic and print sources of nursing and medical journals.

## **Books:**

### **Reference Books**

The library maintains important works such as medical dictionaries and encyclopedias, drug manuals, subject-specific textbooks, and some historical sources in the print Reference Collection.

The MCTC Library also provides online reference materials supporting health sciences research, though our purchase of e-books, primarily the *Gale Virtual Reference Library Collection*. Relevant titles include (among others) *The Gale Encyclopedia of Nursing and Allied Health*, *Harrison's Manual of Medicine*, and *The Encyclopedia of Bioethics*.

### **Circulating Books**

The library purchases clinical books in subjects that support the nursing and health careers curricula. The library also purchases books that provide general, ethical, educational, historical, social, legal, political, governmental and literary information relating to health and medical issues. Required course textbooks are not purchased (see Collection Development Policy general guidelines) but donations of these are accepted, when in the judgment of the collection developer, they will add substantially to the quality and usefulness of the MCTC collection.

### **Procedure for Selection**

The selection process follows the description in the Collection Development Policy general guidelines, with selection aids tailored to the Nursing and Medical Fields:

In selecting resources, Librarians will evaluate available resources according to selection criteria, using one or more of the following resources:

1. Professional, critical reviews in review journals such as *Choice*, *Booklist*, and *Library Journal*;
2. Critical reviews in appropriate subject area periodicals, online and Internet resources;
3. Use of "Book of the Year Award" lists in *The American Journal of Nursing*, in areas appropriate to the MCTC curriculum (each Jan issue);
4. Recommendations of faculty, students, subject matter specialists, and community members; and
5. Previewing the resource.

### **Book Retention**

Five (5) or ten (10) years: Textbooks, clinical works, drug handbooks, and other works in areas in which information becomes dated and is then either dangerous or useless, are retained as follows:

Five (5) years: textbooks and clinical works in topics in which research and technology changes continually and rapidly. We will withdraw previous editions when newer editions are received, and remove other older titles from the collection on an ongoing basis.

Ten (10) years: textbooks and clinical works in topics in which research and technology changes more slowly. We will withdraw previous editions when newer editions are received and remove other older titles from the collection on an ongoing basis.

Evaluate on a case-by-case basis (retain indefinitely or evaluate every five (5) to ten (10) years):  
Textbooks and monographs with information that is somewhat timeless because of the nature of the information such as ethical and historical works.

Older works that are frequently cited in current sources.

Example:

Kubler-Ross, Elisabeth. *On Death and Dying*, 1970

Older works that have not been superseded.

Example:

Group for the Advancement of Psychiatry. Committee on Psychiatry and Law. *The Right to Abortion: a Psychiatric View*, 1970

Personal narratives, biographies and autobiographies that are either frequently cited or of historical interest.

Examples:

Winstead-Fry, Patricia & Deborah R. Labovitz. *Ordinary miracles in nursing*, 2006.  
Heikkila, Kim. *Sisterhood of war: Minnesota women in Vietnam*, 2011.

Historical works

Examples:

Gray, James. *Education for Nursing: a History of the University of Minnesota School*, 1960.  
Darraj, Susan Muaddi. *Mary Eliza Mahoney and the legacy of African American nurses*, 2005.

Historical subject works, frequently cited.

Examples:

Szasz, Thomas Stephen. *Ceremonial Chemistry*, 1974.

Older works that complement more current titles and that are on multiple current bibliographies

Example:

Brody, Jane. *Jane Brody's Nutrition Book*, 1987.