



Public Health
England

Protecting and improving the nation's health

KLS Collection Development Policy

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KLS Collection Development Policy

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1. INTRODUCTION TO THE POLICY

- 1.1 This policy describes the holdings and content of the Knowledge and Library Services (KLS) collection of resources.
- 1.2 It clarifies the purpose, scope and extent of the collection in supporting the work of Public Health England (PHE).
- 1.3 It outlines the management of the life-cycle of resources from selection and acquisition, to retention, replacement, withdrawal and disposal. It includes the availability of and access to the collection and its exploitation.
- 1.4 This policy is expected to be used in various ways, including, but not limited to:
 - (a) Recording decisions and procedures relating to the life-cycle of all resources.
 - (b) Supporting and guiding KLS staff in developing and maintaining the collections, e.g. stock selection and disposal.
 - (c) Promoting the collection and supporting engagement opportunities with PHE staff.
 - (d) Supporting the collection management requirements of the move to the Knowledge Centre at PHE Harlow.
 - (e) Fulfilling the requirements of a quality assured library and information service
- 1.5 This policy is published on the KLS [intranet pages](#) and an edited version (with commercially sensitive information redacted) is made available on the [PHE KLS policies and performance page](#) online to disseminate information about the collection to PHE staff and other stakeholders.
- 1.6 Comments and queries regarding this policy should be directed to libraries@phe.gov.uk

PHE staff making recommendations for stock and new resources for the collection should email libraries@phe.gov.uk. Alternatively, they could contact a local librarian or Knowledge and Evidence Specialist (KES). Details of the nearest members of the KLS team are here: <https://phelibrary.koha-ptfs.co.uk/contactus/> and here: <https://phelibrary.koha-ptfs.co.uk/kes/>

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2. INTRODUCTION TO THE COLLECTION

- 2.1 KLS provides a variety of services including managing a collection of a broad range of science and healthcare resources, and mediating access to this collection to enable PHE staff to find the evidence to support their work. To do this, KLS:
- (a) provides physical and virtual space for the curation and use of both print and electronic resources.
 - (b) procures and creates content for the collection.
 - (c) Provides training in information skills to access and use the collection.
- 2.2 The collection's main aim is to support the current work and research of PHE and also the staff carrying out that work and research. In addition it supports the priority areas as defined in the [PHE Strategic Plan 2020-2025](#).
- 2.3 KLS recognises the opportunity to be an authoritative source of public health information both within PHE and externally to the wider public health community. However, there is neither physical space nor an unrestricted budget to obtain unlimited resources. KLS will therefore concentrate on providing access to resources and materials that are likely to be of significant value to PHE staff, avoiding duplication where possible and taking advantage of collaborative schemes where these exist. KLS, therefore, seeks to co-operate openly with national resources as well as health sciences libraries in regional networks to enhance the range of resources available to staff.
- 2.4 KLS works according to the principles of, and commitment to, sharing information and working effectively that are identified in the 2014 PHE [Knowledge strategy](#) [strategy under review as of November 2019].
- 2.5 PHE inherits a well-established library service from one of its sender organisations, the former Health Protection Agency (HPA). The HPA library service provided a distributed library and information service to its staff, prior to moving into PHE, based on subject specialisms.
- 2.6 Since 2013, the three physical library sites have the responsibility for extending their information services to the new organisation, currently comprising around 5000 staff, located across the whole of England. Therefore, the collection has widened its subject coverage (see section 7.1 below), and increased use of electronic resources to enable access across the nationwide distribution of staff.
- 2.7 Digital solutions for effective management of the collection have also been implemented, including: a common Library Management System (LMS) across all site libraries; an OPAC (library catalogue) available to all staff, linked to the intranet and to a dedicated KLS website; an integrated Discovery

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Service for searching across a range of resources; RFID (Radio Frequency Identification) tagging of stock and installation of self-service kiosks.

- 2.8 In line with PHE's move to Harlow in Essex, the libraries at Colindale and Porton will merge and move to the new site which envisages a central Knowledge Centre in the main building. This policy takes into account collection management decisions that are affected by this relocation.
- (a) The effect this will have on the current collection which will require disposal of duplicate material prior to the move.
 - (b) The effect this will have on the collection going forward, e.g. which site library should hold material on the expanded topic scope, which site budget caters for this, and so on.
 - (c) Increased cooperation between Colindale and Porton libraries – consideration of book ordering (as above), working to an agreed classification system and other common practices.
 - (d) How the transition affects Chilton site library. This is a policy for whole of KLS and includes Chilton. Consideration will be given to where any decisions may impact on the collection at Chilton.

3. ROLES AND RESPONSIBILITIES

- 3.1 The site-based Librarians and Assistant Librarians manage the physical collections at Chilton, Colindale and Porton, which includes print material for wider public health topics outside of the local research topics. Liaising with each other, users, the Systems Librarian, the Library Business Manager and the Knowledge and Library Services Manager.
- 3.2 The Systems Librarian is the main point of contact between KLS and electronic resource suppliers. This includes oversight of the journal subscriptions and e-book procurement.
- 3.3 The Library Business Manager is the main point of contact between KLS and PHE Finance. For example, invoices are passed to them, and they can raise purchase orders.
- 3.4 The Knowledge and Library Services Manager maintains an oversight of the collection management, the budget, and makes any final decisions.
- 3.5 See also section 10 below for reviewing and keeping the policy up to date.

4. USERS AND STAKEHOLDERS OF THE COLLECTION

- 4.1 **PHE members of staff** comprise the majority of users. They include scientists, public health professionals (including health intelligence and health

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economists), researchers, medical personnel, legal personnel, and a wide range of business, administrative and management support functions. The collection is developed and managed in order to support provision of knowledge, evidence and best practice for their research, for their job roles, and for their personal health and wellbeing.

- 4.2 **Students** on placement at PHE and staff undertaking undergraduate or postgraduate degrees will be provided for principally by their university. The collection will not be developed with respect to their needs although access to the specialist PHE resources in the collection may be provided.
- 4.3 **Other site-specific staff with different employers**, for example EMCOR staff or Porton BioPharma Limited (PBL) staff, are able to access print resources but are not entitled to access subscribed electronic resources due to suppliers' licence restrictions. Further information for PBL staff is available on the [KLS website](#) or by speaking to one of the Porton site librarians.
- 4.4 **Local authority public health (LAPH)** members of staff currently have access to a discrete selection of PHE resources, i.e. PHE subscribed journals. This user group does not include CCG knowledge commissioners. Whilst LAPH needs are not the primary driver of the content or management of the collection, their comments and suggestions, based on their experience in the field, may be useful to KLS in decision making. Their access will be reviewed periodically. Further information for LAPH staff is available on the KLS website: [Support for Local Authority Public Health Teams](#).
- 4.5 **External researchers** and international visitors not otherwise attached to PHE may be able to access PHE's print collections either by agreement or on payment of a fee, for example Chilton library supplies digital copies of historic NRPB publications to external requestors. External researchers are not entitled to access the electronic resources because of suppliers' licence restrictions.
- 4.6 **User engagement.** KLS values input from PHE staff to understand the nature of their work and what resources are relevant and useful to them. KLS seeks to recruit advocates from across PHE to support the budget and resource allocations. KLS is proactive in ensuring that all staff are aware of and have access to relevant resources.
 - (a) KLS provides regular submissions to PHE Weekly to highlight new or useful resources, alternating with promoting the expert literature searching service.
 - (b) A user needs survey was composed in Select Survey and distributed to all PHE staff for two weeks in March 2019, and annually thereafter.
 - (c) When new databases or other electronic resources are trialled, feedback is sought from subject experts and users through local networks at the site libraries and regional offices as appropriate.

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- (d) KLS actively seeks and welcomes user requests. Procedures for handling user requests for different types of resource are in section 8, below.
 - (e) At Chilton, the site Librarian attends the Chilton Management Team meetings. Other site librarians actively seek to attend similar site meetings. KLS are always willing to come and talk to teams/meetings about how our services can support their work. PHE staff are encouraged to contact libraries@phe.gov.uk to arrange.
 - (f) Subject specialist experts at each site are sought and invited to review and recommend on stock selection and disposal.
- 4.7 KLS has important strategic relationships with the following government health bodies: Health Education England (HEE), National Institute for Health and Care Excellence (NICE), NHS England (NHSE), Department of Health and Social Care (DHSC). KLS is a member of the NHS London Health Libraries Consortium. Working in cooperation, PHE contributes to providing best evidence in healthcare for the country.
- 4.8 KLS cooperates with other government bodies, e.g. the Food Standards Agency, and The National Archives (TNA), and maintains an operational awareness of other science and health collections, e.g. The Francis Crick Institute, the Wellcome Library, Medicines and Healthcare Products Regulatory Agency (MHRA). In relation to the collection this is mostly relevant for best practice and document supply.

5. ACCESS TO THE COLLECTION

- 5.1 KLS is committed to diversity and inclusion:
- (a) All staff onsite are welcome to use the physical libraries' space, in a manner appropriate to research and study, regardless of whether they are employed by PHE or not. Print resources may be used and/or borrowed, and access to free/open access resources is possible using library laptops. Restrictions are only where supplier licences for electronic resources in the collection accommodate solely for PHE staff.
 - (b) Suggestions for purchases from all staff are welcome, and will be considered within the terms of the collection development policy and budget.
 - (c) All additions to the collection will be made irrespective of an author's political or other opinions, race, nationality, religion, or sexual orientation.
 - (d) The opening hours of the libraries cover the core working hours of PHE staff and 24 hour access where possible. Specific site library

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opening hours are on the KLS website [here](#). The dedicated libraries email inbox and telephone enquiries helpline are monitored between the core hours of 9.30am-4pm.

5.2 The catalogue and Discovery service:

- (a) PHE staff and the public, can search the collection of print and subscribed electronic books and journals using the OPAC (Online Public Access Catalogue). The catalogue is hosted by Koha, an open source library management system, and managed by PTFS Europe. It is available here: <https://phe.koha-ptfs.co.uk/>.
- (b) The List functionality of the OPAC is used to improve the findability of particular resources in the collection, such as Practice Examples, Evidence Briefings, and collections of books e.g. the Wellbeing collection and e-book collections.
- (c) The OPAC is fully integrated with the EBSCO Discovery Service (EDS) and may be linked to via the Quick Links section on the intranet.
- (d) PHE staff and local authority public health team staff can search the EDS to find and access PHE subscribed resources, NHS Core Content and Open Access material. PHE staff and LA staff have separate portals for the EDS to distinguish access rights to different resources and for different help content. For some resources, additional authentication using OpenAthens is required (see section 5.4 below).
- (e) Books are classified according to the Wessex classification scheme at Colindale and Porton site libraries, and according to Dewey Decimal Classification (DDC) at Chilton site library. The Wessex scheme is a British adaptation of the National Library of Medicine (NLM) classification scheme. Where local variations exist due to previous classification arrangements there will be no retrospective re-classification. Subject access is also available via MeSH (Medical Subject Headings) and the public health language thesaurus.

5.3 Loans and restricted items:

- (a) Most print books are made available for loan. Loan periods are detailed on page 3 of the [KLS Byelaws](#) and reviewed periodically to ensure they meet user needs. Other book borrowing information is available on the KLS website: <https://phelibrary.koha-ptfs.co.uk/requestbook/>
- (b) Self-service kiosks are installed at each library site to enable staff to help themselves. KLS staff will continue to issue books manually where the book tags are not yet linked to a catalogue record (and sometimes for other reasons), therefore users are encouraged to seek

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assistance from the librarians if the kiosk does not appear to function as expected. Postal loans are available by sending a request to libraries@phe.gov.uk.

- (c) Some items are restricted. Journals may not be borrowed in order to maintain the integrity of the run (but sections may be photocopied in line with Copyright). Theses and dissertations may not be borrowed due to being irreplaceable. Other items that would be used for quick reference purposes, or that may be irreplaceable, or at the librarians' discretion, may also not be borrowed.

5.4 Authentication for e-resources:

- (a) The majority of PHE subscribed electronic resources, including e-books, are authenticated by IP address.
- (b) Where additional authentication is required the OpenAthens system is used. This is necessary to access: NHS Core Content, for certain publishers that do not allow IP address authentication, for accessing content when not on the PHE network and within the designated IP range (i.e. when working remotely or embedded with an NHS department).
- (c) All PHE staff are eligible for an OpenAthens account. Staff can self-register once directed to the NICE website to do so.
- (d) KLS has an appointed OpenAthens administrator. KLS staff advising on OpenAthens authentication should refer to the KLS OpenAthens procedure [internal to KLS staff only].
- (e) Some journals require the individual user to register themselves with the journal's website in addition to PHE's subscription, e.g. Health Service Journal and Local Government Chronicle. In these cases a link to the relevant registration form is provided in the journal record on the library catalogue.

5.5 In line with the government Digital First policy, and in consideration of the nationwide distribution of PHE staff, KLS will always consider the electronic format of any resource prior to purchase. The pricing of different formats, availability, single or multi-user licences, location of the potential users, and the availability of physical library space, will always be compared before the purchase of any new resource.

5.6 Copyright:

- (a) KLS is covered by, and complies with, the [CLA Licence Plus for the NHS in England](#) which is funded by the DHSC.
- (b) KLS has equal representation alongside NICE and the NHS in negotiating the terms of the CLA Licence Plus for the NHS in England.

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- (c) Externally procured resources are generally covered under the terms of the CLA Licence Plus for the NHS in England.
- (d) PHE staff may share resources covered by the licence with other colleagues within PHE and/or the NHS. KLS advises on providing Library Privilege or Copyright Fee Paid articles as appropriate for document delivery. Library staff should be aware of the provisions of the HEI crossover licence.
- (e) Copyright information for library staff is available here:
http://www.libraryservices.nhs.uk/forlibrarystaff/information/nhs_copyri ght.html

5.7 Open Access:

- (a) In line with the 2002 [Glasgow Declaration](#) by IFLA, KLS supports the global open access movement which aims to make scholarly publications freely available to all who might benefit.
- (b) KLS will promote open access materials as part of its collections, and will make access as simple and visible as possible.
- (c) For example, the EDS (EBSCO Discovery Service) retrieves open access material; KLS supports open access publishing where possible and in conjunction with support for developing a research information management system; open access resources are included in resource listings created by the KLS team for information skills training; KLS prioritises sourcing open access versions of papers when satisfying document delivery requests.

6. PROCUREMENT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

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- (b) In addition, the stock held at Chilton, Colindale and Porton libraries, reflects the subject specialisms of the work (including reference laboratories and registries) and research that is carried out at each site. Again, the following list is indicative rather than exhaustive, and the site librarians maintain an awareness of local teams' research and their needs:

Atomic energy and radiation protection; environmental health; waste management; chemical hazards and poisons; toxicology; immunology and vaccine development; infectious diseases; infection prevention and control; disease vectors; biosafety and laboratory management including animal welfare; microbiology; biochemistry; cell culture; genomics and gene sequencing; emergency planning and response; epidemiology; geographic information systems; mathematical modelling; statistics and biostatistics.

- (c) The collection includes subjects that support the functions that enable PHE to operate effectively. This can be either at an operational level, or resources that support the personal development of staff. These include, but are not limited to:

Business and finance management; intellectual property; human resources management; facilities management; computing and digital; research data management; learning and development (to support training activities); marketing; management skills; leadership; communication, including presenting and facilitating; coaching and mentoring.

- (d) The collection incorporates subjects on personal health and wellbeing, thus enabling PHE to be a role-model for organisational behaviour that protects and promotes the health and wellbeing of its workforce. This includes works on long term health conditions, mental health, mindfulness, resilience and handling stress, and some fiction.

7.2 Geographic coverage:

- (a) PHE provides advice to the government for the public health of the population of England, and therefore resources in the collection should be relevant to England or the United Kingdom.
- (b) Resources relating to public health in other developed populations, e.g. Western Europe, USA, Canada, Australia, etc., may be purchased if relevant to a PHE work stream but will not be actively sought.
- (c) Resources relating to global health issues will be sought in relation to the work of the Global Health Division.

7.3 Currency:

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- (a) The collection supports the current work of PHE and is responsive to user requests, policy developments and new work streams. The priority is to support the corporate business plan and core functions, therefore KLS does not aim to provide the definitive collection of resources on public health throughout time.
- (b) Chilton library maintains and develops a discrete historical collection on the topic of radiation. See also section 9.6.
- (c) Colindale library retains some rare and special material which has been assessed by an independent professional and requires special management (see sections 8.6 and 9.6). However, this collection will not be developed.
- (d) KLS acknowledges the role of other organisations for the curation of historical and archival material for both government bodies and public health as a subject, such as The National Archives and The Wellcome Institute.

7.4 Language:

- (a) The language of the collection is English. Foreign language material is not sought. Requests for specific resources in a language other than English will be considered, and may be purchased at the Library Service Manager's discretion. Chilton library still holds a small amount of foreign language material.
- (b) KLS does not provide a translation service for any resources either already in the collection, being purchased for the collection, or being purchased on behalf of a user. Neither does KLS procure translation services, which is a matter for the team or department requesting a resource.

7.5 Format:

- (a) The collection comprises a mixture of print, electronic and audio-visual resources.
- (b) KLS acknowledges PHE's [digital strategy](#) (2017). KLS will make best use of digital resources to meet the needs of users and will take a digital-first approach to the procurement of new resources for the collection.
- (c) KLS depends on possessing the appropriate technology to access certain types of resource. For example:
 - (i) The laptops and docking stations in the 2018/19 rollout do not have a CD/DVD-ROM drive. Therefore, new resources will not be purchased in this format. Current holdings in this format will be reviewed and replaced as appropriate.

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7.6 Interest level:

- (a) The collection provides a range of interest levels, for scientists new to a research field e.g. textbooks or an introduction to a subject, to specialist research publications aimed at scientific experts needing updates in their field.
- (b) Most books are aimed at scientists and health professionals of all levels including undergraduate level (for introductory material to a field of study), postgraduate, new career and experienced professionals.
- (c) There is some popular and general interest science material where it relates directly to research subjects covered by PHE.
- (d) The Wellbeing collection consists of popular works, as recommended, for example, by user requests, The Reading Agency (Reading Well and Mood Boosting books), and Macmillan Cancer Support Books Core list.

7.7 Type of material:

- (a) Research monographs for updates and current work and methods in the field.
- (b) Laboratory manuals suitable for practicing scientists.
- (c) Reference material and handbooks.
- (d) Textbooks suitable as introductory to a topic at a level for scientists in other fields.
- (e) KLS co-produced products, and other grey literature, curated and listed on the KLS library catalogue:
 - (i) Evidence Briefings produced as part of the evidence briefing service which synthesises search results on specific topics.
 - (ii) Reviews produced in liaison with other PHE teams.
 - (iii) Practice Examples.

7.8 Exclusions: the collection does not include, nor seek to include:

- (a) Subject matter not listed in section 7.1.
- (b) Historical material.
- (c) Foreign language material.
- (d) Organisational archival material, e.g. departmental records or committee minutes, which should be housed in PHE's organisational

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document archive, or catalogued and transferred to The National Archives.

- (e) Material on reading lists (unless this is for a course run regularly by PHE): reading list material should be held by students' university/college libraries. The exception may be any PHE staff undertaking qualifications where access to supporting materials may be necessary. Decisions on acquisition of such material will be made on a case by case basis.
- (f) Exam papers.
- (g) Documents freely available on the Internet (e.g. Department of Health publications, Acts of Parliament, official statistics, grey literature such as reports from think tanks, etc.)
- (h) Exceptions will be considered, in discussion with PHE staff/teams, where subjects not listed in 7.1 are needed to support that member of staff's/team's work. If the work is ongoing, that subject may be added to section 7.1 above.
- (i) The following subjects are covered less comprehensively in PHE libraries because of good access to other collections and because the specialties are not a current focus of the agency. This will be reviewed regularly to reflect changes as they occur.
 - (i) Medical specialties (outside public health and with the exception of anatomy & physiology and nuclear medicine)
 - (ii) General nursing
 - (iii) Allied professions (physiotherapy, occupational therapy, speech & language therapy)
 - (iv) Social care
 - (v) NHS management

8. CURRENT HOLDINGS

8.1 Journals:

- (a) The quantity of journal subscriptions available at any one time is variable (this can be because publishers change the title availability in journal packages frequently). However, at time of writing KLS provides access to over 4,700 journal titles electronically.

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- (b) In addition, KLS subscribes to the following print journals: Air Quality Bulletin, British Journal of Radiology, Brownfield Briefing, Community Dental Health, Journal of Sound and Vibration, New Scientist, Occupational Health at Work, Radiation Research.
- (c) Each site library holds back runs of earlier subscriptions in print format. The print runs do not overlap with electronic access when it is available. We are working to get these holdings listed and catalogued.
- (d) A comprehensive list of all journal subscriptions for the current year is available to view here: [A-Z Journals for PHE Staff](#). Further information is available on the journals page on the [KLS website](#).

8.2 Monographs:

- (a) KLS holds over 21,000 print books spread across three library sites. An estimated 500 books are added each year. The book stock reflects the major activities of PHE and currently covers the subject areas as shown in section 7.1. Not all subject areas are available at each physical library site, although there is some duplication where there is overlap of research specialisms or demand.
- (b) KLS provides access to over 3,500 e-books via the OPAC and Discovery Service. Some are one-off purchases as required, some are provided as part of the SAGE Research Methods or Springer Custom collection subscriptions, and others are purchased as part of a specific e-book collection, e.g. the Hogrefe Publishing E-book Collection. Depending on the supplier, access is authenticated via PHE IP address or OpenAthens.

8.3 Standards:

- (a) KLS has a subscription to British Standards Online [BSOL]
- (b) There are a small number of older Standards in print format available at the site libraries, and these are listed on the library catalogue.
- (c) Chilton site library currently receives radiation standards donated by a member of PHE staff on site who is a BSI committee member.

8.4 Official publications: a small number of older official publications are held at the site libraries. As most official publications are freely available online current material is not part of the collection.

8.5 Electronic resources:

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- (a) It has been agreed with NICE that access should be retained for PHE to the NHS Core Content collection of databases, electronic journals and e-books.
 - (i) KLS is actively engaged with NICE and Health Education England and will provide input into future decisions about core content provision in the field of public health.
 - (ii) The current provision is for the following databases and full text resources:

AMED, British Nursing Index, CINAHL, Embase, Emcare, HMIC, Medline, PsycINFO, BMJ & the BMJ Journals Collection, Health Research Premium Collection (formerly Hospital Premium Collection), Medline with Full Text, PsycARTICLES, Psychology & Behavioral Sciences Collection, and TRIP.
 - (iii) These resources are available to all PHE staff via individual OpenAthens accounts. Except for TRIP which is accessible via IP address only.
- (b) In addition, KLS subscribes to bibliographic and content databases that reflect the work of PHE. E.g. Scopus, and Global Health. All available databases are listed on the KLS website [Databases](#) page.
- (c) Free databases and resources, such as the Cochrane Library, Education Resources Information Center (ERIC) and [JournalTOCS](#) are also recommended to PHE staff.
- (d) For e-book holdings see section 8.2

8.6 Special collections:

- (a) Colindale library holds a selection of rare and historical books:

Historical books: books judged by Morton (*Morton's medical bibliography*) to be landmarks in the development of medicine, primarily pre-1900 material, and books labelled as 'historical' on the spines designated as such due to being over 40 years old and still of current interest.

It is designated as special collection following a report in April 2018 carried out by an independent professional. The report details management of this part of the collection regarding cataloguing, conservation, security, and display. Further information is available from the Colindale librarian.

- (b) Staff publications: records of peer-reviewed staff publications, and sometimes the publications themselves, are collated at Chilton and Porton site libraries according to different procedures.

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- (c) Staff theses: when a member of staff has completed a doctoral or master's degree whilst employed by PHE, a copy of their thesis can be deposited with the library. Staff theses are held at all three site libraries and form part of the reference collections.

8.7 KLS produced products:

- (a) Evidence Briefings produced as part of the evidence briefing service which synthesises search results on specific topics.
- (b) Reviews produced in liaison with other PHE teams.
- (c) Practice Examples.

8.8 Miscellaneous:

- (a) Sensitive content: some site libraries hold sensitive content, e.g. Chilton library holds some commercial in confidence reports. In these cases, restricted access storage conditions apply, such as locking them in the Registry.
- (b) Box files: Chilton library holds box files of loose papers and reports arranged by topic. An example of this is the Chernobyl box files.

9. SELECTION

9.1 Journals:

- (a) Current journal subscriptions are reviewed annually during the renewals period around late Autumn. The Systems Librarian will liaise with suppliers to include/discard titles from various packages. Consideration is given to cost, titles available in bundles, availability of back-runs, replacing print subscriptions with electronic subscriptions.
- (b) New journals may be introduced or trialled at any time during the year.
- (c) For trial subscriptions and renewal decisions, user input is sought either via a general survey, announcements in PHE Weekly, and/or targeted requests to relevant email lists.
- (d) KLS subscribes to Jisc's Journal Usage Statistics Portal (JUSP) which monitors usage for almost all of PHE's subscribed journals and turn-away statistics for those that PHE does not subscribe to.
- (e) Data collected from the KLS document delivery service is also used to inform the acquisition process, both for journals and books, as an indication of demand.
- (f) OpenAthens statistics may also be used to review journal usage throughout the year.

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9.2 Monographs:

- (a) Priority is given to selecting materials which support the primary activities and programmes of work within PHE. The next priority is to select material that complements the collection.
- (b) Reference is made to the scope of the collection in section 7, regarding subject matter, geographic coverage, currency, language, format, interest level, and type of material.
- (c) In addition, consideration will be given to the following:
 - (i) Paperback vs. hardback. Hardback is more durable for reference material, whereas purchasing paperbacks will maximise the buying potential of the book budget.
 - (ii) Whether demand necessitates the need for multiple copies, or if a copy of a key title is required on more than one site.
 - (iii) New and/or revised editions.
- (d) Orders for print books should be placed with the current contracted supplier, Blackwell's, via their website. If a book is not listed on their website, an enquiry should be made with the sales representative to see if they can source it before considering using the GPC.
- (e) Librarians should check e-book availability on the supplier websites where possible. Liaising with the supplier sales representatives is the responsibility of the Systems Librarian.
- (f) Orders for e-books should be placed with either [EBSCO](#), [OVID](#) or Elsevier ScienceDirect in collaboration with the Systems Librarian who will advise on the appropriate number of user licences and arrange for the book to be accessible via the OPAC (Koha, the library management system) and the EDS (Discovery Service).
- (g) The Systems Librarian provides up to date information to the Librarians for awareness of e-book bundles provided alongside e-journal subscriptions. E.g. Springer – Springer provides access to thousands of its e-books in this way, subject to a limited number of downloads. So it is unnecessary to order, for example, books from the Springer Protocols series.
- (h) E-books are available under different licence models, particularly if purchased via aggregators (e.g. EBSCO, Proquest). Depending on cost the preferred licence is DRM-free (unlimited access). Otherwise, 3-simultaneous users should be chosen. 1 simultaneous user should only be purchased either for cost reasons on more specialist titles or where the more flexible options are not available. Publisher platforms

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are normally the most flexible access model (DRM-free) (e.g. ScienceDirect)

9.3 Standards:

- (a) KLS have a subscription to BSOL with the intention that PHE staff can access the which standards they require, within set parameters, from the British Standards Institute (BSI) online service.
- (b) Other standards, e.g. ISO, may be purchased for the library by user request. Due to the high cost of purchasing, the following avenues will be pursued first: a thorough search for an accessible online version, and/or interlibrary loan (usually from the British Library).
- (c) If purchase is decided upon, the costs will be discussed with the user. The user's department may wish to stand the cost.
- (d) If KLS is purchasing the Standard it will be a library copy and will be kept in the library office when not on loan.
- (e) Standards are not listed on the supplier's (Blackwell's) online catalogue and must be requested by email directly with the supplier. Initially, this is to confirm the availability and cost and then, after discussion with the user, to confirm the order and delivery details.
- (f) If Blackwell's cannot supply the Standard then it may be purchased using a GPC.

9.4 Official publications:

- (a) As the vast majority of official publications are now available free of charge electronically, these will not routinely be purchased for the Library. Sources include [The National Archives](#), [Gov.uk](#), [parliament.uk](#)
- (b) Collections of pre-online material sometimes become available (such as early copies of the Registrar General's report or the General Register Office reports) to the statistical community. Where these are offered free of charge, PHE will give consideration to acquiring such material because of its value to public health researchers and present lack of online access.
- (c) Interlibrary loan, usually via the British Library, will be considered prior to making any purchase.

9.5 Electronic resources:

- (a) New electronic resources may be identified by user request, publisher marketing, or professional awareness of developments in online subject resources.

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- (b) New electronic resources or databases will be trialled and feedback sought before a licence or subscription is purchased. The Systems Librarian will arrange this with the supplier or publisher as appropriate and the Librarians will collate feedback from local users.
- (c) Consideration will be given to content overlap with other resources or databases, the interface (native or otherwise), cost, trial feedback, and any comparative searching performed and evaluated by KLS staff.
- (d) The collaboratively acquired National Core Content collection is reviewed every three years, and KLS will react to ensure PHE subscriptions cover any forthcoming shortfall in access to the range of electronic resources required by PHE. The next period is April 2019-March 2022 for which the content is now decided.
- (e) When a new electronic resource is procured it will be added to the Databases page on the KLS WordPress website and may have a promotional submission to PHE Weekly. Accompanying user guides and documentation will be downloaded or written by library staff. The Finding the Evidence handout will be updated accordingly.

9.6 Special collections:

- (a) An historical aspect to the collection will not be developed with the exception of Chilton library's discrete special collection of radiation material (see section 7.3 above). As books held on this topic (radiation) age, if they are assessed as hard to source, have potential historical significance, or be seminal texts/reports, then they are moved to this discrete collection.
- (b) Staff publications:
 - (i) Records of peer-reviewed staff publications, and sometimes the publications themselves, are collated at Chilton and Porton libraries according to different procedures and in compliance with copyright.
 - (ii) Where the publications themselves are collected, e.g. the Porton annual print bound volume, continuing this will be reviewed in the light of merging the collection and collection procedures with Colindale at Harlow.
 - (iii) Other developments in PHE, e.g. the implementation of a CRIS (Current Research Information System) and/or institutional repository, any KLS decisions regarding format, any overlap with other requests to collate/record staff publications, will also influence whether KLS continues to collect staff publications at site level.

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- (c) Staff theses: Students are required to provide PHE with a copy of their thesis as a condition of undertaking a higher degree funded by PHE. This is in addition to the copy they provide to their university. The copy could remain with their PHE supervisor, who may or may not deposit it in the library. KLS does not cover any associated costs.

9.7 Donations and other unsolicited material:

- (a) KLS accepts donations to the collection subject to the availability of space to house them and reserves the right to select and keep only the items that:
 - (i) Are relevant to the work of PHE and library users.
 - (ii) Are consistent with the existing subject profile of the collection.
 - (iii) Are up-to-date and have not been superseded by later editions already held by KLS, unless the edition is considered a classic in its field.
 - (iv) Do not duplicate electronic access – whether by subscription, open access, or otherwise.
 - (v) Are in good condition.
- (b) Staff having an office clear out who would like to offer books to the library should send a list of those books to the site librarian in the first instance. This avoids pressure on space and responsibility of disposal by the library.
- (c) Incomplete journal runs are not normally accepted except to replace missing or damaged stock or where the current issues are also donated to the libraries on a regular basis.
- (d) Materials in poor physical condition are not normally accepted.
- (e) Once added to stock donations will be subject to current withdrawal policies.
- (f) KLS staff may also refer donors to known local staff looking for books to take abroad on charitable projects, e.g. to stock a reference laboratory in Sierra Leone, or to take to their old school in Nigeria.

9.8 Replacing missing or lost items:

- (a) Where items are found to be missing from the collection consideration will be given to replacement subject to budgetary constraints and the current demand for those items.

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- (b) Refer also to section 10.2 below for conditions where an item might be withdrawn anyway.
- (c) Items not returned by staff or students prior to leaving PHE will be chased and invoiced wherever possible, as described in the [KLS Byelaws](#).

10. EVALUATION, RETENTION AND PRESERVATION, WITHDRAWAL

10.1 Journals:

- (a) Journal subscriptions are reviewed annually, see section 9.1 above. The Systems Librarian will liaise with suppliers to include/discard titles from various packages.
- (b) KLS subscribes to the JUSP statistics service to analyse journal usage data in terms of views, downloads and turnaways, etc.
- (c) Journals included in the NHS Core Content package are reviewed by Health Education England in consultation with PHE on a triennial basis. See sections 8.1 and 8.5 above. The current content is available until the end of March 2022.
- (d) Towards the end of 2018 the site libraries initiated an assessment of the entire print collection of journals in order to make decisions relating to retention and withdrawal. The motivating factors are: significantly reduced space arising from the Chilton library refurbishment; the loss of Porton library's basement store with no immediate relocation; and the need to de-duplicate the Colindale/Porton holdings ready for the move to Harlow. Criteria for disposal were:
 - (i) Print journals that are duplicated by an electronic subscription.
 - (ii) Print journals duplicated between between Colindale and Porton site libraries, where the Porton copies will be disposed of.
 - (iii) Short print-runs, unless usage indicated otherwise or if they would be difficult or expensive to obtain on interlibrary loan.
 - (iv) All Porton print journals were disposed of when the site Facilities withdrew storage space.
- (e) Retained print journals may be sent for binding at each site librarian's discretion. Chilton library is currently working on a retrospective binding project.

10.2 Monographs:

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- (a) The book collection is evaluated periodically to ensure it matches the requirements of the organisation. The content, level, depth, usage and condition will be assessed using methods such as stocktakes, reports from the LMS, and physical assessments.
- (b) In 2018, the installation of RFID technology and a new library management system increased functionality to perform stock takes and various shelf checks. These will be undertaken periodically to monitor the stock and maintain the accuracy of the library catalogue.
- (c) Digitisation of material may be carried out where funding streams are identified and where, for example, where the material is fragile and of historical importance to the organisation, where the material needs to be made more widely accessible, or if the format will become obsolete. For example, Chilton library digitise historic NRPB reports on demand (i.e. on receipt of an external request) and attach them to the bibliographic record on the library catalogue.
- (d) The selection of items for withdrawal is carried out at the discretion of each site librarian. Consideration is given to:
 - (i) Duplicate copies of books. When demand has ceased extra copies may be disposed of.
 - (ii) Older books. If new, updated editions, or other works that are now the state of the art are in publication these books may be replaced. Librarians will consult with subject experts at their site as appropriate.
 - (iii) Usage
 - (iv) Physical condition. Consideration is given to whether parts are missing, and if it is usable and readable. If it requires replacing, consideration is given to whether an e-book would be more appropriate.
 - (v) Format obsolescence. When KLS and/or PHE staff no longer have the equipment to access a resource, e.g. CD/DVD-ROM drives in PHE laptops, that resource will be reviewed and replaced as appropriate. The material may be retained if it is historically relevant to the organisation.
 - (vi) Previous editions. KLS is often asked to satisfy reader requests for references relating to specific editions. One copy of earlier editions of significant textbooks will be retained (only if already in stock) in order to assist this.

Porton library will remove previous editions from the main shelves due to space limitations and they will be available on request. The

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site libraries will cooperate to keep one copy only so that duplicate copies of previous editions may be disposed of. This especially applies between Colindale and Porton libraries.

- (e) Recording: when items are withdrawn they are deleted from the Koha library management system and stamped/marked withdrawn.
- (f) Disposal: site librarians have limited disposal methods available:
 - (i) Recycling – using the appropriate facilities onsite.
 - (ii) Incineration – using the appropriate facilities onsite.
 - (iii) Offering to the healthcare library community, e.g. via the LIS_Medical JISC email list.
 - (iv) Offer to the PHE Global team a list of withdrawn titles (the Systems Librarian will set up a report in Koha). Logistically, this option is most easily applicable to Colindale site library. The Global team will arrange for them to be sent out to Nigeria to help create a reference library for disease control there.
 - (v) Donating to staff involved in charitable projects, e.g. creation of a library for the reference laboratory in Sierra Leone / as a science ambassador to supply their former school in Nigeria.

It should be noted that the following options have been considered and are not currently feasible:

10.3 Standards:

- (a) If a new version has been obtained, the previous version is located and marked as Superseded.
- (b) Standards that are superseded by a new version are retained. They can still be recognised as an applicable standard for variable periods of time after the new one is published as indicated by the relevant publisher.
- (c) Superseded standards are retained indefinitely.

10.4 Official publications:

- (a) Where the author is PHE, or any previous feeder organisations such as HPA, CAMR, MRE, PHLS, the material will be retained.
- (b) If any current holdings of other official publications become available open access online, they will be withdrawn and disposed of.

10.5 Special collections:

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- (a) The historical collection identified at Colindale will be reviewed in the context of planning for the move to Harlow in order to consider the most appropriate conditions to accommodate them.
- (b) Staff publications:
 - (i) Chilton: Printed Form 55 records have been disposed of. Digitally received Form 55 records have been added to the library catalogue up until 2019 and will remain there. From 2019 an annual bibliography of Chilton staff publications will be retained for the collection.
 - (ii) Porton: the annual bound volumes of Porton staff publications will be retained as part of the site's research heritage having systematically produced volumes of the collected papers of staff since the 1950s. So too will the EndNote libraries of Porton staff publications from 2014 onwards be retained. Boxes of staff publications that duplicate those in the bound volumes will be disposed of when time permits the site librarians to check.
 - (iii) Colindale and the rest of PHE: the capture of these publications is encompassed by the RTI divisional workstream to procure and implement an end to end research management system and repository
- (c) Staff theses: the staff theses collection is unique and will not be disposed of. Consideration is given to appropriate storage, regarding conditions and access, in this respect.

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11. REVIEWING THE COLLECTION DEVELOPMENT POLICY

- 11.1 This section outlines changes and triggers that would initiate a complete or partial review of this policy, the frequency, and where an update is required in the policy.
- 11.2 Actions from SMT and KLS team meetings, including but not limited to: agreed procedural changes associated with ordering, donations, review, disposal, etc.; agreed additions to the scope of the collection (e.g. adding a Wellbeing collection, new Global Health team in PHE). Knowledge and Library Services Manager to advise.
- 11.3 New supplier contracts, joining/unsubscribing from ILL networks, major changes to access authentication procedures. Review the procurement section. Systems Librarian and/or Knowledge and Library Services Manager to advise.
- 11.4 The move to PHE Harlow – preparation activities, time of actual physical relocation. May affect selection, retention and withdrawal decision management. KLS Harlow working group to advise (Knowledge and Library Services Manager, Colindale and Porton Librarians, Learning & Research Support Librarian).
- 11.5 Business planning: the next PHE forward plan, if the annual remit letter instigates a new topic area or focus, divisional and team business planning, which may affect scope of the collection going forward. SMT to advise.
- 11.6 Alterations to the KLS budget which may affect selection procedures and priorities. SMT to advise, team business planning and awareness.
- 11.7 Journal renewals (annual) – affecting content outlined in section 7.1. Systems Librarian to advise.
- 11.8 Changes to NHS Core Content (triennial), changes in KLS/PHE relationships with HEE and other stakeholders. Knowledge and Library Services Manager to advise.
- 11.9 Changes to local site infrastructure/management, e.g. storage facilities at Porton withdrawn by Facilities. Site Librarians to advise.

12. RELATED POLICIES AND PROCEDURES

DOCUMENT DELIVERY PROCEDURE
GOVERNMENT PROCUREMENT CARDS (GPC) POLICY
KLS BYELAWS
KLS OPENATHENS PROCEDURE
KLS CLASSIFICATION POLICY

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13. APPENDIX A: ABBREVIATIONS

BMA	British Medical Association
BSI	British Standards Institute
BSOL	British Standards Online
CAMR	Centre for Applied Microbiology & Research
CCG	Clinical Commissioning Group
CFP	Copyright Fee Paid
CLA	Copyright Licensing Agency
CRIS	Current Research Information System
DDC	Dewey Decimal Classification
DHSC	Department of Health and Social Care
DRM	Digital Rights Management
EDEN	East of England NHS library network
EDS	EBSCO Discovery Service
GPC	Government Procurement Card
HEE	Health Education England
HEI	Higher Education Institution
HPA	Health Protection Agency
ILL	Interlibrary loan
ISO	International Organization for Standardization
JISC	Joint Information Systems Committee, known as Jisc
JUSP	Journal Usage Statistics Portal
KLS	Knowledge and Library Services (Public Health England)
LA	Local Authority
LAPH	Local Authority Public Health
LHL	London Health Libraries consortium
LMS	Library Management System
MeSH	Medical Subject Headings
MHRA	Medicines and Healthcare Products Regulatory Agency
MRE	Medical Research Establishment
NHSE	National Health Service England
NICE	National Institute for Health and Care Excellence
NIS	National Infection Service (Public Health England)
NLM	National Library of Medicine
NRPB	National Radiological Protection Board
OPAC	Online Public Access Catalogue
PANNDA	Northern NHS library network
PBL	Porton BioPharma Limited
PHE	Public Health England
PHLS	Public Health Laboratory Service
RFID	Radio Frequency Identification
RTI	Research, Translation and Innovation division
SENDS	South East NHS library network
SWIMS	South West Information Management System
TNA	The National Archives
WISHILL	West Midlands NHS library network