

**Information Resources Policy  
School of Medicine and Medical Science**

Liaison Librarian  
School Library Liaison Representative

## Table of contents

### Policy Statement

#### 1. About UCD School of Medicine & Medical Science

- (a) About the School
- (b) Research Interests
- (c) Users

#### 2. Selection of Resources

##### (a) Partnership between School and Library

- (i) The School-Library Liaison Representative (SLLR)
- (ii) Module and Programme support

##### (b) Procedure for purchase of books, monographs and reports

- (i) Current practice
- (ii) Items recommended for purchase
- (iii) Ordering
- (iv) Timeline
- (v) Reading Lists
- (vi) Research Support Material

##### (c) Multi-media materials

##### (d) Electronic Resources:

- (i) Purchase procedure

##### (e) IReL Medicine and Medical Science Resources

##### (f) Subscriptions to print and electronic journals:

- (i) Purchase procedure

#### 3. Scope of Collection

- (a) Location
- (b) Subject Coverage & Classification
- (c) Geographical
- (d) Dissertations and theses
- (e) Reference Resources
- (f) Official Publications

#### 4. Interdisciplinary Relationships

#### 5. Donations

#### 6. Library Support for resource use

#### 7. Budget

- (a) Resource Allocation Model
- (b) Henry Hynes Fund
- (c) Affiliate hospital libraries and UCD Health Sciences Library

#### 8. Stock Control

**9. Future Considerations**

**10. Review of Policy**

**Contributors**

## ***Policy Statement and Document Summary***

This policy is designed to facilitate successful partnership between the UCD Library and UCD School of Medicine & Medical Science (SMMS) in the selection, management and promotion of all information resources supporting the learning, teaching, and research interests of the School.

### ***Audience***

The policy is aimed at academic, management, and research staff from the SMMS, UCD Library staff, and UCD's management team involved in strategic, policy, educational, and research boards.

### ***Policy scope***

The document outlines the procedure for selection, deselection and purchase of resources. Details of the HEA IReL initiative are provided and the range of resources, as well as the scope of the collections available to School users, is described. Interdisciplinary relationships between the SMMS and related Schools are outlined. Where available, links are established to UCD Library policies; examples include [Donations' Policy](#) and the [UCD Library Information Resources Policy](#). Library support for resource use to promote teaching and learning opportunities, library budget allocation and future considerations are outlined. This document is intended to be active and should be regularly reviewed by the [Liaison Librarian](#) and the School.

### ***Application***

This policy will inform SMMS staff decision-making in recommending items for purchase or deselection with the library. The policy helps to align this process to areas of strategic growth in education and research through the identification of key strategies, the outlining of procedures and through the provision of mechanisms to revisit, realign, or renew existing resource. Ensuring that resources are in place in good time will enhance the delivery of programmes, modules and the overall student experience.

**(a) About the School:** UCD offers the largest number of places in Medicine in Ireland as well as the only training in Diagnostic Radiography through the BSc Radiography program. The School offers Bachelor degrees and a number of taught and research based graduate degree programs and undertakes research activity in a variety of disciplines across the many sites that make up the School.

Through the partner teaching hospitals, there are clinical programs in six major Dublin teaching hospitals, the [Mater Misericordiae University Hospital](#), [St. Vincent's University Hospital](#), the [National Maternity Hospital](#), the [Coombe Women's Hospital](#), [Our Lady's Hospital for Sick Children](#) and the [Children's University Hospital at Temple Street](#). In addition, clinical training is also provided at a number of other affiliated hospitals and health care facilities around the country, including Midlands Regional Hospital - Tullamore, Wexford General Hospital, St. Colmcille's Hospital Loughlinstown, National Rehabilitation Hospital, and most recently Mount Carmel. There is also an extensive primary care clinical training network. Students have access to the latest knowledge and discoveries and gain excellent clinical experience at these sites. The School in conjunction with the Royal College of Surgeons in Ireland (RCSI) is also involved in a twinning arrangement which has set up a clinical medical school, Penang Medical College in Malaysia. In this relationship, students engage in early clinical and basic scientific education within Ireland in either School, and then complete the more clinically intensive portion of their undergraduate learning in Penang Medical College and its affiliate hospitals.

**(b) Research Interests:** the majority of members of academic staff in the School are active investigators within the health science centre, the Conway Institute of Biomolecular and Biomedical Sciences, and affiliate hospitals. There are many collaborations with in UCD and with external institutions. In an overarching strategy, the School has focused on translational medical research and on enhancing our understanding of disease with the ultimate aim of improving human health. The School supports biomedical and clinical research across a range of diseases with particular emphasis on the translation of biomedical research in two major areas – ***Inflammation, Immunity & Infection***, and ***Diabetes & Vascular Biology***. It also supports enabling technologies, in particular ***Biological Imaging and Proteomics*** and has further identified Neurodegeneration as a critical area for development in collaboration with the UCD School of Biomolecular & Biomedical Science.

The [School website](#) contains a full listing of course offerings and staff research interests with further information on the major themes of research available through the [School research page](#).

### (c)Users:

- **Medical Students:** there are three programmes of medicine within the School. EU school leavers are eligible to apply for the 5 and 6 year undergraduate programmes. The majority enter the 6 year programme, containing an additional year at the beginning of the course which concentrates on basic science pertinent to medicine. EU and non-EU Graduate students are eligible to apply to the 4 year graduate programme. Non-EU students are mainly from North America and Asia, with a large cohort in the early programme from Penang Medical College. There are 240 students studying medicine in UCD in each year of the early programme, and this will rise to approximately 280.
- **Radiography students:** there are just over 40 places available in the undergraduate BSc Radiography programme. Accredited by the Irish Institute of Radiography, the programme leads to a career in diagnostic imaging. Diagnostic radiographers are responsible for producing high-quality images to assist in the diagnosis and treatment of disease.
- **Biomedical Health and Lifescience Degree students:** this programme was introduced in 2006. There are 20 places per year available. The programme's major theme is translational medicine research, which occupies a large portion of the final year of the course.
- **Emergency Medical Technology students:** there are a series of courses available that educate and train ambulance and other emergency services personnel. Students attend UCD within the Diploma and Higher Diploma phases of training alongside the Centre for Immediate Care Study. The Higher Diploma is associated with the completion of training to become an advanced paramedic.
- **Taught graduate students:** graduate students pursue [taught courses](#) in specialist areas within diagnostic imaging, health care informatics, psychotherapy, cognitive and behavioural therapy, forensic medicine, healthcare risk management, musculoskeletal medicine and dermatology.
- **Research Graduate Students:** research students are registered to a variety of [higher degrees](#) including Master of Science (MSc), Master of Surgery (MCh), Master of Obstetrics (MAO), Doctor of Medicine (MD) and Doctor of Philosophy (PhD) programmes.
- **Postdoctoral researchers:** there are many members of staff on Belfield Campus and in affiliate hospitals driving research through postdoctoral scientist / fellowship activities.
- **Academic Staff:**
  - Belfield based: these are school academic staff permanently based in Belfield are associated with the medical sciences including anatomy, bioinformatics, microbiology, molecular biology, pathology and physiology.
  - Academic clinicians: these are medical staff in University and affiliate hospitals and other healthcare settings with sessions dedicated to University activity or adjunct honorary appointment.
- **Technical Staff:** staff within the School dedicated to supporting teaching activities and facilities such as anatomical dissection, experimental physiology, clinical skills laboratory, audiovisual technology. Some members of the technical team support research activities within the health science centre, the Conway Institute and the University Hospitals.
- **Administrative Staff:** the Health Science Programme Office and the SMMS Administrative team manage and support the teaching and research activities of School associated programmes.

## 2. Selection of Resources

### (a) Partnership between School and Library:

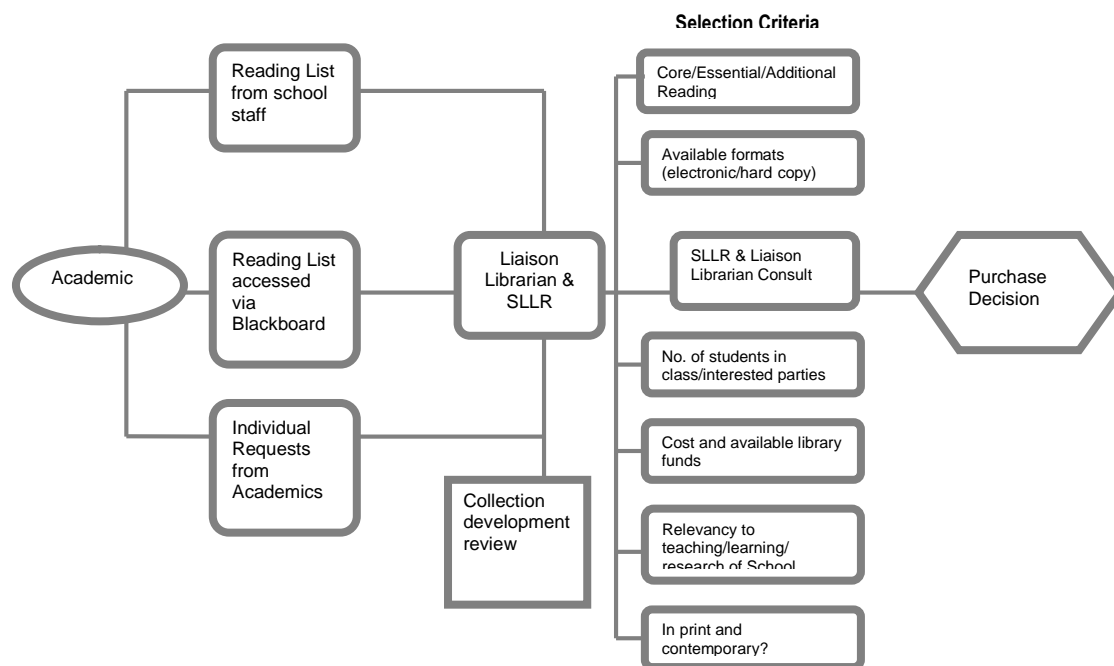
(i) **The School-Library Liaison Representative (SLLR)** and the [Liaison Librarian](#) for the School are responsible for co-ordinating library purchases across the School in consultation with colleagues. The purchase of materials in all formats will be based on proactive partnership and the Liaison Librarian will work closely with the SLLR to ensure a balanced and representative collection.

(ii) **Module and Programme support:** the Library will continue to actively review its resources to ensure that modules and programmes at undergraduate and graduate level are adequately supported and that the impact on information resource requirements can be correctly assessed. To facilitate this review and to ensure the timely purchase and deployment of resources, the [Liaison Librarian](#) will need to be informed as soon as possible about the following:

- the introduction of new methods of teaching (e.g. PBL)
- the introduction of new modules
- any modifications to existing modules
- the introduction of new programmes
- current modules on offer in each programme for the new academic year
- increased student numbers

**(b) Procedure for purchase of books, monographs, and reports:** the textbook decision making process is informed by the Information Resource Development Policy. Fig. 1 below illustrates the purchase process.

**Fig 1 Textbook Decision Making Process**



**(i) Current practice:** a request for a recommended purchase is based on a need in a module. This recommendation is submitted to the [Liaison Librarian](#).

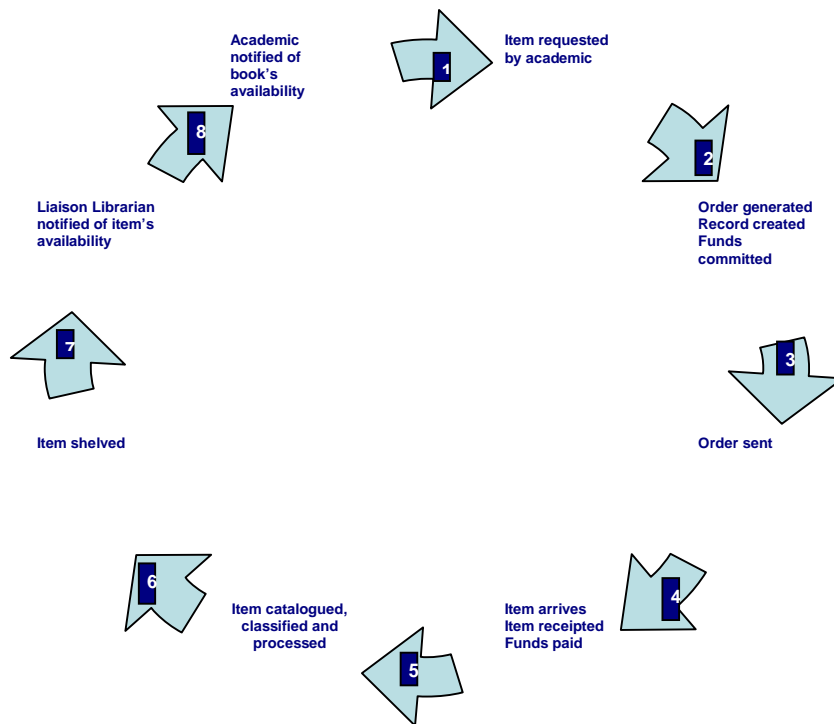
In addition, the Liaison Librarian monitors usage of the collection and will order replacement or extra copies of items due to:

- Damage
- Loss
- Multiple requests for an item over a short period of time
- User need based on information received from Information Desk , Library Suggestion Books and online queries

**(ii) Items recommended for purchase:** academic staff must submit recommended items to the [Liaison Librarian](#). They should supply as much detail as possible including the module name, the estimated number of students taking the module, programme name, year of programme plus comprehensive bibliographic information i.e. title, author, year, publisher and ISBN. Orders can be emailed, posted, or requested via the online [Book Purchase Suggestion Form](#).

**(iii) Ordering:** the [Liaison Librarian](#) checks the bibliographic details and orders the appropriate amount based on the information supplied above (items can be borrowed for varying lengths of time depending on the loan period assigned to it and more information can be found on the [Library's Academic Staff](#) page). The liaisons librarian submits the order to the UCD Library's book ordering unit (the Information Resources Management section) and they source the item via a supplier (Fig 2).

**Fig 2 Ordering Process**



**(iv) Timeline:** the average turn-around time for purchased items to appear in the Library is 4-6 weeks. Once an item is received, it is catalogued (enabling it to be searched via the UCD catalogue) and sent out to the relevant library and shelved in the correct location or displayed on the new books display. New items to the collection can also be viewed via the Online Catalogue in the [New Materials](#) section. Requests for reading list items should be made in a timely fashion to ensure that items are available to users once the semester begins.

**(v) Reading Lists:** items identified as essential and core on reading lists shall be purchased for at least one of the following collections:

- the Week Loan collection
  - the Desk Reserve collection
  - the General (Long Loan) collection
- to ensure items are available for modules running in Semester 1, requests should be sent to the [Liaison Librarian](#) by the end of May.
  - to ensure items are available for Semester 2, requests should be submitted by the end of October.
  - the [Liaison Librarian](#) should be given full access (student level) to all Blackboard modules which will enable the prompt and timely review of resources required for the support of all programmes within SMMS.

**(vi) Research Support Material:** in line with [UCD Research Strategy](#), the following research themes will be developed and supported:

The four major research areas are biological Imaging, vascular disease and diabetes, infection and inflammation and molecular mechanisms in advanced bone disease.

- biological Imaging includes:
  - development and evaluation of innovative approaches to diagnostic imaging optimisation strategies in Diagnostic Imaging; live cell imaging techniques; in vivo imaging techniques in experimental models of disease; outcome measures and biomarkers of treatment response for inflammatory arthritis; fetal imaging and prenatal diagnosis, fetal cardiology; patient-centred approaches to clinical imaging from birth to old age
- vascular disease and diabetes includes:
  - research into molecular, cellular, tissue and whole organism aspects of vascular biology. Specific current research clusters exist in the areas of cancer biology, hypoxia in disease, molecular vascular biology and proteomics/bioinformatics
- infection and inflammation includes:
  - research into how viruses like HIV and Hepatitis C evade and undermine our natural defences? Why are some people more likely to develop inflammatory bowel disease or chronic lung disease than

others? What causes the body to turn against itself, as it does in autoimmune diseases like rheumatoid arthritis?

Other material, based on School research interests, may also be selected to add depth to the range of resources available.

**(c) Multi-media materials:** the Library and the school will work together to become involved in the work of the different units within the School. The creation of original educational content using a range of multi-media resources represents an opportunity for the Library and the School to further embed key electronic (particularly image-rich) resources into learning content. To this end, it is recommended that the [Liaison Librarian](#) be invited to attend School e-learning meetings to help promote the accessibility of developed tools.

**(d) Electronic Resources:** the Library and the SMMS will continue to identify possible electronic purchases in line with UCD Library's [Information Resources Development Policy](#) section 3.1.8, "**It is Library strategy to move, where appropriate, towards electronic information resources as these become available, recognising the pervasiveness and popularity of online information provision**". A listing of relevant School electronic resources is available from the library on the [Medicine Subject Portal](#) and the [Diagnostic Imaging Subject Portal](#). A full listing of available electronic resources is available on the [List of Library Databases](#) page.

**(i) Procedure for purchase**

Electronic resources represent a substantial and ongoing commitment of funds and requests for purchase from the UCD Library budget require a trial period of not less than a month. In line with UCD Library [Information Resources Policy](#) section 3.2 and in consultation with the SMMS, usage feedback from students, teaching/research staff and library staff will be sought. The product will then be evaluated using the following criteria:

- content
- accessibility off campus
- ease of use
- cost
- savings
- license requirements
- integration with existing platforms
- compatibility with associated software e.g. bibliographic referencing tools

**(e) IReL Medicine and Medical Science Resources:** the Library has benefitted from the availability of resources as a result of the Irish Research eLibrary (IReL) initiative, a joint funding initiative from Science Foundation Ireland and the Higher Education Authority which has pledged to fund e-resources for use in the Irish academic community. Key databases and electronic journals of relevance to the SMMS and funded via the IReL initiative include:

- Embase
- SpringerLink

- Faculty of 1000 Medicine
- Nature Journals Online
- Science Direct
- BioMed Central
- Wiley Interscience

A full list of IReL funded resources can be found at the [IReL Website](#).

***IReL Interdisciplinary resources:*** a number of medical, health sciences and related titles can also be found in other IREL databases and are available to users of the SMMS. The following list provides an overview of other useful resources available via IReL funding:

- Academic Search Premier
- American Society for Microbiology
- Annual Reviews
- Applied Social Science Index
- Blackwell
- Cambridge University Press Journals
- Dissertation Abstracts
- ERIC
- Index to theses
- Institute of Physics Publications
- Miscellaneous Titles
- Oxford Journals Online
- Psych Articles
- Psych Info
- Sage
- Science Direct
- SGM Journals
- Taylor and Francis Journals

**(f) Subscriptions to print and electronic journals:** to ensure that journal subscriptions reflect current teaching and research interests, subscriptions will be reviewed in partnership with the School as required but at a minimum of every three years. The review process will be a collaborative endeavour between the [Liaison Librarian](#) and the School representatives and will examine:

- current holdings
- alignment to School teaching and research requirements
- impact factors
- online availability (see [section d\(i\)](#) above)
- cost
- savings
- usage

Electronic journals are accessible alphabetically through the [A-Z of Electronic Journals](#).

**(i) Procedure for purchase**

UCD library will prioritise the purchase of journals in electronic format. Requests for purchase will mirror the review criteria above.

### 3. Scope of Collection

**(a) Location:** the bulk of the collection is located on the first floor of the Health Sciences Library, Health Sciences Centre. While some life and physical sciences are located in the Health Sciences Library, the majority of this collection is located in the James Joyce Library.

**(b) Subject Coverage and Classification:** the scope of the collection should reflect the current teaching and research activities of the school. Subject coverage should be reviewed in line with changing requirements. Although healthcare curricula are generally systems based, the broad subject contributing to our undergraduate curricula are outlined in Fig. 3.

UCD Library uses the Dewey Decimal system to classify material in all formats. The primary classification number range for Medicine and Medical Science is 610-620. Dewey classifications for each subject are listed in Fig. 3.

Medical Subject Coverage	Dewey Decimal Classification
Anatomy	611
Anesthesiology	617.96
Anthropology	306.461
Biochemistry	612.015
Cell Biology	571.6
Chemistry (inorganic and organic)	540
Clinical Practice of Radiography	616.07572
Community Health	614.4
Dermatology	616.5
Diagnostic Imaging	616.0754
Diagnostics	616.075
Disability	362.4
Emergency Medical Technology	616.025
Ethics	174.2/610.1742
Evidence Based Medicine	616
Forensic Medicine	614.1
Gastroenterology	616.3
General Medicine	610.7
General practice	610.68
Genetics	616.042
Geriatrics	618.97
Global Health	614.4
Gynaecology	618
Health Care Informatics	610.285
Health Services	362.1
Histology	611
Imaging Technology	616.075 – 616.07575
Immunology	616.079
Infectious Disease	616.9
Legal Medicine	344.041
Medical Statistics	610.212
Medical Zoology	591
Medicine	616
Microbiology	616.01

Nephrology	616.61
Neurology	616.8
Obstetrics	618
Occupational Medicine	616.9803
Ophthalmology	617.7
Orthopaedics	616.9803
Otolaryngology	617.51
Paediatrics	618.928
Pathology	616.07
Pharmacology	615
Physical	616.075
Physics	530
Physiology	612
Population Health	614
Prehospital Care	616
Professionalism	362.1068
Psychiatry	616.89
Psychology	150
Radiology	616.0757
Research Methods	610.72
Social science	301
Surgery	617
Technology of radiography	616.0752
Therapeutics	615.5
Toxicology	615.9
Urology	616.6

Fig 3 Subject Coverage and Dewey Classifications

**(c) Geographical:** SMMS and the Library recognises that medical education and research is an international process. Publication availability will be based on the appropriateness of the content to the strengths of the programmes of research and teaching.

**(d) Dissertations and theses:** in accordance with university regulations, the Library receives copies of all major theses submitted to University College Dublin. The collection comprises mainly doctoral and master's theses by research. In general, those submitted as part of a taught Master's degree are not held. Major theses can be located via catalogue and are stored in the "Store" section of the Health Sciences Library. Minor theses continue to be held by supervisors and Heads of Subject within SMMS.

**(e) Reference Resources:** the reference collection for the School is predominantly electronic and includes medical and scientific dictionaries. This reflects the Library's policy requirement ([Information Resources Development Policy](#) section 3.2.1) "to increasingly make information resources (notably...reference materials) available electronically, particularly where this offers faster access, multiple simultaneous use, remote access, more up-to-date data, more sophisticated information retrieval, protection from damage and theft, and space savings." However, a number of key reference resources are freely available on the Internet and are of a high quality. The [Liaison Librarian](#) has collated these on the [Medicine Portal](#) and on the [Diagnostic Imaging Portal](#). These collections represent a significant free resource base. Members of the School are encouraged to suggest

reference resources to the [Liaison Librarian](#) who will ensure their inclusion in the “Medicine” and “Diagnostic Imaging” subject portals.

**(f) Official Publications:** datasets of health information represent a significant resource for School users and have increasingly become available both freely and electronically. However a sizeable hard copy collection of WHO, EU and Irish government official documents (available to UCD Library as part of the legal deposit or European Documentation Centre requirements in the case of Irish and [EU](#) documents) exists both in the Health Sciences Library and in the James Joyce Library. A five yearly review of these printed and electronic holdings is suggested to ensure relevance to, but also cost effectiveness for, SMMS users. Sources of EU material are available from the [Library website](#).

#### 4. Interdisciplinary Relationships

Interdisciplinary teaching and research is significant across the School. Points of interdisciplinary contact include the following subjects: Physiotherapy; Science; Nursing; Midwifery; Population Science; Public Health; Biomolecular and Biomedical science; Psychology; Law; Engineering; Archaeology; Food Science and Nutrition; Veterinary Medicine.

#### 5. Donations

UCD Library has a [Donations policy](#) and the [Liaison Librarian](#) for the School can accept resource donations as appropriate. Donated material is accepted using the same criteria as purchased material. The UCD Library has benefitted from monetary donations in the past and the Library and the SMMS will continue to work together to maximise the benefits of donations for our users.

#### 6. Library Support for resource use

The Library is committed to supporting the promotion and use of all information resources to facilitate the achievement of programme and module learning objectives and sees embedding information skills training in programmes as a key priority.

The [Liaison Librarian](#) and the School of Medicine and Medical Sciences will continue to work together to maximise exploitation of key sources using accepted international frameworks for [Information Skills](#) delivery at undergraduate and postgraduate level.

## 7. Budget

**(a) Resource Allocation Model:** a resource allocation model (RAM) divides library funding among the schools and is based on an FTE model. Although the School of Medicine and Medical Sciences resource allocation model is based on a *weighted* FTE model, the library RAM is based purely on FTEs.

A number of multi-disciplinary electronic resources are purchased via a top-sliced Library fund dedicated to purchase of items not tied to the teaching or research of one particular school.

A number of electronic resources are provided by the funding available from the Irish Research eLibrary (IReL) initiative and yearly subscription renewals for these resources do not come out of the Library's budget. The base fund for the SMMS is subdivided as follows:

- a fund for book purchases (5% of total budget)
- a fund for journal purchases (including subject specific electronic resources, 94% of total budget)
- a fund for items ordered via standing order (1% of total budget)

**(b) The Henry Hynes Fund:** this fund exists for the purchase of medical related material but as this was a gift to the UCD Library some years ago, there are restrictions regarding the deployment of money from this fund. More information is available from the [Liaison Librarian](#).

**(c) The funding relationship between the affiliate hospital libraries and UCD Health Sciences Library:** while local relationships exist between UCD library and individual librarians, the affiliate hospital libraries are not formally part of the UCD library and are not funded by UCD Library. It is suggested that the relationship between the hospital libraries and UCD Health Sciences Library is reviewed and clarified and this can be done through a series of meetings with the relevant staff.

## 8. Stock Control

In line with UCD library policy (section 12.2 of the [Information Resources Development Policy](#)), resources will be reviewed regularly to ensure currency and relevance and as a result, decisions will be made in conjunction with the School regarding the permanent disposal of items as well as the removal of items from the open floor to closed storage.

## 9. Future Considerations

To fully support all teaching, research and learning activities, the Library and School is committed to aligning the provision of information resources to the strategic priorities of the School. Horizon scanning and ongoing dialogue between the School of Medicine and Medical Sciences and UCD Library will ensure that teaching and research is supported. Issues impacting on current planning include:

- the growth of inter disciplinary and thematic research
- the provision of lifelong learning and information handling skills to library users
- support for resource use by students on placement
- development of relationship with hospital staff
- support for the Penang Medical College education initiative
- the [Dublin Academic Health Care](#) on resource use (DAHC)

## 10. Review of Policy

This policy is an active document designed to help with information resource development and assessment in support of School teaching and research priorities. The Head of the SMMS (or nominee) and the [Liaison Librarian](#) will review this document on an ongoing basis to ensure its relevance to School interests.

The [Liaison Librarian](#) (Jennifer Collery – [jennifer.collery@ucd.ie](mailto:jennifer.collery@ucd.ie)) welcomes comments and suggestions regarding the evolution of this policy.

Policy created: June 2008

Last amendment date of policy:

### Contributors

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