

A Research Center of Georgetown University's Public Policy Institute

NCEMCH

Resource Development Policy

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Managing and Disseminating Knowledge from MCHB-Sponsored Initiatives and Programs

NCEMCH Resource Development Policy

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A. Introduction

Nature and purpose of this document

This document provides brief background information on NCEMCH, its user groups, and its library. It describes the objectives and principles of the resource development policy, responsibilities of staff, the cycle of analysis and review of the collection, and the scope of materials collected.

The purpose of this document is to inform the reader about the library, and to guide staff in acquiring materials and maintaining the collection and access to other resources in a consistent and coherent manner. It is intended for use by information services staff, and for review by NCEMCH management and other staff, staff of funding agencies such as MCHB, and others who have an interest in the library.

The term library refers to the space that houses the materials and other resources. The terms collection and materials refer to the resources that are physically present in the library. The policy includes the provision of access to electronic resources, via the World Wide Web or by other means, that are not physically present in the library, such as databases and electronic journals linked from the center's intranet.

NCEMCH and its mission

The National Center for Education in Maternal and Child Health (NCEMCH) is a national resource for current information, education, program and policy development, and technical assistance in maternal and child health. Founded in 1982, it is dedicated to improving child and family health by providing policy leaders, program administrators, and service providers state-of-the-art knowledge, program tools, and ongoing technical support to address critical problems and issues in maternal and child health (MCH).

It collaborates with public agencies, voluntary and professional organizations, research and training programs, policy centers, and others to advance knowledge, and program and policy development in maternal and child health. NCEMCH is funded primarily by the U.S. Department of Health and Human Services, Health Resources and Services Administration, through its Maternal and Child Health Bureau (MCHB). NCEMCH also collaborates with other public and private funding organizations to develop special projects and initiatives.

NCEMCH's Information Services Department disseminates state-of-the-art knowledge to the MCH community, focusing particularly on data and knowledge from MCHB-sponsored initiatives and programs, knowledge that is often difficult or impossible to access elsewhere. NCEMCH and Information Services staff draw on the resources of the NCEMCH Library to perform these tasks.

NCEMCH is part of the Georgetown Public Policy Institute at Georgetown University. When it was originally established it was part of the Department of Obstetrics and Gynecology of the Georgetown Medical Center.

NCEMCH has a sister organization, the National Maternal and Child Health Clearinghouse, which is charged with distributing a stock of MCH publications and with maintaining a series of mailing lists that cover a variety of MCH audiences.

Projects and programs within NCEMCH

NCEMCH has a multidisciplinary staff of over 50 which includes experts in such diverse fields as pediatrics, public health, law, public policy, social work, psychology, behavioral health, nutrition, nursing, child development, education, communications, library science, and systems technology. NCEMCH has an Office of the Director, and four divisions (effective July 1, 1999): the Division of Information and Education Services, the Division of Program and Policy Development, the Division of Policy Analysis, and the Division of Operations. The Division of Information and Education Services consists of technical staff who perform these functions:

- provide information services to staff and dissemination of knowledge and information to MCH audiences nationally;
- publicize research supported by MCHB;
- develop and maintain a World Wide Web site;
- develop and support computer systems for the center.

The Division of Program and Policy Development and the Division of Policy Analysis consist of subject and policy specialists who work with the U.S. Maternal and Child Health Bureau (MCHB) and other funders to assist in the development of policy and programs in maternal and child health. Current projects, with the subjects they cover, are listed in Appendix I. The Division of Operations includes conference management, communications, human resources, administration, accounting, and finance.

Past projects which have influenced the development of the library include the Children's Safety Network (injury and violence prevention), the National Resource Center for Health and Safety in Child Care, and projects in adolescent health, nutrition, children with special health needs, and genetics. NCEMCH's early focus on genetic disease comes from the National Clearinghouse for Human Genetic Diseases, NCEMCH's predecessor, which operated from 1978 to 1982, and whose work was assumed by NCEMCH at NCEMCH's creation.

Description of user groups

In addition to NCEMCH staff, groups who are served by the library and by information services that draw on it include:

- MCHB and other federal public health agencies, state and regional MCH agencies, including lawmakers, officials and policymakers;
- Public and private sector voluntary and professional organizations and advocates
- Providers of MCH and MCH-related services;
- Academic health centers, including schools of public health;
- Families and citizens.

A separate document describes the levels of service provided to different user groups, who are defined as primary, secondary, or tertiary audiences; services to all groups rely on the resources of the library.

Brief history and description of the collection

A collection of materials has existed since NCEMCH's founding in 1982, with an initial focus on human genetic diseases. Over the years, the topics covered broadened and a computerized database and a shelf classification scheme were developed to improve access to these materials. By 1989 the collection contained close to 1,000 cataloged items, the shelf classification scheme had been revised at least twice, and the database had been greatly expanded to include a rich array of fields that provided information for subject searching, acquisitions, and publications

production tracking.

A data entry manual, based on the American Psychological Association manual of style, specified exactly how information was to be entered into the database. The APA style manual was chosen due to the belief that its citation style was the one most familiar to the health professionals NCEMCH was serving, and that a database using the principles of most online databases served the users best. The use of MARC records (the national standard for library catalogs) was considered, but not selected because the online database model was considered more appropriate.

The records in the database are indexed using the *Maternal and Child Health Thesaurus*. Indexing was initially done using an in-house list of keywords that grew as the collection expanded. The first published edition of the thesaurus was developed by the National Center for Policy Coordination in Maternal and Child Health at the University of Florida, in collaboration with NCEMCH, and published in 1992. This edition listed keywords, but did not have a relational structure. A second edition, with full relational structures, was published in 1996 by the National Maternal and Child Health Clearinghouse, again with NCEMCH collaboration.

In its earlier years, the library was referred to as the Reference Collection. In 1990, it was dedicated as the Mary C. Egan Maternal and Child Health Reference Collection, in honor of a nutritionist who had contributed significantly to the development of the center and the collection. By 1997, staff began referring to it as the NCEMCH Library.

During the period 1990-1998, under the direction of a librarian, collection development was guided by a brief policy statement (see Appendix II) that focused on materials on certain topics and by certain publishers. This statement was revised from time to time as needed. The basic philosophy of the collection was to include materials funded by MCHB and materials of interest to MCH program staff, such as those published by state health agencies, that were not readily available elsewhere. Due to limited staff, budgets and space, no effort was made to collect current literature from the established book trade, except as specific items were needed by staff for current projects.

Broad topics included in the collection are: women's health, including the perinatal period; infant and child health; adolescent health; nutrition; injury and violence prevention; chronic illnesses and disabilities; children with special health needs; genetics; and public health programs and services.

One of the collection's primary purposes was to provide housing for materials supported by MCHB and to make these materials accessible. As part of that mandate, a number of special collections have become part of the collection. These include:

1. Hutchins Collection

In 1992, due to changes in staffing and relocation of offices of MCHB, a collection of primarily older materials, approximately 3,000 in number, that had been in the Director's office were sent to NCEMCH. They were accompanied by a database in which most of the titles had been briefly cataloged. Materials in this collection that were published in 1980 or later were removed from the collection and cataloged into the regular collection at NCEMCH. Since that time, occasional additions to this collection have been received as staff at MCHB clean out their offices. A few years ago, we received from MCHB a microfilm collection of several dozen reels titled *The Records of the Children's Bureau, 1912-1969*, along with a printed listing of the contents of the microfilm titled: *The Children's Bureau: Documentary Sources from the National Archives (Chadwyck-Healey, 1993)*.

In 1998, this collection was weeded, and the majority of the publications that were retained were cataloged. The remaining titles will be weeded or cataloged as this new resource development policy is implemented, and specific topic areas are assessed.

2. MCHB Final Reports

The final reports collection contains final reports from MCHB-sponsored projects, including Special Projects of Regional and National Significance (SPRANS), and older research projects dating back to the early 1960s, that have been forwarded to NCEMCH by MCHB. In early 1999, there were over 700 titles in this collection. When reports are received by NCEMCH, a copy of each report is provided to the National Technical Information Service for nationwide access.

3. Margaret Pratt Collection

This collection was donated in 1989 by Margaret Pratt, director of the Maternal and Child Health Studies Project at the Information Sciences Research Institute upon her retirement. It consisted of statistical publications of the U.S. government and data tapes. Most of the publications have since been weeded from the collection, because they are readily available in other libraries and many were out of date, but some remain, along with the data tapes.

4. State Reports

Since 1986, NCEMCH receives annually a set of annual reports and applications for funding under the state maternal and child health block grant (Title V), which are prepared by state Title V agencies and submitted to MCHB. In addition, the collection contains reports of program reviews that were conducted by MCHB between 1978 and 1989. There are over 1,000 documents in this collection. Most of these documents are in storage.

5. Case Management Information System

This collection was donated to NCEMCH by the Institute for Child Health Policy at the University of Florida in the late 1980s, at the conclusion of the grant. It consists of 10 boxes of journal articles and pamphlets on case management of children with special health care needs, and is presently in storage.

6. William McConway Hiscock Collection

This collection contains 159 documents about the Early and Periodic Screening, Diagnostic and Treatment program of the federal government, published between 1973 and 1983.

7. Other Collections

In addition to these collections within the library, ancillary collections are sometimes established by projects within the center. Information Services works closely with these projects to assure that information in the collections makes use of center database standards and the MCH thesaurus, and is integrated into center operations and information services appropriately.

At present the Healthy Start National Resource Center has a collection of materials from the Healthy Start sites. Publications collected by the Healthy Start Center that fall within the scope of the NCEMCH Library are cataloged into the library and housed by the project, and the Healthy Start Center maintains a separate database for other documents that are out of scope, such as forms, policy statements, and presentation materials. The development of more sophisticated applications of information technology is expected to integrate such separate databases into one database.

Resource sharing

As a unit of Georgetown University, NCEMCH has access to campus libraries including the Joseph Mark Lauinger Library on the main campus, the John Vinton Dahlgren Library of the medical center, and the National Reference Center for Bioethics Literature at the Kennedy Institute of Ethics. NCEMCH makes use of the extensive resources available at these libraries, including electronic resources such as indexing and abstracting databases, electronic journals, and other full-text sources.

NCEMCH has an agreement with the National Maternal and Child Health Clearinghouse under which the clearinghouse forwards to NCEMCH two copies of each new item added to its inventory, so that NCEMCH can have a comprehensive set of materials that are or have been distributed by the clearinghouse. Holdings for materials that were distributed by the clearinghouse before the agreement was put in place are incomplete.

Between 1990 and 1996, NCEMCH exchanged cataloging data with the Children's Safety Network office in Newton, Massachusetts, so materials held at the Newton site would be included in the NCEMCH bibliographic database, and the Newton site received regular updates of the bibliographic database so they knew what materials are held here. This shared cataloging reduced the cataloging effort for injury and violence prevention materials. This arrangement ceased when the Children's Safety Network at NCEMCH was relocated to another organization in the District of Columbia.

The materials in the library are cataloged in an electronic bibliographic database; this database is available on the center's Web site (www.ncemch.org) as MCHLine™. Selected records from the database are also provided to the Combined Health Information Database (CHID), a cooperative database produced by federal agencies within the U.S. Department of Health and Human Services' National Institutes of Health, Centers for Disease Control and Prevention, and Health Resources and Services Administration. CHID is located at www.chid.nih.gov.

B. Objective and Principles

Objective

This resource development policy is intended to guide the development of the library to support the work of the NCEMCH staff and of MCH audiences nationally, and to preserve and make accessible materials funded by the Maternal and Child Health Bureau and important resources documenting the development of the maternal and child health field.

Principles which guide the policy

Access to electronic resources will be provided whenever feasible.

The library will continue to be the repository of materials and other resources developed with MCHB funding.

As new projects and foci are undertaken at NCEMCH, or as old ones are eliminated or decreased, the collection policy will be adapted to take these changes into consideration.

Space and budget constraints will continue to influence collection policy; the "just in time" philosophy, under which materials will not be acquired until they are needed, will be an important consideration.

Inter-library loan and document delivery services will be used judiciously to lessen the need for on-site collection of materials, especially where easily accessible, strong collections on specific topics exist, such as the Bioethics Library on the Georgetown campus, or when the direction of NCEMCH activities in a given subject area has not yet solidified.

Periodic weeding of the collection will be done, in order to conserve space for the most important materials and to facilitate the work of librarians and subject specialists. Offsite storage will also be used.

C. Responsibilities of Staff

The library is the responsibility of the Information Services Department, and is managed jointly by the Director of Information Services, who leads in responsibility for the content, and the Director of Knowledge Management, who is responsible for the technical aspects of the identification and selection process, acquisitions, the review process, and housing of the collection, and who shares in responsibility for the content.

Collection and resource development will be carried out by the librarians and other staff in the Department of Information Services, who will develop and implement procedures to carry out the following tasks, working closely with subject specialists and policy staff.

Staff will:

- participate in activities designed to enhance their skills in material selection, both the technical aspects of selection and subject knowledge, through such means as reading, continuing education, and other professional opportunities;
- design and implement systematic calls for materials and other collection-building efforts based on specific topic needs, especially for products funded by the Maternal and Child Health Bureau;
- regularly scan the literature to identify materials suitable for the collection;
- consult with appropriate subject specialists and policy staff as needed;
- periodically evaluate subsets of the collection and other resources for currency, and weed or supplement holdings as needed;
- periodically evaluate the resource development policy, in order to keep it current and update it when needed.

Review cycle

Librarians review the collection on a regular basis to determine usefulness and/or the possible relocation or disposal of materials and to identify gaps in coverage. Review covers the book collection, journals, and the subject files, whether cataloged or uncataloged, as well as electronic resources. Special collections receive review as needed. Journals are reviewed annually at the time of subscription renewal. Other materials are reviewed when the need for more current material is noted, when project topics change, when space becomes a problem, and on a periodic basis so that all portions of the collection are reviewed at least every five years.

Review may result in weeding unneeded materials, in moving lesser-used materials to storage, and/or in the implementation of a special collection effort to improve holdings in a given topic

area. Materials removed from the collection may be discarded, or may be offered to a suitable recipient as described in the gifts policy.

Materials will be designated for permanent retention based on these factors:

- funded by MCHB or its predecessor agencies;
- of significant value in documenting the history of MCH services in the U.S., including materials about MCH populations, policies, service development, implementation, and evaluation;
- distributed by the National Maternal and Child Health Clearinghouse.

The weeding decision is based on judgment about each item, using these guidelines:

- the item is not a candidate for permanent retention;
- the item is superseded by a better source;
- the item is over ten years old and/or is outdated or is no longer useful;
- the item represents a topic the center is no longer focusing on, and does not expect to focus on in the future.

Permanently retained materials older than 1980 have been separated into an historical collection, to make it easier for staff to use current materials. Future review cycles will update the cut-off date periodically as needed. It is the goal of the resources policy to have the collection primarily reflect materials published in the last ten years, aside from materials designated for permanent retention.

Information Services staff will consult center subject specialists and other staff during reviews and in making weeding decisions.

D. Materials

Definitions of collection levels

These definitions of collection levels are adapted from the terminology and definitions adopted by the Association of Research Libraries, which are reduced in scope to more accurately serve the needs of the NCEMCH Library. As this is a small special library, it does not need the full extent of the ARL specifications.

0 Out of Scope

The library does not collect in this area.

1 Basic Information Level

A highly selective collection which serves to introduce and define the subject, and to indicate the varieties of information available elsewhere. It includes a representative selection of dictionaries, encyclopedias, historical surveys, access to appropriate bibliographic databases, bibliographies, and handbooks, in the minimum number that will serve the purpose. It contains selected editions of textbooks and monographs.

2 Policy and Project Support Level

A selective collection which is adequate to maintain knowledge of a subject required for policy and project purposes, of less than research intensity. It includes as needed the major reference

tools for the particular subject, significant indexing and abstracting services, access to appropriate non-bibliographic databases, a broad selection of major monographs and government documents, and a wide range of basic periodicals. It focuses especially on recent materials (last 1-3 years), and includes older materials up to 10 years old or older only when needed for a particular project or because a topic is of continuing interest.

3. Comprehensive Level

A collection in which the library endeavors, insofar as possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection;" the aim, if not the achievement, is exhaustiveness. This level will be applied to certain publishers (e.g., MCHB and MCHB-funded grantees), usually not to subject areas.

A preliminary listing of collection levels assigned to specific topics is included in Appendix IV. As the review cycle is carried forward, this list will be expanded.

MCHB-supported publications and products

The library features materials that disseminate knowledge created by the initiatives and programs of the Maternal and Child Health Bureau, knowledge that is often difficult or impossible to access elsewhere. This collection assures that the knowledge generated by MCHB is available for application in the MCH field. Therefore, any item developed with funds from MCHB is in scope for the collection, without regard to the categories and subject collection levels specified in this document, with the exception of journal articles. Products may include, and have included, such items as t-shirts, refrigerator magnets, tote bags, and frisbees. The collection level of these materials is therefore designated as comprehensive.

No concerted effort is made to collect journal articles which describe MCHB-funded projects, since they are usually readily accessible in major medical and university libraries that have substantial journal collections. Newsletters, since they are not usually in library collections, are in scope, and are represented at least by sample issues and by fuller holdings if available. Since these newsletters can be very ephemeral, and the effort to collect a full set can be time-consuming or nonproductive, an intensive effort to collect them is not made. Journal articles that are submitted as appendices to final reports are retained as part of the final reports. Other journal articles that are submitted for other reasons, such as in response to a call for materials or the development of a products catalog on a specific MCHB-funded topic, may be retained in the final reports collection as space permits.

Access to electronic resources developed with MCHB funding, such as Web sites, discussion lists, and databases, is provided while they are current, but the center does not archive them once they are no longer produced.

Publications of other agencies

An additional focus in the NCEMCH Library, beyond MCHB-funded materials, is publications from other federal agencies, state agencies, and professional and voluntary associations. Often called gray literature, or fugitive and ephemeral materials, these publications are often difficult to identify when published and not accessible in academic and public libraries. A special effort is made to identify and collect these materials.

Policy versus clinical materials

Because of the policy and program development focus of NCEMCH, the library collection includes policy-related documents, among other materials, but generally excludes clinical materials.

For purposes of this document, policy-related is defined as:

- documents that explicitly refer to health policy;
- documents containing substantial statistical data that could be used to support particular policies;
- documents that discuss the needs and status of MCH populations;
- documents containing guidelines, standards, and other directives on how services are to be implemented and evaluated;
- documents that describe or evaluate particular health-related programs;
- documents that discuss training of professionals and lay audiences, or that are training materials for their use, including consumer education materials;
- legislation, either proposed or enacted, and discussions of legislation.

Clinical is defined as:

- documents describing the human body (e.g., anatomy, physiology);
- documents describing specific diseases and disorders and their treatment (e.g., medical and surgical interventions).

Gifts

NCEMCH receives many donations of materials for the library collection, including items arriving unsolicited in the mail from such donors as professional and voluntary associations, items picked up by staff at conferences, review copies from commercial publishers, and materials from MCHB staff. A significant number of materials are also received as the result of calls for materials sent to selected MCH audiences and general solicitations published in such media as the *MCH Program Interchange*. These gifts are a valuable source of new materials, of replacement copies for missing materials, of duplicate copies for items in high demand, and of significant historical materials.

Gifts are added to the collection if they are in the scope of this policy. Gifts which are still in the National Maternal and Child Health Clearinghouse are forwarded to them for addition to the stock. Gifts suitable for other Georgetown campus libraries, or for public libraries, are offered to them. Gifts may also be forwarded to the World Bank or another distributing source for donation to libraries in other countries. Other gifts may be discarded.

Electronic resources

As mentioned in other sections of the resource policy, Information Services staff will provide access to electronic resources such as online databases, electronic journals, and full texts of documents. Due to prohibitive cost factors, this access is provided to NCEMCH staff only, not to the Georgetown community or to MCH audiences across the country, unless the resources are free. It is the goal of Information Services to work with other center staff to develop an intranet to provide the most convenient access to these resources.

Appendix I

Current Projects of NCEMCH

5/99

Bright Futures

Health supervision of infants, children, and adolescents, ages 0-21; this project has developed national guidelines for use by health professionals, and related documents for various professional groups and for consumers on oral health, nutrition, physical activity, and mental health.

Family Policy Seminars

A series of seminars that brief local officials in Washington, DC on topics related to maternal and child health, such as adolescent violence and adolescent pregnancy.

Healthy Start

Infant mortality prevention; this project works with grantees of this federal program to disseminate information about lessons learned from this program.

Information Services

Development of information resources for the MCH community. Research assistance to selected audiences.

Looking Forward

Regional roundtables designed to increase state policy makers' knowledge about MCH issues to improve policy formulation and decision-making.

MCH Federal/State Partnership Meetings

Meetings designed to help MCH partners explore the options available to them through the Title V legislation to best serve the needs of mothers, children and families; the next meeting is planned for the fall of 1999.

MCH Research Analysis

A project that disseminates findings from the MCHB research program.

MCHB Project Analysis

A project that evaluates MCH initiatives, currently Healthy Tomorrows Partnership for Children Program ; the next group of projects will be the MCHB Training Grant Program.

MCHB Projects Database

A database of information about projects funded by MCHB.

National Maternal and Child Oral Health Resource Center

Oral health of infants, children, adolescents, and families.

Nutrition

Promotion of nutritional knowledge and skills of health professionals; prevention of childhood obesity.

Partners in Information and Communication (PIC)

A working group of state and national policy making organizations that shares knowledge and coordinates efforts in maternal and child health issues.

Policy Analysis and Education

Provision of public health findings to policymakers and information about the policy process and context to public health professionals. Convening and facilitating policy consortia and collaboratives. Training courses, fellowship program, technical assistance.

Title V Information System

A project that collects and analyses information about state activities funded under Title V of the Social Security Act.

Appendix II

NCEMCH Reference Collection Collection Guidelines 1/95

The NCEMCH Reference Collection has been built up in the last few years with a gradually increasing sense of clarity of purpose. This listing enumerates the types of materials that the collection focuses on, and mentions tips on weeding. It is expected that these guidelines will continue to evolve, based on the needs of the center and of the Maternal and Child Health Bureau.

What Materials Are Included

1. Materials about needs assessment, program planning, evaluation, financing, quality assurance, data collection.
2. Reports and studies of state and local MCH services.
3. Educational materials and curricula of state and local agencies.
4. Products of SPRANS and other MCHB-funded programs.
5. Proceedings of national and regional conferences and workshops.
6. Historical documents about the development of the field. This includes materials from outside of MCHB (e.g., NIH) on topics in which MCHB has a continuing interest, such as sickle cell disease.
7. Reference materials from commercial publishers, such as directories and handbooks.
8. Information about MCH-related organizations.
9. Materials listed in NCEMCH resource guides, directories, the *MCH Program Interchange*, and other publications.
10. Materials of whatever nature requested by subject specialists for their work.

What Materials Are Not Included

1. Pre-1980 materials, unless from DHEW/DHHS or state agencies, or items considered historic by subject specialists.
2. Any superseded items, unless by SPRANS projects or NCEMCH.
3. Generally, textbooks, most commercially published books on general (healthy) child development, parenting, prenatal information, etc., and material of a very medical nature.
4. Journals more than five years old, unless titles of particular interest to staff subject specialists.

5. Materials on topics that are not a focus of our work, and for which another organization is a better resource, e.g., bioethics, legislative hearings.

Weeding the Collection

From time to time the collection is weeded of outdated materials, by the information services staff in conjunction with the subject specialists. The following points are important:

- Appropriate materials may be moved to the historic section. The database and item label should be changed to reflect this.
- Items to be discarded should be removed from the database, if they are in it. All books are in it, along with subject file materials that have the Biblio database unique number written under the classification number. In the case of subject file items, anything in the database should probably go into the historic file rather than being discarded, as it is in the database for a special reason.
- Weeded materials are donated to libraries in foreign countries via the World Bank, when appropriate.

Appendix III

Formats of Materials

The list below provides guidelines related to formats of materials. The term “selectively” means that some materials in this category will be added, based on specific criteria cited elsewhere in this collection policy (e.g., if MCHB-funded). The term “will not generally be” means that occasionally a document in that format may be collected for a specific reason, but otherwise the format will be considered out of scope.

Abstracting and Indexing Services

Printed abstracting and indexing services will not be collected. They will be used online.

Annual Reports

Organizational annual reports will not generally be collected, though ones for organizations of special interest may be if requested by staff.

Audiovisual Materials

Videotapes and other audiovisual materials will only be added to the collection at the request of specific staff for specific titles, unless they are funded by MCHB. If complimentary copies are not available, they may be previewed, entered into the bibliographic database, and returned to the publisher.

Bibliographies

Subject bibliographies will be collected selectively.

Biographies and Autobiographies

Biographies and autobiographies of biomedical and social work professionals will not be collected, unless the individual who is the topic of the publication is central to the MCH field.

Catalogs

Catalogs of assistive technology devices and of health education realia (e.g., human anatomy models) will not be collected. Catalogs of publications of MCH-related organizations will be collected very selectively, with only the most recent edition retained. Catalogs of commercial publishers will be retained uncataloged for one year as needed.

Conferences

Conference proceedings, participant notebooks, and related materials will be collected.

Directories

Directories of members or of organization will be collected at the national level, and for the local area (Virginia, D.C., Maryland).

Dissertations

Dissertations (theses) will not generally be collected. Master’s degree theses will not be collected.

Electronic Resources

Decisions to provide access to electronic resources will be made based on the subject matter.

Examination Guides

Examination guides to help health science students prepare for board exams will not be collected.

Fact Sheets

Fact sheets will be collected.

Government Publications

Government publications will be collected.

Health Education and Patient Education Materials

Health education materials are materials used to educate the consumer generally in matters of health, wellness, and self-care or self-help. Patient education materials are health education materials specifically designed for persons with a particular disease or disorder. These materials will be collected selectively.

Juvenile Literature

Health education materials designed for use in schools or by school-age populations will be collected selectively. Trade juvenile literature will not be collected.

Lectures and Speeches

Separately published lectures, speeches, and addresses in core subjects will be collected selectively.

Literature

Fiction, and drama and most other literature will not be collected. Poetry and compositions about bereavement will be collected selectively.

Manuals

Administrative and procedure manuals will be collected.

Maps, Graphs, Charts

These items will not be collected.

Materials in Other Languages

Materials in languages other than English that are intended for health education or patient education will be collected comprehensively if funded by MCHB and selectively if funded by other sources. Monographs, serials, and other types of publications available only in languages other than English will not be collected.

Microforms

Microforms will not be collected, aside from the historical archives collection and copies of NCEMCH publications provided by ERIC.

Newspapers

Newspapers will not be collected.

Newsletters

Newsletters will be collected if of sufficient interest to NCEMCH staff, and will be filed in the subject files, unless their size makes filing them in the journals collection more appropriate. Retention will usually be current year plus one year backfile, but may be set longer for titles of special interest.

Pamphlets

Pamphlets will be collected selectively.

Personal Narratives

Personal narratives will be collected selectively, with preference given to materials which bring together narratives from groups of individuals rather than one individual or family, and materials meant to promote healthy practices such as immunizations.

Popular Works

Popular works will generally not be collected.

Posters

Posters will be collected very selectively.

Press Releases

Press releases published separately will not be collected unless needed for inclusion in an NCEMCH publication such as a PIC briefing book. Press releases included in media packets designed for health promotion campaigns will be collected, but will not be cataloged separately.

Proceedings

See Conferences.

Programmed Texts

Programmed texts will not be collected.

Promotional Materials

Order forms and promotional brochures will only be collected when an item is important to include in the bibliographic database/online catalog but there are not adequate funds to purchase the material.

Reprints

Reprints will not be collected unless the item is an historically important document not available in its original edition.

Standards

Standards will be collected.

Statistics

Statistics related to health and health services will be collected selectively.

Syllabi and Course Outlines

Syllabi and course outlines relating to graduate education in maternal and child health will be collected.

Telephone Directories

Only telephone directories of the local area will be collected.

Textbooks

Textbooks for professional education of health sciences personnel will be collected selectively. Textbooks for undergraduate education or for high schools will generally not be collected.

Theses

See Dissertations.

Translations

See Materials in Other Languages.

Unpublished materials

Unpublished materials will be collected very selectively.

Appendix IV

Collection Levels of Specific Topics

This appendix lists specific topics and the level at which they will be collected. It supplements policies in other parts of this document that address other criteria for selection.

This list is presently under development; the topics below are only a sample. A more complete list will be developed during the collection review process described in Section B.

The collection levels are **out of scope**, **basic** information level, policy and project **support** level, and **comprehensive** level. They are defined on page 7.

Topic	Level
<u>Women's Health</u>	
Childbirth preparation	Basic
Family planning	Basic
High-risk pregnancy	Basic
Mid-life and older women	Out of scope
Obstetrics and gynecology	Basic
Perinatal bereavement	Basic
Perinatal medicine	Basic
Prenatal care	Support
Teratology	Basic
<u>Infant and Child Health</u>	
Child health surveys (national level)	Support
Child health surveys (state level)	Basic
Child health surveys (local level)	Out of scope
Health supervision	Support
Home visiting	Support
Immunizations	Support
Infant mortality	Support
Oral health	Support
Pediatrics	Basic
White House Conferences on Children	Comprehensive
<u>Adolescent Health</u>	
Abstinence education	Support
Adolescent health surveys	Support
Adolescent mental health	Basic
Adolescent pregnancy	Support
Parenting of adolescents	Basic
School health	Support
Substance use (adolescents and general populations)	Basic

Nutrition

Breastfeeding	Support
Food habits of diverse population groups	Support
Group food service	Basic
History of MCH nutrition services	Comprehensive
Nutrition of MCH populations (maternal, infant, child, adolescent, etc.)	Support
Nutrition disorders and eating disorders	Basic
Nutrition consultation	Support
Nutrition services	Support

Injury and Violence Prevention

Family violence	Basic
Weapons	Basic
Injury prevention programs	Support
Injury data	Basic
Suicide	Out of scope

Chronic Diseases and Disabling Conditions

Genetic diseases	Basic
Metabolic diseases	Basic
Sickle cell disease	Basic
Specific conditions (except as noted)	Out of scope

Services to Children with Special Health Needs

Bereavement	Basic
Biomedical ethics	Basic
Children with special health needs (general)	Basic
Early intervention	Support
Family centered, community based care	Support
Habilitation	Out of scope
Health insurance for CSHN	Support
Hospitalization	Out of scope
Parenting of CSHN	Basic
Transition from child to adult care	Basic
Training and employment	Out of scope
Women with special health needs (pregnancy and parenting issues)	Basic

Genetic Services

Genetic counseling	Support
Genetic screening	Support
Molecular genetics	Out of scope
Regional genetics networks	Comprehensive

Public Health Services

Child health insurance	Support
Child health insurance (SCHIP)	Comprehensive
Health professions	Basic

Health promotion	Basic
MCH programs (local level)	Support
MCH programs (state level)	Comprehensive
MCH programs (federal level)	Comprehensive
MCHB funded programs	Comprehensive
Medicaid managed care	Support
Minority health	Basic
Needs assessment	Support
Title V of the Social Security Act (legislation)	Comprehensive