

# **Maternal and Child Health Library Georgetown University Collection Development Policy**

## **About the Library**

The goal of the Maternal and Child Health Library (MCH Library) is to serve the maternal and child health (MCH) community with accurate, reliable, and timely information and resources.

The MCH community includes health professionals, policymakers, family advocates, community service professionals, MCH/public health faculty and students, families, and the public. It includes all those who work with children and families, where health can be a concern or topic for education, but who may not see themselves as in the MCH field, such as school personnel and youth group leaders.

This collection development policy is designed to guide the library in meeting this goal.

It addresses materials that are collected in physical or electronic form, housed, and cataloged into the library's online database, MCHLine®. It does not address materials or resources that may be cited in library online products such as knowledge paths or the MCH Alert. Online products usually have stricter criteria for dates, for example.

The MCH Library works with partner projects to expand its collection of materials. Many items from these projects are included in MCHLine®. Projects include:

- Bright Futures < <http://www.brightfutures.org/>> and Bright Futures for Women's Health and Wellness < <http://www.mchlibrary.info/BFWHW.html>>
- Distance Learning < [http://www.healthinfogroup.org/distance\\_learning.html](http://www.healthinfogroup.org/distance_learning.html)>
- Healthy Start < <http://www.mchlibrary.info/toolkits/healthy-start.html>>
- National Maternal and Child Oral Health Resource Center < <http://www.mchoralhealth.org/>>
- National SUID/SIDS Resource Center < <http://www.sidscenter.org/>>

The MCH Library is primarily funded by the U.S. Maternal and Child Health Bureau.

## **Collection Principles**

Principle 1. The library collects materials in subject areas that are a focus of the U.S. Maternal and Child Health Bureau, in areas related to women's, infant, child, adolescent, and family health and state and federal MCH programs and policy. See the MCH Library A-Z Resources and Services < <http://www.mchlibrary.info/AZresources.html> > index for a list of specific topics that are the focus of the MCH Library.

Principle 2. The library collects materials in a mixture of print, electronic, and microform formats, with a general preference for electronic format where available and stable.

Principle 3. The library generally collects and retains no more than one physical copy of individual titles. More than one copy may be retained for documents of special interest, such as historical documents.

Principle 4. The library relies as much as is feasible on the electronic collections of periodicals available at other Georgetown libraries. It also collects titles not available at Georgetown as needed, with preference given to electronic formats, through purchase, memberships, or other means.

Principle 5. Gifts offered to the library are screened using this collection policy and added to the collection when appropriate.

Principle 6. This policy is intended as a guideline. Exceptions will be made where it benefits the staff or the library's primary audiences.

### **Collection Statement**

The library focuses on materials of current value to MCH professionals across the country in topics related to its scope and materials that document the history of the MCH field, especially as they relate to public health programs and initiatives. It emphasizes:

- materials not readily available elsewhere;
- materials by federal, state, and local government agencies;
- materials by significant national, state, and local organizations;
- materials by grantees of the U.S. Maternal and Child Health Bureau.

It collects consumer education materials selectively and generally does not collect clinical works other than those that are included in the preceding statement.

Materials are evaluated using these criteria:

- accuracy: materials must be accurate and verifiable;
- authority: materials must be from an authoritative source, such as a professional organization, a government agency, or other respected source;
- objectivity: materials must be educational in nature and not for the purpose of making a profit. Materials selected must meet the educational needs of the audience for which they are intended.
- currency: materials must either be current or document a time period of interest to the library. Materials that advise discredited or outdated health services or behavior will not be included unless they document a history that is of interest. Ephemeral information that will soon be outdated, such as preliminary data covering small periods of time, will not be collected.
- geographic coverage: materials must address the United States, or substantial areas within it. Some materials addressing the international context are also collected, but not generally items addressing a single country outside of the United States.

- access: to the extent possible, materials should be generally available to the public, either at no charge or for a fee. Materials available only to members of an organization will usually not be selected.
- language: materials for professionals must be in English; consumer materials available in multiple languages intended for populations residing in the United States are also collected.

## **Special Collections**

### *Children's Bureau.*

This collection consists of materials by and about the U.S. Children's Bureau since its founding in 1912 through 1969, when a federal government reorganization placed the maternal and child health aspects of the bureau's mission into a new agency that has evolved through various names to its current one, the U.S. Maternal and Child Health Bureau. Contents include:

- Over 450 titles by and about the U.S. Children's Bureau.
- A set of 300 microfilm reels of Children's Bureau documentary sources from the National Archives published by Chadwyck-Healey.

### *Peter van Dyck Papers*

This collection includes 30 boxes of papers from the office of Peter van Dyck, M.D., M.P.H., who served as associate administrator of the Maternal and Child Health Bureau (MCHB), Health Resources and Services Administration (HRSA), U.S. Department of Health and Human Services, from 1999 through 2011.

### *Title V Reports*

This collection contains 175 boxes of reports related to state and community programs funded under Title V legislation, including applications and reports for block grants, program reviews, and final reports of the Special Projects and Regional and National Significance program.

### *Vince Hutchins Papers*

This collection contains 17 boxes of materials from Vince L. Hutchins, M.D., M.P.H., who served as director of the Maternal and Child Health Bureau, Health Resources and Services Administration, U.S. Department of Health and Human Services, from 1977 through 1992.

### *William McConway Hiscock Collection on the federal Early and Periodic Screening, Diagnostic and Treatment (EPSDT) Program.*

This collection contains 159 reports on demonstrations and evaluations, technical assistance materials, and program guides developed during 1973-1983. It was compiled by the EPSDT program in the Health Care Financing Administration.

In addition, the library holds papers from other notable individuals from MCHB and its predecessors including Mary C. Egan, Alice Chenowith, and Rudy Hormuth.

## **Retention**

Most of the library collections are retained indefinitely. Weeding, the removal of materials that are no longer helpful, is done as follows:

- Materials that have become outdated, such as consumer information or materials for professionals that address health conditions and therapies, are periodically weeded from the collection.
- Older editions of manuals, textbooks, and similar items are weeded when a new edition is cataloged. Multiple or first editions may be retained if they document the historic development of a part of the MCH field, such as the Children's Bureau Prenatal Care, Infant Care, and other consumer publications.
- Materials that are currently held in physical format may be weeded if an electronic version can be stored instead.
- Print periodicals are weeded according to a specific schedule by title, often after three to five years.

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