



Library donations policy

RCP Library

August 2015



Background

The Royal College of Physicians (RCP) library collection was founded on the generous donations of its fellows. Offers of donations are always appreciated but unfortunately restrictions on space and other resources mean they cannot always be accepted.

Process

Please contact us by email or letter, providing a description of all items you wish to donate. We may ask for additional details at this point. All offers are reviewed with reference to both RCP policies and professional guidelines. A decision is usually made within one month.

Once your donation has been agreed in principle please complete and return the *donation form for published items* and contact us to arrange to bring the items in. The physical conditions of items will be inspected before a final decision is made to accept an item into the collections.

The library reserves the right to dispose of donated materials at a later date, according to our collection development policy.

Terms

Donations are considered with the following factors in mind:

- They must be in line with the scope of our collections as defined in the library collection development policy, the relevant section of which is reproduced on the next page.
- They must be in good physical condition.
- They should not duplicate existing stock, unless the library's copy is in poor condition or the book contains marginalia or provenance evidence relevant to the RCP.

Please note that:

- Donations are accepted solely at the discretion of the library, and on the understanding that once the library receives the material it becomes the property of the RCP.
- Donated items are subject to the same de-selection and weeding criteria as any other material in the library collection.
- It may not be possible to house large collections in one location within the library.



Excerpt from the 2015 collections development policy of the RCP Library and Medical Education Centre (MERC)

Scope of the collections

The scope of the collections can generally be defined as falling into one of the following categories:

- **Narrow** – material is acquired selectively to introduce and/or define a subject. Material will be in English and focus on the UK.
- **Broad** – material is acquired selectively and will be mostly in English but of any geographical origin and in any format. The MERC excludes non-English language material.
- **Comprehensive** – the RCP library will, as far as possible, collect all significant works regardless of language, format or geographical origin. The MERC excludes non-English language material.

Subject coverage by strategic theme

Leading and supporting our members


The library focuses on:

- **RCP specialties** (scope: broad) – current knowledge and best practice in the RCP’s specialties. This is increasingly the focus of our ejournals
- **Clinical medicine and pharmaceutical science** (scope: narrow) – a core collection of up to date clinical textbooks, journals and bibliographic databases
- **Forensic medicine** (scope: broad) – selected publications to support the work of the Faculty of Forensic and Legal Medicine
- **Trends in medical practice and the medical profession** (scope: broad) – key works on trends in medical practice eg evidence-based care, clinical governance

Shaping the future of health and healthcare

The library focuses on:

- **RCP policy and public health** (scope: broad) – selected publications relating to the RCP’s areas of interest on advice from the External Affairs team, eg smoking, obesity, alcohol, assisted suicide and euthanasia, environmental health.
- **Medical ethics, bioethics and law** (scope: broad) – texts relevant to the development of modern medical ethics and the RCP’s work on health policy and public health.
- **The NHS and UK health policy** (scope: broad) – publications selected in areas of policy that the RCP is involved in; areas determined with advice from the External Affairs team eg commissioning, health inequalities etc.
- **Health management, health economics and other health professions** (scope: narrow) – a few key texts, and bibliographic databases to provide the evidence-base or the RCP’s guidelines and reports.

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- **Reports collection** (scope: narrow) – 10 years of published reports on health-related topics.

Investing in our future, building on our heritage

The library focuses on:

- **Management and career development information** (scope: broad) – selected material to support the RCP’s training and development programmes. Material includes: IT skills, interview skills, appraisal skills, presentation skills, negotiation and marketing skills etc.
- **Library and information management** (scope: broad) – to assist with the management of the collections and for the professional development of library, archive and museum staff.
- **RCP publications** (scope: comprehensive) – two or three copies of each publication produced by RCP departments providing one or two loan copies and one reference copy.
- **Medical biography** (scope: broad) – selected material relating to the lives of RCP fellows, eminent physicians and prominent figures in medicine.
- **History of medicine** (scope: broad) – historical developments of the specialties the RCP has covered and the illnesses they treat.
- **Rare books** have a broad subject coverage with an emphasis on:
 - incunabula – 137 volumes including some of the earliest printed medical texts
 - printed medical texts from the 15th century onwards
 - general texts that reflect the broad education of RCP fellows. Subjects include astronomy, architecture, military science, canon law, natural history and botany (including herbals)
 - items collected by the library as contemporary materials, now over 100 years old and deemed worth retaining in perpetuity for their research value.
- **Special collections** consist of:
 - The Heberden Collection: the British Society for Rheumatology library 1534–1983
 - The Evan Bedford Collection: cardiology 1514–1972
 - The Donald Hunter Collection: occupational health 1832–1998.

Developing physicians throughout their careers

The MERC focuses on:

- **Medical education, teaching and training** (scope: comprehensive/broad) – comprehensive collection of titles on medical education and a core collection of titles on subjects related to this area. Subject areas include teaching techniques, group work and small group teaching, appraisal, supervision, informal teaching and learning, curriculum development, assessment techniques and the cognitive processes underpinning learning.

- **Leadership** (scope: broad) – core collection of titles on leadership and medical leadership. Subject areas include leadership theories, change management, human resource management, and work psychology.
- **Association for Medical Education in Europe (AMEE) and Association for the Study of Medical Education (ASME) publications** (scope: broad) – print or online copies of all relevant AMEE and ASME guidelines and publications.
- **Research methods and data analysis** (scope: broad) - core collection of titles related to research methods with a focus on qualitative research and educational research. Selected titles on quantitative data analysis, interviewing, focus groups, ethnography and sociology.
- **Medicine as a career/career development** (scope: narrow) – key titles.
- **Continuing professional development of physicians** (scope: narrow) – key titles.
- **MRCP revision materials** (scope: broad) – selected revision books covering diagnostic and picture tests, history taking, communication and diagnosis and management in multiple choice and best of five formats for the MRCP exam are held. Selected titles on clinical medicine.
- **Other material** (scope: variable) – material required by the RCP’s education department, RCP committees, working parties or staff not covered in any of the subject areas listed above.

All strategic themes

- **General reference collection** (scope: narrow) – a reference-only collection that includes English and foreign language dictionaries, directories, some biographical material and medical handbooks.

Library, Archive and Museum Services

Royal College of Physicians
11 St Andrews Place
Regent’s Park
London NW1 4LE

Tel: +44 (0)20 3075 1539/1490

Fax: +44 (0)20 7487 5218

Email: library@rcplondon.ac.uk

www.rcplondon.ac.uk/library



Royal College
of Physicians