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MISSION AND PROGRAMS SERVED

The mission of the Moody Medical Library of The University of Texas Medical Branch is to advance the education, research, patient care and public service programs of the university by obtaining, applying and disseminating biomedical information and the tools for its management and use. The context for achieving this mission is the vision of an environment in which individuals using personal computers in classrooms, offices, laboratories, hospitals, libraries and homes can access and obtain biomedical information when and where they need it, and in the format most appropriate to their need, regardless of where that information is located physically. The guidelines described in the Collection Development Policy are designed to support the Library’s Mission and Vision. They are also intended to act as a guide for Library staff and to inform Library users.

GENERAL GUIDELINES FOR SELECTION

I. Subject Scope
The general scope of the Moody Medical Library collection covers the health sciences, with emphasis on medicine, nursing and allied health professions. In addition, the basic sciences, psychology, and social sciences receive limited coverage where these disciplines relate to trends or concepts in the health sciences.

II. Language
Primarily English language publications or those predominantly in English are purchased.

III. Geography
Works from all countries are considered.

IV. Chronology
Selection preference is given to those titles published in the most recent two-year period.

V. Format Exclusions
The Library generally does not select materials of the following types:

- Spiral bound publications
- Loose-leaf publications
- Programmed or self-instructional text
- Textbook, workbooks, exercise books
- Lab manuals
- Pocketbooks
- Syllabi
- Lecture notes
- Newsletters
- Maps, graphs, posters, charts
- Newspapers

VI. Criteria for Selection
Consideration is given to the following items when evaluating monographic and serial titles for selection:

A. Monographs
- Curriculum requirements
- Timeliness
• Reputation of author and/or institution
• Intended audience
• Publisher’s reputation
• Format
• Availability of electronic format preferred
• Physical quality
• Bibliographic aids – contents, index, bibliography
• Probable usefulness in the collection
• Client requests and recommendations
• Use of previous edition or titles in same series
• Price
• Relationship to other works in the collection

Aids used in monographic selection:
• Core lists
• Book reviews
• Acquisitions lists from other libraries
• Promotional literature
• Faculty consultation
• Interlibrary Loan requests

B. Serials
• Appearance of journal in major indexes, abstracts, and retrieval services used in the Library
• Selection of articles is peer-reviewed
• Current references are included with articles
• Author or subject index published in the serial
• Reputation and reliability of publisher
• Subject scope of journal is wide enough to appeal to a cross-section of users
• New journal sample issue has received good evaluations
• Client requests and recommendations
• Availability of journal in other libraries
• Possibility of copyright violation by repeated photocopying
• Availability in the library of other journals on the same subject
• Interlibrary Loan requests

Aids used serial selection:
• Sample issues of new journals
• List of Journals Indexed (in Index Medicus)
• Science Citation Index – Journal Citation Reports
• Publisher announcements
• Evaluations by UTMB Library clients
• SERLINE
• OCLC

Special considerations:

Translations and publications resulting from symposia, conferences, workshops, etc. are bought selectively since publication often lags several years behind the meeting date. Reprints that are collections of previously published material are not generally purchased. Reprint editions of monographs may on rare occasions be acquired if the Library lacks the original or if there is exceptionally heavy demand.
VII. Responsibility for Selection
Authority and responsibility for overall and specific selection decisions rest with the Head of Technical Services, whose job is to incorporate individual decisions into the long-range plans and policies for development of Library resources. Input from UTMB faculty, staff, and students is encouraged, as is input from other members of the Library staff. A designated Public Services Librarian in consultation with the Audiovisuals staff and with input from UTMB faculty, staff, and students, makes Audiovisuals software selection decisions. Selection of materials for the Blocker Collections is the responsibility of the Archivist. Selection of materials for the Reference Collection is the responsibility of the Reference Librarians.

VIII. Collection Guidelines by Subject
These categories consist of the broad subject areas covered by the National Library of Medicine’s classification schedule together with certain subject areas covered by the Library of Congress classification.

A. Description of Collection Levels

1. Research Level
These materials form the central working part of the collection. Research level subjects include the pre-clinical subjects and the clinical practice of medicine as well as its specialties. It supports doctoral and other original research. It includes most major reference works, conference proceedings, government documents, technical reports, professional society publications, and serials.

2. Instructional Level
At a level less than research intensity, these materials provide subject coverage for limited or generalized purposes. This level includes a wide range of basic monographs, a significant number of classic retrospective materials, fundamental bibliographic tools pertaining to these subjects, and a selection of representative serials.

3. Basic Level
Basic level subjects are less closely related to research level subjects but supply a substantial amount of necessary information. Many subject areas are quite broad (e.g., history). Only those aspects of a broad subject related to the research level subjects of the Library are collected.

IX. Collecting Levels by Subject

A. Research Level
These materials form the central working part of the collection. Research level subjects include the pre-clinical subjects and the clinical practice of medicine as well as its specialties. It supports doctoral and other original research. It includes most major reference works, conference proceedings, government documents, technical reports, professional society publications, and serials.

The following classification numbers encompass subjects collected at the Research Level.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QD</td>
<td>Chemistry (as related to the study of the health sciences)</td>
</tr>
<tr>
<td>See Also</td>
<td>QY Biochemistry</td>
</tr>
<tr>
<td>QY</td>
<td>Clinical Pathology</td>
</tr>
<tr>
<td>QH 431</td>
<td>Human Genetics</td>
</tr>
<tr>
<td>See Also</td>
<td>QH 426-470 General Genetics and Heredity</td>
</tr>
<tr>
<td>QH 506</td>
<td>Molecular Biology</td>
</tr>
<tr>
<td>QH 573-671</td>
<td>Cytology</td>
</tr>
<tr>
<td>QS 1-132</td>
<td>Human and Comparative Anatomy</td>
</tr>
<tr>
<td>QS 504-532</td>
<td>Histology</td>
</tr>
<tr>
<td>QS 604-675</td>
<td>Embryology</td>
</tr>
</tbody>
</table>
QT 1-160  General Human and Comparative Physiology
See also Basic Level:  QP General Animal Physiology

SF 561-774  Basic Veterinary Physiology
QT 260  Sport Medicine
QU  Biochemistry
QV  Pharmacology and Toxicology
QW 1-300  Microbiology
QW 591-900  Immunology
QX  Parasitology
QY  Clinical Pathology
QZ  Pathology
W  General and Miscellaneous Material Relating to the Medical Profession
See also Instructional Level:  W 26.5 Medical Informatics

WA  Public Health and Preventive Medicine
WB  Practice of Medicine
WC  Infectious Diseases
WD  Systematic Diseases
WD 100  Nutrition Disorders
WD 200  Metabolic Diseases
WD 300  Immunologic Diseases, Diseases of Hypersensitivity
WD 400  Animal Poisoning
WD 500  Plant Poisoning
WD 600  Diseases Caused by Physical Agents
WD 700  Aviation and Space Medicine
WE  Musculoskeletal System
WF  Respiratory System
WG  Cardiovascular Systems
WH  Hemic and Lymphatic System
WJ  Urogenital System
WK  Endocrine System
WL  Nervous System
WM  Psychiatry
WN  Radiology
WO  Surgery
WP  Gynecology
WQ  Obstetrics
WR  Dermatology
WS  Pediatrics
WT  Geriatrics
WV  Otorhinolaryngology
WW  Ophthalmology
WX  Hospitals
WY  Nursing

B. Instructional Level
At a level less than research intensity, these materials provide subject coverage for limited or generalized purposes. This level includes a wide range of basic monographs, a significant number of classic retrospective materials, fundamental bibliographic tools pertaining to these subjects, and a selection of representative serials.

The following classification numbers encompass the Instructional Level subjects.
(Those followed by an asterisk are discussed further in the Special Notes following this section).
<table>
<thead>
<tr>
<th>BF</th>
<th>Human Psychology: Clinical Physiological Developmental Abnormal</th>
</tr>
</thead>
<tbody>
<tr>
<td>See also Research Level:</td>
<td>WL  Nervous System: Psychophysiology</td>
</tr>
<tr>
<td>WM  Psychiatry</td>
<td></td>
</tr>
<tr>
<td>WS  Pediatrics</td>
<td></td>
</tr>
<tr>
<td>WT  Geriatrics</td>
<td></td>
</tr>
<tr>
<td>HA</td>
<td>Statistics-- Social Science Aspects</td>
</tr>
<tr>
<td>See also Research Level:</td>
<td>WA  Public Health Statistics and Surveys, Theory of Medical Statistics</td>
</tr>
<tr>
<td>HB</td>
<td>Demography: Biostatistics</td>
</tr>
<tr>
<td>HM-HV</td>
<td>Sociology as Related to Health: Alcoholism and Drug Abuse, Criminal Psychology, Family, Handicapped Persons, Marriage, Sex Behavior, Sex Education, Social Work</td>
</tr>
<tr>
<td>See also Research Level:</td>
<td>W  Medical Profession, Medical Social Service, Medicine as a Profession</td>
</tr>
<tr>
<td>WA  Public Health, Social Work with Children and Mothers</td>
<td></td>
</tr>
<tr>
<td>WM  Psychiatry</td>
<td></td>
</tr>
<tr>
<td>QH 322.5</td>
<td>Biometry, Biomathematics, Mathematical Models</td>
</tr>
<tr>
<td>QH 426-470</td>
<td>General Genetics and Heredity</td>
</tr>
<tr>
<td>See also Research Level:</td>
<td>QH 431 Human Genetics</td>
</tr>
<tr>
<td>QW 1-300 Microbiology: Microbial Genetics</td>
<td></td>
</tr>
<tr>
<td>QZ  Pathology: Medical Genetics</td>
<td></td>
</tr>
<tr>
<td>W 26.5</td>
<td>Medical Informatics</td>
</tr>
<tr>
<td>WU</td>
<td>Dentistry*</td>
</tr>
<tr>
<td>WZ</td>
<td>History of Medicine</td>
</tr>
<tr>
<td>Z 675.M4</td>
<td>Libraries, Medical</td>
</tr>
</tbody>
</table>

**Special Notes**

WU  Dentistry

Because UTMB does not include a dental school, the Library does not purchase publications in the areas of general dentistry, dental specialties, dental hygiene, dental assistance or dental materials.

Only a few general reference tools (e.g. directories) and general works are collected. The Library does, however, collect the following dentistry-related subject areas at the *Instructional Level*:

<table>
<thead>
<tr>
<th>WU 101</th>
<th>Anatomy, Histology, Morphology, Embryology</th>
</tr>
</thead>
<tbody>
<tr>
<td>WU 101.5</td>
<td>Malformations and abnormalities of Jaws, Mouth, and/or Teeth (general)</td>
</tr>
<tr>
<td>WU 102</td>
<td>Physiology</td>
</tr>
<tr>
<td>WU 140</td>
<td>Dental Medicine, Dental Pathology, Stomatology for Dentists, Jaw Diseases</td>
</tr>
<tr>
<td>WU 141</td>
<td>Examination, Diagnosis</td>
</tr>
<tr>
<td>WU 166</td>
<td>Oral and Dental Therapeutics</td>
</tr>
<tr>
<td>WU 280</td>
<td>Oral and Dental Neoplasms</td>
</tr>
<tr>
<td>WU 290</td>
<td>Oral Manifestations</td>
</tr>
<tr>
<td>WU 600-640</td>
<td>Oral Surgery</td>
</tr>
</tbody>
</table>

**C. Basic Level**

Basic level subjects are less closely related to research level subjects but supply a substantial amount of necessary information. Many subjects areas listed below are quite broad (e.g., history). Only the health care aspects of a broad subject related to research level subjects of the Library are collected.

The following classification numbers encompass the *Basic Level* subjects.
A     General Works
B     Philosophy, Ethics
See also Research Level:  W  Medical Profession: Medical Ethics and Bioethics
                         WY  Nursing: Nursing Ethics

C-F     History
G     Geography
See also Research Level:  WB  Practice of Medicine: Geography of Disease, Medical Climatology

GN     Anthropology
H     Social Sciences (general)
See also Instructional Level:  HA  Statistics

HC     Economic History and Conditions (e.g. Poverty, Hunger, Famine)
HD     Economic History and Conditions (e.g. Social Security)
HF     Administration
See also Research Level:  WA 525-546  Health Administration and Organization

J     Political Science
K     Law
L     Education
LC     Special Education: Education of the Handicapped, Learning Disabilities
M     Music
N     Art (only as related to scientific illustrations)
P     Language and Literature
Q     Science (general)
QA     Mathematics and Computer Science
      Purchases in mathematics consists primarily of tables, hand-books, and treatments of
      mathematics as applied to the health sciences. Collecting in computer science is limited
      primarily to computer applications in the health sciences or library science.

QC     Physics
      Emphasis is on topics closely related to health sciences (e.g., microwaves, optics)
QH     Biology (general)
QH 359-425  Evolution
      Purchases are primarily general works on evolution as it relates to biomedicine
QK     Botany (general, including Herbals)
QK 99-100  Poisonous Plants
QL     Zoology: Animal Behavior, Comparative Anatomy of Animals
QP     General Physiology
SF     Veterinary Medicine
      Only collected as relevant to the needs of the Library’s primary clients. Most commonly
      collected works in this area are those dealing with laboratory animal medicine.

T     Technology
TA     Human Engineering
TD     Sanitary Engineering
TP     Chemical Technology
TR     Photography
TX     Nutrition
UH     Military Medicine
VG     Naval Medicine
Z     Bibliography
Only works related to the life and health sciences are collected.

Z 662-1000 Libraries and Library Science
See also Instructional Level: Z 675.M4 Libraries, Medical

SPECIAL POLICIES

I. Duplication
Monographs:

Monographs are purchased generally in one copy only.

Serials:

Duplicate copies are purchased for a limited number of heavily used serials.

II. Replacements
Titles of missing monographs and serials are reviewed by the Head of Technical Services and decisions to replace are made on a case-by-case basis depending on subject matter, date of publication, alternative availability, bibliographic integrity of sets, estimated demand, price, and available funds. No attempt will be made to replace out-of-print material, except in unusual circumstances.

III. Retention Guidelines
Monographs:

The Library maintains a 15-year current working collection of monographs in the teaching and practice of biomedical sciences. Regular withdrawal of outdated materials is essential for collection management and shelf space utilization. The quality not the size of a collection determines its value. This is particularly important in the biomedical sciences, where there is a mandate to provide users with current information.

Old editions and outdated materials may contain incorrect information that could be potentially harmful if used as a basis for present-day clinical decision making. Classic monographs are retained. Journal literature is generally retained.

Exception: Materials of historical or literary value for which date of publication is not significant, may be retained. These materials provide to all Library users an important dimension of enrichment in the art and science of healing. Periodic review of these materials in liaison with campus departmental faculty provides guidance for retention.

De-selection is the process whereby those items that are considered to be of little value to the collection are identified and withdrawn. This process is undertaken as a continuous, planned part of the Collection Development program, and decisions to withdraw must reflect the philosophy of the Collection Development Policy.

The Library staff makes identification of materials for possible withdrawal. Monographs and journals are treated somewhat differently, but the following general points are considered:

- Date of publication
- Subject content – is it classic in the field or on a subject which is sparsely represented in the collection?
- Past client use
- Estimated future use
- Faculty review/recommendation
- Title found in published bibliographies by authorities in the subject field
- Physical condition
• Availability in other libraries
• Language
• Preservation as an historical record

The following categories of monographs are primary candidates for weeding:
• Multiple copies
• Intermediate editions of textbooks
• Outdated reference materials

Withdrawn volumes will be disposed of according to University regulations.

Serials:

The following categories of bound serials are primary candidates for weeding:
• Electronic version is a permanent collection (UTMB has archival rights)
• Electronic version is complete (contains supplements and meeting abstracts)
• Electronic version is available in PDF format
• Electronic version has all images
• The University of Texas system has print title in remote, permanent storage
• Not considered a core title that needs to be permanently retained

IV. Textbooks
The Library does provide some major textbooks, both in print and electronic format, which are intended to be used in the professional education of biomedical personnel. However, the library does not purchase library copies of all required student textbooks and Library copies are not intended to replace personal copies of textbooks. The cost of textbooks, combined with their rapid replacement by new editions, makes their acquisition a strain on the Library’s budget and would limit the amount of research-level materials that could be acquired. Generally, textbooks purchased are for research-level material and the current edition plus one previous edition is maintained. However, the Library does retain selected out-of-date textbook titles in order to document the standard of care during given time periods.

V. Examination Guides
The Library does not purchase print examination guides. A web-based exam and board preparation program for health science students will be considered to assist students in preparing for their board exams.

VI. Gifts to the General Collection
Moody Medical Library is very grateful for numerous donations that have enriched its collections over the years. The following guidelines are designed to assist prospective donors in the disposition of materials by clarifying Library policies and procedures with regard to donations.

Potential donors are asked to submit to the Cataloging & Acquisitions Librarian a written description of those items they wish to donate. Desirable information for books includes title, author(s), date of publication, and publisher.

Journals may be listed by title, inclusive volumes/issues, dates and an indication of whether they are bound or unbound. This list will be checked against the Library’s holdings, and acceptance will be based on potential usefulness in accordance with the Collection Development Policy. Although new foreign language materials are not purchased, older foreign language works may be selectively accepted for donation if they are classics in a particular subject field. Materials that are not biomedically related, outdated reference books, superseded textbooks (except for first or significant editions), and materials in poor or marked-up condition are generally not suitable for donation. The Library is unable to accept delivery of materials prior to the receipt of written description. Delivery of accepted materials to the Library is the responsibility of the donor. The Library does not have the personnel or transport to provide this service. By signing a
release form, the donor acknowledges the right of the Library to use or dispose of donated materials as it sees fit. If they are not added to the Library collections, they may be offered to other health science libraries, or discarded.

When donations are accepted by the Library, a general letter of acknowledgment will be sent to the donor. A copy of the detailed list of materials donated should be retained by the donor to support tax deduction claims. Provisions of the Tax Reform Act of 1984 place the responsibility for estimating the value of donations upon the donor rather than on the recipient of the gift. The Library does not accept donation of materials that require separate housing or maintenance. All donated materials will be integrated into existing collections.

GUIDELINES FOR THE REFERENCE COLLECTION

I. Purpose
The Reference Collection is one of the major information resources intended for use by the Library’s clientele as well as by its information services librarians. Reference publications are distinguished, in part, by the fact that they are consulted primarily to find answers to specific questions, rather than to serve as statements of a theorem or hypothesis.

These materials are separated from the regular collection and, due to the nature of their use, these resources do not circulate. The collection consists of three broad categories of materials. These include sources of factual data such as encyclopedias and drug compendia, directories containing information on persons and institutions, and bibliographic sources. Factors that influence the scope of the reference collection are changes in the curriculum, changes in the health care professions and the industry supporting them, and pressing issues of the day.

II. Formats and Types of Material included in the Reference Collection
The Reference Collection follows the overall Collection Development Policy statement in terms of subject coverage and user population served. In addition, selective coverage of more general material, not specifically biomedical in character, is necessary to ensure quality basic reference service. The following list offers some considerations for specific kinds of publications included in the Reference Collection:

- Abstracting and indexing services
- Almanacs and yearbooks
- Bibliographies on specific subject areas
- Commercial products catalogs
- Directories of institutions of higher learning
- Current alerting tools
- Dictionaries, grammars, style sheets
- Directories of physicians, research institutions, government agencies, etc.
- Drug information sources
- Encyclopedias of the natural or human sciences
- General reference works such as general encyclopedias
- Geographic sources such as atlases, gazetteers, etc.
- Government documents and legislative documents
- Grants and awards sources
- Guides to the literature of specific sciences
- Handbooks of physical, chemical, engineering, and mathematical data or formulae
- Health related subjects
- Meeting sources
- Nomenclature sources, works on etymology, or taxonomic classification
- Telephone numbers of companies, agencies, institutions, etc.
- Publishers’ directories and similar works
- Statistics
III. Format Exclusions
The most appropriate and the most cost effective formats in reference materials are collected. Formats that are fragile, easily consumed, easily damaged, which require special equipment, or are subject to other practical limitations on their utility, should be purchased only with the greatest caution.

IV. Criteria for Selection
The following criteria are used when selecting materials for the Reference Collection:

- Usefulness in comparison to existing reference tools
- Timeliness of the material
- Anticipated frequency of use
- Inclusion of the title in reference guides such as “Guide to Reference”, etc.
- Strengths and weaknesses in the Reference Collection
- Long-term value
- Favorable reviews in the professional press
- Authority and reputation of the author/publisher
- Frequency of publication. Some annual publications may be replaced every other year instead of every year.
- Use of earlier editions. Date of publication. Selection of current materials will take precedence. Older material is purchased only to fill a gap in the collection if filling the gap is necessary in using the set.
- Language of publication. Selection is limited to English language publications, except for certain dictionaries and pharmacopoeias.

V. Criteria for Withdrawal
The following criteria are used when removing materials from the Reference Collection:

- Replacement by new edition or another publication with expanded coverage and more recent publication date
- Decline in usefulness in relation to other reference tools
- Date of publication
- Cessation of updates

VI. Scope and Retention Guidelines for Three Categories of Reference Materials
Outlined below are three broad categories of publications that comprise the Reference Collection. The retention policy is noted for each.

A. Information on persons or organizations

1. Directories of Persons/Biographical Dictionaries
Scope:

Current directories, including membership lists of individual societies and associations, are collected in the following areas:

- Biomedical sciences, health sciences and social sciences
- Scientists of the U.S. and world
- Notables of the U.S. and world

2. Directories of Organizations
Scope:

Current directories are collected in the following areas:

- Biomedical, scientific, and health related organizations or associations
- Government agencies
• Research centers and other bodies related to the biomedical sciences

Retention:

Only the most current editions of reference directories are kept in the Reference Collection. For most directories, only one older edition (the one just removed from the Reference Collection), is retained in the general collection. Major biographical directories are kept permanently in the general collection. Membership lists of specialty societies are retained only if they offer biographical information in addition to addresses.

B. Factual data

1. Encyclopedias

Scope:

Two or three comprehensive general knowledge encyclopedias are available, as well as authoritative encyclopedias in biomedical science, the social sciences, and general science.

Retention:

Only the most current editions owned will be kept in the Reference collection. Some recent editions will be kept in the general collection for a reasonable period, but not permanently.

2. Handbooks

Scope:

All core subjects, including the biomedical sciences, clinical specialties and selected titles in physical and social sciences.

Retention:

In general, only the most current edition is kept in the Reference Collection. Clinical handbooks may be duplicated in the circulating collection.

3. Drug sources

Scope:

Both drug-oriented and disease-oriented publications are collected. American drug handbooks are acquired on the basis of currency, uniqueness of content or arrangement, and authoritativeness. Encyclopedic English language drug resource materials from foreign countries may be acquired. National pharmacopoeias or official drug compendia from the United Kingdom, Canada, Mexico, France and Germany are obtained whenever possible.

Retention:

Official U.S. drug compendia and other sources providing substantive content of potential historical usefulness are kept. The latest editions are kept in the Reference Collection with earlier volumes in the general collection. Foreign sources are withdrawn when no longer useful in the Reference Collection.

4. Statistical sources

Scope:

Publications emanating from U.S. government agencies or official bodies containing significant statistical compilations of data on health care, morbidity and mortality, and socio-economic factors related to health or disease are acquired. Major studies which are comprised primarily of relevant statistical data will be placed in the Reference Collection. Major sources of international health or disease-related data are acquired.

Retention:
Current material will be kept in the Reference Collection. Retrospective materials will be retained in the monographs collection for a reasonable period.

5. Legislation/Regulations
Scope:
Official compendia of legislative or administrative law, restricted to health related sections when possible, are acquired for the U.S. and Texas.

Retention:
Only those laws and standards currently in effect are kept in the Reference Collection.

6. Dictionaries
Scope:
Subject oriented: substantial dictionaries in all core biomedical subjects and selected areas of physical and social sciences are collected as curriculum and program needs dictate. Foreign language: substantial English vernacular dictionaries for the major languages are acquired and up-dated as need dictates. Specialty dictionaries may be acquired. Monolingual foreign language works are not acquired.

Retention:
Only the latest editions, classic editions or currently useful dictionaries are kept in the Reference Collection. The most recently superseded editions may be placed in the monographs collection for a reasonable period, but not permanently.

C. Bibliographic Control

1. Indexes and Abstracts
Scope:
Major indexes to the literature of the biomedical sciences, social science, or behavioral sciences are acquired.

Retention:
Out-dated indexes and abstracts will be considered for the general collection for historical purposes, or withdrawn from the Library if no longer useful. Online availability and retention at other libraries will be considered when withdrawing print indexes and abstracts.

2. Bibliographies
Scope:
Bibliographies which are comprehensive in time period coverage or subject scope will be considered for acquisition for the Reference Collection, based on the subject matter, years covered, and cost.

Retention:
Out-dated bibliographies will be considered for the general collection for historical purposes, or withdrawn from the Library if no longer useful.

3. Catalogs
Scope:
Educational institutions: Resources describing U.S. universities and colleges are maintained. Commercial products: Comprehensive catalogs listing sources of drugs and chemicals, clinical laboratory and hospital equipment, and cells and organisms for research are acquired. Basic catalogs of information technology and products are purchased.

Retention:

In general, only the most current edition is kept in the Reference Collection. Older editions are withdrawn.

VII. Responsibility for Selection
The Reference Librarians in consultation with the Head of Technical Services are responsible for selecting reference materials.

VIII. De-selection
In order to maintain the integrity and timeliness of the Reference Collection, weeding is conducted on a continuing basis. As new titles are added, older materials are evaluated on a per-item basis for retention. The selection criteria mentioned above and elsewhere in this document are applied when weeding materials. As a rule, reference works cease to be useful at all when they cease to be useful in Reference. Some limited retention for a reasonable period is possible in certain cases. Those items that provide historical perspective will be retained in other Library collections when they are removed from Reference.

GUIDELINES FOR THE PERMANENT RESERVE COLLECTION
The Permanent Reserve collection serves as a central point at which library users can quickly obtain certain specific clinical information, check a fact, determine a dosage, review presenting symptoms, or answer other particular questions of this kind. The emphasis is on speed. Using the Reserve collection spares the user the need to leave the floor and negotiate the general stacks just to find one specific piece of information. The Library’s Permanent Reserve collection contains items which:

- Require an extra level of security because of their content or format
- Meet compliance demands imposed by law or regulation
- Enhance user convenience
- Assist library staff in their duties

I. Formats and Types of Material included in the Permanent Reserve Collection
- Medical dictionaries, anatomical atlases, general dictionaries of the English language, and compendia of scientific data, etc.
- Government documents, including products of the University of Texas System, and those of the University of Texas Medical Branch. Such documents include but are limited to, budget statements, operating procedures, directories of personnel and the like.
- The “core” (first purchase) titles of texts in medicine and related subjects.
- General treatments of the scientific disciplines basic to medicine and the medical specialties.
- General texts of nursing and of the allied health sciences.
- Other works, as necessary and prudent.

For the Reserve collection, the Library generally does not purchase:
- Materials designed to help students pass qualifying examinations such as the USMLE, NCLEX, or equivalent tests in print
- Items that invite users to write on the pages, fill in blanks, complete questions by underlining.
- Materials which are spiral-bound or in loose-leaf format.
- Materials supporting programs or fields of study not taught at UTMB.

Publications acquired for the Reserve collection should be reviewed at intervals and their circulation records checked. Items not contributing to the function of the Reserve collection as described above should be withdrawn or returned to the general stacks.
II. Responsibility for Selection/Transfer
Library materials should be transferred from other collections to the Reserve collection only for serious reason and, in general, only for a specific period of time. Such transfers must be approved by the Head of Technical Services who will ask Cataloging Services staff to note the reason for the transfers and the name of the person requesting this action. While any library staff member or any faculty member can suggest transfers of materials to reserve status, only the Head of Technical Services can authorize them. These measures will help in judging whether the items should be retained in the Reserve collection as it is reviewed:

- Retain all core titles, for a period of one year, after which their status should be reviewed. Update with new editions as these appear.
- Retain commonly used resources such as medical dictionaries, atlases, scientific data compendia, maps, census information.
- Retain government documents such as UT System Regent’s Rules, Materials Safety Data Sheets, budget materials and similar works. (Update these as needed)

III. Criteria for Retention
Nothing said here should be interpreted as interfering with the exercise of sound judgment in the selection of Reserve materials. The statements contained here are only guidelines and should be modified as the needs of our users seem to warrant.

GUIDELINES FOR THE CLASSROOM RESERVE COLLECTION: PRINT AND AUDIOVISUAL MATERIALS
The Classroom Reserve Collection of the Moody Medical Library contains items that have been placed there at the request of faculty to support a course being taught through UTMB. Once the course has ended these items are removed from this Collection. The Library does not place items in this Collection without a request from a faculty member. Faculty may request that recommended or required textbooks be placed in the Collection. The Library will make a good faith effort to meet such requests.

Reserve materials must comply with Fair Use of Copyrighted Materials (http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm) and follow the UT System Rules of Thumb for Reserves (http://www.utsystem.edu/ogc/intellectualproperty/rsrvrot.htm).

I. Formats of Material Included in the Classroom Reserve Collection
- Course textbooks. If the Library already owns the title it will be placed in the Classroom Reserve Collection. If the Library does not own the item, purchase decisions will be made on a title by title basis.
- Single book chapters. Copies will be obtained either from the library’s collection or through Interlibrary Loan.
- Single journal articles. Copies will be obtained either from the Library’s collection or through Interlibrary Loan.
- Instructors’ private copies of textbooks. Faculty/departments/courses are welcome to place their own copies on temporary reserve.
- Audiovisual materials.

II. Criteria for Selection
- Items supporting a course being taught through UTMB.
- Requests comply with copyright provisions outlined in the UT System Rules of Thumb for Reserves and the Fair Use of Copyright Materials.

III. Responsibility for Selection
Faculty must initiate a request by filling out a Reserve Request Form available at the Circulation Desk. All Reserve Request Forms should be submitted in writing 6 weeks prior to the start date of the course.
IV. De-selection
At the end of the semester for any course the reserve materials are removed from the Classroom Reserve Collection.

GUIDELINES FOR THE AUDIOVISUAL COLLECTION

I. Purpose
The collection of the Audiovisual Services department includes those non-print media and computer software titles needed to support instructional programs at the University of Texas Medical Branch at Galveston.

II. Guidelines for Selection

A. Subject Scope
The subject scope of the collection conforms to the Library’s general guidelines for selection, with an emphasis on anatomy, physiology, pathology, and instructional support for the School of Medicine. Limited coverage also is provided to support managerial and staff development needs of the Library.

B. Language
As a general rule, only English-language materials are collected. Foreign language materials maybe collected if they are designed to assist healthcare professionals who work with non-English speaking patient populations.

C. Criteria for Selection
- Ability of work to satisfy demonstrated or anticipated information needs of Library clientele
- Curriculum requirements
- Availability of online format preferred over physical formats
- Format compatibility with existing equipment
- Timeliness
- Reputation of the author and/or institution
- Reputation of the publisher
- Price
- Favorable reviews
- Client requests and recommendations
- Relationship to other works in the collection
- Special considerations:
  - DVDs are preferred over videocassettes or films, which generally are not collected.
  - Three-dimensional models generally are not collected.
  - Availability of adequate supporting documentation.

III. Responsibility for Selection
Non-print media and software selection decisions are made by a designated Reference Librarian in consultation with the staff of the Audiovisual Services department and with input from UTMB faculty, staff, and students.

IV. Special Policies
Multiple copies or a site license may be purchased as needed for heavily used software titles and for works with required class use.

Policies for replacement, retention, and gifts conform to the Library’s general policies. In addition, gifts of non-print and software materials must be either originals or legally produced copies that conform to copyright regulations.
GUIDELINES FOR THE COMPUTER LABORATORY SOFTWARE COLLECTION
The Moody Medical Library provides computers so that UTMB users may connect to the Internet or use productivity software, such as word processing, spreadsheet, or database management programs. These guidelines refer only to the computer software used in the public computer laboratories in the Library. In general the Library adheres to the UTMB campus standard for production software, which is currently the Microsoft Office suite of programs. The Library also maintains a section of public computers where the schools provide software to aid students in their studies, or where the schools may administer course tests.

Responsibility for Selection
UTMB purchases sufficient licenses to fulfill copyright requirements. If software other than the UTMB campus standard is needed, then the schools consult the management staff for the Computer Laboratory.

GUIDELINES FOR THE BLOCKER HISTORY OF MEDICINE COLLECTIONS
The historical collections housed in the Moody Medical Library constitute an important resource not only for UTMB and the University of Texas System, but also for the state and region. The expansion of the rare book collection, the acquisition of non-print materials such as portraits and postage stamps, and the establishment of the archives and manuscript program in the last two decades have made the Library’s holdings in the history of the health sciences the largest and most significant collection in the Southwest.

I. Purpose
Developed under the direction of Dr. Truman G. Blocker, Jr., the historical collection of print and non-print materials is intended to support the academic and research programs and to enhance the quality of education at UTMB. By acquiring additional local and state-level archival materials, the Library aims to remain a major regional historical research center in the health sciences.

II. General Scope
The rare book collection documents the development of European and American medicine from the 15th through the 19th centuries. Many medical specialties such as surgery, anesthesiology, and psychiatry, and disciplines such as anatomy, physiology, and immunology are well represented. The archival and photographic materials relate mostly to the history of UTMB.

III. Types of Materials in the Blocker Collections and Criteria for Selection
A. Rare Book Collection
Rare books constitute the most significant part of the historical collection housed in the Library. In most cases, the Library owns major works considered significant in the development of the biomedical sciences. Also included are pamphlets, reprints, and serial publications. Criteria for selection:

- Historical significance
- Age
- Special edition
- Autographed copies
- Intrinsic characteristics (special binding, format)
- Provenance
- Condition (unless particularly significant, books in poor condition are not accepted)
- Inclusion in well-known bibliographies or other sources (e.g. Garrison and Morton)

Generally, the decision to add a book to the rare book collection is based not on one factor but on a combination of several criteria listed above.
B. Archives and Manuscripts
The Blocker History of Medicine Collections seeks to collect the records relating to UTMB and its community of students, faculty, alumni, staff, administration, and records of state-level organizations in the health sciences which illustrate the public and private development of the university. The types of archival materials collected include correspondence, minutes of meetings, diplomas, financial papers, legal papers, certificates, ledgers, notebooks, photographic materials, scrapbooks, maps, printed materials, medals, audio recordings, film and video recordings, electronic documents, anatomical drawings, course catalogs, newsletters, yearbooks, and limited three-dimensional memorabilia.

C. Visual Materials
Visual materials housed in the Blocker Collections, include photographs, prints (portraits), art objects such as busts, sculptures, drawings, oil paintings, historically significant clothing, lantern slides, posters, postage stamps, and postcards. The photographic collection relates to the history of medical education and patient care at UTMB (1900-1970).

The print collection consists mostly of portraits of medical and scientific figures from the 17th through the 19th centuries. This group of woodcuts, engravings and lithographs also includes drawings of miscellaneous medical subjects such as hospitals, anatomical drawings, and reproduction of famous paintings.

The postage stamps collection of Dr. K. F. Meyer, a well known philatelist, was purchased in 1977. Morris M. Weiss, M.D, further enhanced the Meyer collection in 1993 with a very large donation of postage stamps.

The Radbill Collection of Hospital Postcards was purchased in 1984 from Dr. S. X. Radbill. It consists of postcards featuring United States hospitals (1900-1950). In 1993, Dr. Weiss donated a collection of over 3,500 postcards and William Helfand added several hundred more, making this collection possibly the largest of its kind owned by a public institution.

D. Artifacts
The artifact collection consists of microscopes, medical and surgical instruments, patent medicine bottles, busts, casts of famous figures in medical science, in addition to related artifacts used in medical education or practice. The Library accepts gifts of small instruments and other articles but large items such as oversized hospital equipment and furniture are considered on an individual basis.

IV. Languages
Although works written in English, French, Latin, and German are well represented, emphasis is placed on the acquisition of works in English.

V. Format Exclusions
Due to space limitations, items of memorabilia will be evaluated individually.

VI. Responsibility for Selection
Selection of materials for the Blocker Collections is the responsibility of the Archivist. Acquisition of expensive items and acceptance of significant donations are normally subject to the approval of the Associate Director for Library Services and/or the Director of the Library. The Archivist is also responsible for the implementation of this policy.

VII. De-selection
Materials housed in the Blocker Collections are not subject to periodic review and de-selection. However, duplicate items (books, photographs, and portraits) are de-accessioned and stored separately within the departmental premises protected by security measures. In rare instances de-accessed duplicate materials may be offered for sale. The Archivist of the Blocker Collections makes a recommendation for de-accessioning and disposal of materials to the Director of the Library. A committee of three members of UTMB faculty and administration, including an expert bibliographer must certify the disposability of the materials. UTMB's chief business officer delegates responsibility for the disposition to the Director of the Library who follows UTMB Handbook of Operating Procedures (Policy 4.7.6 Transfer of Property) and University of Texas System Regents' Rules (Part 2, Chap.VII, Sec.8, "Disposition of Property of the System" and Sec.9, "Transfer of
Property" and the UT System Board of Regents' "Policy Guidelines Regarding the Sale of Art Work or Duplicate Rare Volumes Held in Various Library Collections" found in Appendix B, Parts I and II. Any restrictions resulting from agreements with donors must also be taken into account. Where applicable the Library also follows Internal Revenue Service regulations for donated materials.

VIII. Selection of Circulating Books for Transfer to Blocker Collections
The general collection of books is not reviewed systematically to identify rare and valuable items on open stacks that need to be transferred to the Blocker Collections for additional protection. Occasionally, a book from the circulating history of medicine collection is transferred if the item meets one or more of the criteria for selection of rare books (See: Section III A). The fragile nature of the book is also a factor contributing to the decision to house it in the Blocker Collections.

IX. Appraisals
The Blocker Collections staff does not provide appraisals for gifts donated to the Library. Neither does the staff appraise personal books or other items of library users. A list of “Rare Book Dealers and Appraisers,” prepared by the Archivist, is given to those interested in having their books appraised. Individuals are also referred to printed sources such as American Book-Prices and Bookman’s Price Index.

X. Loans
Materials housed in the Blocker Collections generally do not circulate outside the departmental premises. Exceptions include:

- Archivist is authorized to loan duplicate items (e.g. UTMB catalogs, yearbooks).
- Under special circumstances, an item may be loaned to a faculty member or university entity with the approval of the Director of the Library.
- The Executive Vice-President and Provost approve special loans to other institutions.

GUIDELINES FOR THE ELECTRONIC RESOURCES DATABASE COLLECTION

I. Purpose and Scope
The Moody Medical Library collects electronic resources that fall within the General Guidelines for Selection. The term "electronic resources" describes materials that require a computer to display them. They may consist of resources which may be owned by an entity other than the Library. Electronic resources generally are more costly than print, but offer advantages such as allowing multiple users access to the same resource simultaneously, or more powerful searching capabilities, or interactivity. In accordance with the Library's Mission and Vision, it is committed to providing access to these resources to all its users regardless of their location. Policies regarding production software such as word-processing programs are outlined in Guidelines for Computer Laboratory Software Collection.

II. Criteria for Selection
- Meets subject scope outlined in General Guidelines for Selection. (See p.4)
- Has broad appeal to large number of UTMB library clients or will serve special needs of a user group.
- Good technical support is available.
- The interface is user-friendly with appropriate online help available.
- The license agreement allows normal rights and privileges accorded libraries under copyright law.
- If selected, meaningful usage statistics that are COUNTER or SUSHI compliant can be gathered to gauge utility of the material to UTMB users.
- The product does not require special access control.
- The Library is not required to subscribe to both print and electronic versions of the product, unless this is desired.
• The vendor allows a trial of the actual product rather than a demonstration disk.
• The license agreement gives the Library indemnification against third party copyright infringement.
• The product compares favorably with similar products.
• It runs on existing hardware with existing software.

III. Desirable Additional Criteria
• The product can be accessed off-campus through a proxy server.
• Archival rights are ensured.

IV. Aids Used in Electronic Resource Selection
• Publisher announcements
• Requests from UTMB library clients
• Availability through consortia agreement

V. Aids Used in Negotiating License Agreements
• "It’s All in the Fine Print" (http://www.utsystem.edu/ogc/intellectualproperty/contract.htm)
• "Principles for Licensing Electronic Resources" (http://www.arl.org/sc/marketplace/license/licprinciples.shtml)

VI. Responsibility for Selection
Responsibility for selection of electronic resources may include members of Reference Services, the Director of Library Services, the Associate Director for Library Services, and the Head of Technical Services. The process of selection is more complex than for print materials because in many instances the product is leased under a legal contract with limiting clauses rather than purchased outright with full ownership. Where terms of a prospective contract raise concerns for the Library, the Head of Technical Services may consult with UTMB Legal Affairs.

VII. De-selection
Usage statistics will be evaluated periodically to discover any resources with low usage. These may be considered for de-selection. Since some products may have been selected for a specific section of UTMB users consideration will be given to the size of possible user population.

GUIDELINES FOR EBOOKS
Reference resources and monographs in the Science, Technology, and Medicine (STM) fields are highly amenable to eBook collections. UTMB users tend to be familiar with use of online resources as evidenced by the usage statistics of eBooks and actively request them. In order to meet this demand, effective in 2010, the Moody Medical Library will prefer the online version of monograph titles for which both online and print versions are available. The change is made in order to make the most effective use of the University’s financial resources. The following criteria applies:

• Whenever possible, eBooks and eBook collections should be purchased with the right to maintain access in perpetuity
• eBooks readable with a web browser or Adobe reader will be preferred
• The Library prefers eBook vendors which:
  o Supply MARC records
  o Permit walk-in users, e-reserves, and integration with course management software (i.e. Blackboard)
  o Use COUNTER compliant statistics
• eBooks that are expected to have high demand will be purchased for multiple users
GUIDELINES FOR DISSERTATIONS
The Library houses and categorizes all donated dissertations or theses written for a degree at the University of Texas Medical Branch. Collection and acquisition of these writings will not be the responsibility of the library. It is not the policy of the library to pay or reimburse for these writings. Older dissertations and theses are bound and housed in a designated section. They are circulated through regular library procedures and are available for interlibrary loan. Electronically submitted dissertations and theses are indexed in the library catalog with links to the document.

GUIDELINES FOR FACULTY MONOGRAPH PUBLICATIONS
The Library houses biomedical and health sciences monograph publications which are authored by and donated by faculty members. The entire work must be authored, co-authored, or edited by the faculty member. These items do not circulate. Faculty publications will be housed within the general circulating collection.

GUIDELINES FOR LEISURE READING AREA MATERIALS
- Leisure reading materials are intended to provide recreational opportunities. The focus of the Leisure Reading Area collection is on well-reviewed works of fiction, with occasional purchase of certain non-fiction items, popular magazines and newspapers.
- There will be no effort to build a collection like that of a public or college library. Only a few titles will be purchased each month, the exact number to depend on budgetary factors.
CATEGORIES OF MATERIALS TO INCLUDE IN THE ARCHIVES OF AN ORGANIZATION

Include those items a historian would need in order to write the most accurate account possible of the organization’s history and contributions to society. These would include items that represent permanent historical value to the organization and items the organization would be willing to spend money on to permanently preserve. Avoid including routine, day-to-day operational materials and working files that are regularly consulted in order to carry on the business of the organization. Materials that are usually considered for permanent preservation usually fall into one of the categories noted below. However, organizations are as different as individuals, and unique categories may exist that merit permanent preservation.

1. History (materials related to the founding of the organization; published and unpublished histories of the organization).
2. Legal materials (materials giving legal existence to the organization, charter, articles of incorporation, constitution, bylaws, organization charts, etc.).
3. Minutes of:
   a. Policy setting body (executive council, steering committee, board, etc.)
   b. Annual or regular membership meetings
   c. Important committees
   d. Important task forces
   e. Etc.
4. Correspondence (important – not routine)
   a. Executive director
   b. President
   c. Other important correspondence
5. Financial
   a. Annual financial statements (audited, if possible)
   b. Copy of IRS tax filings
6. Publications (one copy)
   a. Printed annual meeting programs
   b. Membership directories
   c. Press releases
   d. Journals, reports, etc.
   e. Miscellaneous important publications
7. Media
   a. Professional photographs (identified, not amateur snapshots. Note: most color photos and slides are not archival)
   b. Other media (audio and videotapes that are identified. Note: media and computer files present special preservation problems since they usually require specific equipment for access)
CATEGORIES OF MATERIALS TO INCLUDE IN THE ARCHIVES OF AN INDIVIDUAL

Include those items a biographer would need in order to write the most accurate account possible of an individual’s contributions to their profession and/or to the University. The same considerations work for both personal archives and office or executive archives. While every archival collection will be different, most follow the basic structure outlined below. This is not a complete list of categories, nor do all archives have all of these. It is merely a suggestion of the types of materials that can be saved and organized as an archive. This structure generally becomes the series included in the archives. The series serve as the first major organizational divisions or categories within the collection:

1. **Biographical**: Includes curriculum vitae, photographs, portraits, sculptures, oral histories, medals, awards, certificates of appreciation or recognition, and other items biographical in nature.

2. **General Correspondence**: Includes correspondence of all kinds: can be personal or of professional nature not necessarily related to UTMB, if desired.

3. **UTMB Files**: Includes all subjects dealing with UTMB such as specific correspondence, reports, departments, committees, buildings, administrative files.

4. **UT System**: Includes UT System-wide information such as files pertaining to policies, procedures, correspondence, committees, studies, etc.

5. **Galveston Organizations**: Includes information on any city-wide affiliations, especially where the individual has held leadership positions or significantly influenced the organization or community.

6. **Texas Organizations**: Includes state-wide information pertaining to agencies, associations, societies and state departments.

7. **National Organizations**: Includes files pertaining to national organizations.

8. **International Organizations**: Includes files pertaining to international organizations.

9. **Teaching, Research and Publications**: Includes materials developed for teaching, published materials and any related items such as correspondence about the publication. Might also include any unpublished materials, including manuscript drafts, course syllabi, learning objects, portfolios, research notebooks, etc.

10. **Social Files**: Includes items concerning different social functions such as appointment calendars and diaries or notes on the more social aspects of time at the university. This could also be combined with the Biographical section.

11. **Miscellaneous**: Includes materials that do not seem to fit in the categories above, including news reports or releases, consulting work for other organizations, drawings, illustrations, and literary works.