

Michigan State University Library:

Resource Selection for the Health Administration Collection

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## **Michigan State University Library:**

### **Resource Selection for the Health Administration Collection**

#### **Library Information**

In response to the Michigan State University decision to adopt a new Health Administration program for undergraduate and graduate students, Michigan State University Library seeks to augment the existing Health Sciences collection, by focusing on the acquisition of materials in Health Administration. All materials will be selected according to the Library's mission, objectives and goals. An excerpt from the mission on the webpage at <http://www.lib.msu.edu/about/mission.jsp> is as follows:

The Libraries are a partner in the multifaceted activities related to the University's mission, providing access to resources to serve the educational needs of the students, faculty and staff of MSU, the citizens of Michigan, and the University's national and international clientele. We accomplish this mission through broad, relevant and accessible collections, appropriate facilities and quality service by helpful and expert staff using current technologies, collaborative strategies, and expanding information networks.

Specific collection development objectives directly relate to the mission, in that materials are selected to “support the research and curricular needs of students and scholars, ensuring that diversity of perspectives is represented throughout the collection”

(<http://www.lib.msu.edu/about/>).

Collection development goals for the Health Administration program include the acquisition of twenty current materials and five retrospective materials in support of the new curriculum. While much of the existing Allied Health collection concentrates on medical

technology at the study or instructional support level, and the research level, the Health Administration resources are currently inadequate, and need immediate attention to respond to student research needs.

### **Library Service Community and Needs**

**Service Community:** The library's primary service communities are the students, faculty and staff at Michigan State University. Michigan State University is a public university in East Lansing, Michigan, that serves a student body numbering approximately 47,100 students (<http://opbweb.opb.msu.edu/profiles/ProfileReportsTermSelectFrame.asp>), and is regarded as the eighth largest public university in the United States ([http://en.wikipedia.org/wiki/List\\_of\\_largest\\_United\\_States\\_university\\_campuses\\_by\\_enrollment](http://en.wikipedia.org/wiki/List_of_largest_United_States_university_campuses_by_enrollment)). MSU's student population consists of primarily Michigan residents, representing 78.1% of the student body. The majority of the enrolled student population consists of undergraduates [36,489], outnumbering Masters' and Doctoral students, with enrollment figures of 5,406 and 3,390 respectively. Female students slightly outnumber male students by a ratio of 25,201:22,077. Caucasians are the predominant racial/ethnic group served on campus [33,647], seconded by international students [5,506], Black [3,435], and Asian/Pacific Islanders [2,407]. The three most populous colleges within the university system are the College of Social Sciences [7,170], the College of Business [6,772], and the College of Natural Sciences. Within the East Lansing community, 58% of the student body lives in off-campus housing near the university, while 24 graduate halls [23 graduate, 1 graduate] and three apartment complexes accommodate 16,000 on-campus residents ([http://en.wikipedia.org/wiki/Michigan\\_State\\_University](http://en.wikipedia.org/wiki/Michigan_State_University)). The intent of this selection resources project is to serve the target population of undergraduate and

graduate students in the Health Administration program. User information needs will be fulfilled to support the curriculum and research of undergraduate and graduate study.

### **Selection Criteria Information**

Selection Criteria:

1.) No textbooks will be collected beyond course reserve materials for curriculum support.

At MSU libraries, textbooks are not typically collected ([http://guides.lib.msu.edu/page.phtml?page\\_id=1778](http://guides.lib.msu.edu/page.phtml?page_id=1778)), based on the high turnover ratios

generated by the discretion of department faculty. Textbook collection is discouraged, but exceptions should be made for essential works in the field of Health Administration, or requested materials for course reserve (<http://libweb.uoregon.edu/colldev/cdpolicies/cdpstate.html>).

2.) 75% of the selected materials will be current (2000-2010).

At MSU libraries, collection development in the sciences emphasizes the collection of current theories and research ([http://guides.lib.msu.edu/page.phtml?page\\_id=1104](http://guides.lib.msu.edu/page.phtml?page_id=1104)). As the subject of Health Administration is a new program at MSU, the library should focus on the most recent materials available to maintain currency with modern practices in the discipline.

3.) No more than 25% of the selected materials will be retrospective in nature.

The first program of Health Administration was established at the University of Chicago in 1934 (<http://gphap.uchicago.edu/aboutgphap.shtml>). From this time to the present, it is recognized that significant contributions have been made to the field of Health Administration. Therefore, it is necessary that paradigm texts be acquired to strengthen the collection, but at a reasonable

percentage of no more than 25 percent of acquisitions ([http://guides.lib.msu.edu/page.phtml?page\\_id=1104](http://guides.lib.msu.edu/page.phtml?page_id=1104)).

4.) Retrospective materials should focus on historical case studies, paradigm texts, and faculty recommendations.

As retrospective collections are not a primary focus of MSU libraries, retrospective materials should be authoritative, classical works in the field. As with any materials that are not within the format or primary collection responsibilities of MSU, faculty requests engender the acquisition of such materials ([http://guides.lib.msu.edu/page.phtml?page\\_id=1104](http://guides.lib.msu.edu/page.phtml?page_id=1104)).

5.) Materials will be selected on a ratio of 2 undergraduate materials: 2 graduate materials: 1 research level material.

Based upon population statistics, undergraduate enrollments account for a larger proportion of the population than graduate students

(<http://opbweb.opb.msu.edu/profiles/ProfileReportsTermSelectFrame.asp>). However, because a Masters degree is the standard for Health Administration (<http://www.bls.gov/oco/ocos014.htm>), a larger weight is given to the collection of graduate level materials.

6.) Undergraduate and Graduate level materials will consist of reference, instructional, and informational materials to support the Health Administration program.

In the science subjects, MSU libraries collect materials to "support the research, teaching, and information needs of faculty and students" (<http://guides.lib.msu.edu/page.phtml?>

[page\\_id=1104](#)). The collection of reference, instructional, and informational materials is intended to satisfy this mission.

7.) Materials will be collected to support accreditation of the [Commission on the Accreditation of Healthcare Management Education](#) (CAHME), and to support initiatives approved by the World Health Organization Pan-American Health Organization.

The major accreditation body for Health Administration in the United States and Canada is the [Commission on the Accreditation of Healthcare Management Education](#) (CAHME);

<https://www.cahme.org/index.html>, and the regional section of the WHO is the Pan-American Health Organization ([http://new.paho.org/hq/index.php?option=com\\_pronpro&Itemid=298](http://new.paho.org/hq/index.php?option=com_pronpro&Itemid=298)) .

MSU libraries should strive to collect materials that will aid the department, students, and faculty in maintaining accreditation standards.

### **Evaluation of Selection Aids**

When selecting for the Health Administration collection, the selectors will utilize all categories of available selection aids, including current sources for in-print books, catalogs, flyers, and announcements, current review sources, bibliographic databases, best books, recommended lists and core collections, subject bibliographies, and reviews written in popular shopping websites such as Amazon.com. These aids first help selectors locate important material for the Health Administration collection. Next, the selection aids assist in the decision-making process of whether the material fulfills the selection criteria.

Below are a list of selection aids from each category and an evaluation of that selection aid for future reference:

#### *Current Sources for In-print Books*

- Books in Print: This was a frustrating tool as finding reviews was difficult, but it provided extensive coverage of titles. Best when used in conjunction with Amazon.com, when a specific title and author can be identified. When materials are located, Books in Print provides a number of reviews that are helpful for decision on collections.
- Ulrich's International Periodicals Directory: Gives bibliographic information and reviews on over 300,000 periodicals worldwide. This selection aid was very important in the finding and reviewing of the journals picked for this collection because of the in-depth reviews and suggested audience for the journals. Also provides Publisher and Ordering Information, saving the selectors time in searching for that information elsewhere.

#### *Catalogs, Flyers, and Announcements*

- Health Administration Press (HAP): An important publisher in the Health Administration Field. Used for more in-depth information on any resource looked at published by HAP. This aid was good in retrieving specific information about a publication, such as what columns are included and what the layout is like. However, since it is directly from the publisher is it subjective and therefore used only with another objective aid and only for more supplemental material.
- Pan American Health Organization Publications: The Pan American Health Organization (PAHO) is a regional office of the World Health Organization, that has maintained public



health for nearly 100 years. Annual reports and publications of the PAHO are written, selected, and published by PAHO experts, providing an excellent source of materials for public health and administration in the Americas region.

#### *Current Review Sources*

- CHOICE : This tool was by far one of the best selection aids. It was easy to use and aligned with academic library needs and item reviews are provided. Searches could be limited by readership level, and/or essential, recommended or even outstanding titles.

#### *Bibliographic Databases*

- WorldCat: Used to find materials prominently included in schools with Health Administration, and also to see local listings of holdings to know if an item would better be obtained through interlibrary loan. Items selected using WorldCat were considered to have wide use and therefore the library would need its own copy. This aid is helpful in getting the scope of all health administration materials listed in the world, but does not provide reviews or suggested audience or how to obtain a copy. WorldCat was used over another bibliographic database (such as Library of Congress) in order to view prominent holdings and their location.

#### *Best Books, Recommended Lists, and Core Collections*

- Association of University Programs in Health Administration (AUPHA): The AUPHA is a global network of colleges, universities and professionals involved with health administration. It's members consist primarily of the most recognized universities in the United States and Canada. The AUPHA operates the Health Administration press, which publishes expert

approved materials in the field of health administration, and is a great resource for choosing core materials for a library.

- CAPHIS Top 10: This recommendation list was helpful in seeing the broad scope of electronic resources included in the medical field, but did not include much descriptive information about the materials.
- NCBI Recommended List: This recommendation list was from a very reliable source, and provided many leads, in addition to title recommendations, however, not much descriptive information about the materials are provided.
- Pam Pohly's Net Guide: A list of recommended titles for Healthcare and Medical Professionals. This list was helpful in finding Best Sellers and new books in the field. Also provided an in-depth analysis of material and links to purchase the book from Amazon. The list was very long, however, and impossible to go through every book to evaluate it.

### *Subject Bibliographies*

- Directory of Open Access Journals: Public Health: Winner of the 2009 SPARC Europe Award (For Outstanding Achievement in Scholarly Communication), DOAJ provides bibliographies of many free academic journals accessible over the Internet. The Public Health search provided many free resources in many different languages. This was the most useful website in finding free Internet journals for the collection.

### *Other: Popular Shopping Website*

- Amazon: While reader reviews can sometimes be helpful, but not as reliable as academic reviews. Titles are easy to locate, and subject searches are easy to conduct, but Amazon rankings may not indicate the scholarly worthiness of materials.

### **Selection of Current Materials (2000-2009)**

#### **Item 1 (Print Monograph)**

**Title:** Conflicts of conscience in health care: an institutional compromise.

**Author:** Lynch, Holly Fernandez.

**Format:** Hardcover book, 346p.

**Publication Date:** 2008

**Publisher:** MIT

**Language:** English

**ISBN:** 9780262123051

**Price:** \$34.00

**Selection Aids:** Choice, a current review source and WorldCat, a bibliographic database.

**Item Description:** This item provides a balance of perspectives on complex ethical and legal issues in the medical field. These current issues, such as physician “conscience clauses,” are bound to affect health administrators and managers on the job.

**Item Justification:** Current, non-textbook, graduate school/professional level appropriate, supports program curriculum, faculty instruction needs, information needs of students and accreditation initiatives.

**Reviews and/or Recommendations:** Reviewed in the April 2009 Choice issue as “Highly recommended. Upper-level undergraduates and above,” and was selected as an “Outstanding Academic Title”. Also, reputable research libraries, such as the University of Pennsylvania, list the item in their holdings on WorldCat.

**Item 2 (Print Monograph)**

**Title:** Electronic Health Records, Second Edition (Paperback).

**Author:** Carter, Jerome H.

**Format:** Paperback: 530 pages

**Publication Date:** 2008

**Publisher:** American College of Physicians; 2nd edition

**Language:** English

**ISBN-10:** 1930513976

**ISBN-13:** 978-1930513976

**Price:** \$63.88

**Selection Aids:** Amazon.com and Bowker's Books in Print

**Item Description:** *Electronic Health Records, Second Edition*, serves as a both an introduction and update to those examining electronic health record systems. Students and professionals in health administration will gain insight from its comprehensive and current instruction on technology and evaluation criteria.

**Item Justification:** currency, non-textbook, graduate school/professional level appropriate, supports information needs of faculty students, and instruction.

**Reviews/or Recommendations:** Amazon.com: "a thoughtful workbook for individuals or groups planning to implement an electronic medical record system. (Review of first edition)

--Mayo Foundation for Medical Education and Research"

Bowker's Books in Print: "This fully revised new edition provides readers with a solid understanding of what electronic health records (EHRs) are and do."

### **Item 3 (Print Monograph)**

**Title:** Health care administration: planning, implementing, and managing organized delivery systems.

**Author:** Wolper, Lawrence F.

**Format:** Hardcover book, 711 p.

**Publication Date:** 2003

**Publisher:** Jones and Bartlett Publishers

**Language:** English

**ISBN:** 0763732834

**Price:** \$120.95

**Selections Aids:** Books in Print, a current source for in-print books and WorldCat, a bibliographic database.

**Item Description:** This comprehensive book provides a detailed overview of health care administration information with a focus on organized delivery systems. It is intended as a reference material for graduate level students and faculty.

**Item Justification:** Current, non-textbook, graduate school/professional level appropriate, supports program curriculum, faculty reference needs, information needs of students and accreditation initiatives.

**Reviews and/or recommendations:** Books in Print described item as meant for “Primary Courses: Health Care Administration Programs: Health Administration, Business (Health Administration track)” and WorldCat shows that many reputable research libraries, such as Temple University Health Science Center Library, hold the item.

**Item 4 (Print Monograph)**

**Title:** Health Services Management: Cases, Readings, and Commentary, Ninth Edition

**Authors:** Kovner, PhD., Anthony R.; McAlearney, ScD, Ann S.; Neuhauser, PhD, Duncan.

**Format:** Trade Cloth

**Publication Date:** 2009

**Publisher:** Health Administration Press

**Language:** English

**ISBN:** 1-56793-324-6

**Price:** \$90.00

**Selection Aids:** Literary Marketplace ( Health Administration Press) and Bowker Global Books in Print

**Item Description:** This book covers the aspects of health administration through the use of a variety of instructional methods, including case studies. Subjects included in this material include strategy, operation, and develop of health administration, aiding both students, professionals, and researchers in the field.

**Item Justification:** currency, non-textbook, case studies, graduate school/professional level appropriate, supports information needs of faculty students, and instruction.

**Reviews and/or recommendations:** Administration Press/Association of University Programs in Health Administration: "Now in its 30th year, *Health Services Management: Cases, Readings, and Commentary*, Ninth Edition, continues to give a unique overview of management and organizational behavior theory."

Bowker Global Books in Print: "In this edition of a resource now in its 30th year, Kovner (public and health management, New York U.) introduces an updated overview of management and organizational behavior theory."

**Item 5 (Print Monograph)**

**Title:** The Well-Managed Healthcare Organization

**Authors:** Griffith, John R. and White, Kenneth R.

**Format:** Hardcover Book, 688 p.

**Publication Date:** 2006

**Publisher:** Health Administration Press

**Language:** English

**ISBN:** 1567932584

**Price:** \$119.00

**Selection Aids:** Pam Pohly's Net Guide and Books in Print

**Item Description:** *The Well-Managed Healthcare Organization* gives high-quality information on managing many aspects of the healthcare organization. It is not strictly hospital-oriented, giving students and professionals a wide view of healthcare management as a whole. This new edition includes issues with technology and its impact on the field.

**Item Justification:** currency, appropriate for undergrad students, non-textbook.

**Reviews and/or recommendations:** Pam Pohly's Net Guide: Hamilton Book of the Year Award from the American College of Healthcare Executives. Fourth edition named Book of the

Year by the Health Information Management Systems Society

(<http://www.pohly.com/books/thewell.html>).

Books in Print: Covers management theory as well as current practice in U.S. Healthcare organizations.

**Item 6 (Print Periodical)**

**Title:** *Health care management review*.

**Editor:** Issel, L. M. PhD, RN.

**Format:** Print journal/periodical.

**Publication Date:** 1976--

**Publisher:** Lippincott, Williams and Wilkins.

**Frequency:** Published Quarterly

**Language:** English

**ISSN:** 0361-6274

**Price:** \$335.00

**Selection Aids:** Recommended journal list from Public Health/Health Administration section of the Medical Library Association and an online publisher's catalog from Lippincott, Williams and Wilkins.

**Item Description:** This peer-reviewed journal covers academic and managerial issues in health care today. Real life administrative practice articles inform students and faculty of current health care administration research studies, policies and issues.

**Item Justification:** Current, non-textbook, undergraduate/graduate school/professional level appropriate, supports program curriculum, faculty research needs, research needs of students and accreditation initiatives.



**Reviews and/or recommendations:** Listed as “essential core” on a recommended list from the Public Health/Health Administration section of the Medical Library Association

(<http://publichealth.yale.edu/phlibrary/phjournals/v2/subject/6/index.html>).

Publisher Lippincott, Williams and Wilkins note the journal as having an impact rating of 1.467

(<http://journals.lww.com/hcmrjournal/pages/default.aspx>).

**Item 7 (Print Periodical)**

**Title:** *Journal of Health Administration Education*.

**Author:** Association of University Programs in Health Administration

**Format:** Print Journal/Periodical

**Publication Date:** 1983 to 2010 (Current)

**Publisher:** Association of University Programs in Health Administration

**Frequency:** Published Quarterly

**Language:** English

**ISSN:** 0735-6722

**Price:** \$100.00

**Selection Aids:** Ulrich's International Periodical Directory and the Association of University Programs In Health Administration Publications list.

**Item Description:** The *Journal of Health Administration Education* is published by the Association of University Programs in Health Administration, and contains information on management systems, graduate school curriculum and professional topics. As a scholarly journal, it outlines competencies and practices that are occurring in the field of health administration.

**Item Justification:** currency, non-textbook, graduate school/professional level appropriate, supports information needs of faculty students, and instruction.

**Reviews and/or recommendations:** Ulrich's International Periodical Directory: this journal is held by the German National Medical Library, and supported by the The Association of University Programs in Health Administration (AUPHA).

The Association of University Programs in Health Administration: As one of the only professional publications in the field, the Journal sets a standard in health administration education research (<http://www.aupha.org/i4a/pages/index.cfm?pageid=1>).

**Item 8 (Print Periodical)**

**Title:** *Journal of healthcare management*

**Editor:** O'Donnell, Stephen J.

**Format:** Print journal.

**Publication Date:** 1956.

**Publisher:** Health Administration Press

**Frequency:** Published Quarterly

**Language:** English

**ISSN:** 1096-9012

**Price:** \$110.00 U.S.D.

**Selection Aids:** Ulrich's International Periodicals Directory and Health Administration Press.

**Item Description:** The *Journal of Healthcare Management* provides an in-depth look at the health profession, including articles written by experts in the field. It is scholarly and peer-reviewed, and suggested for students in order to get an inside look at healthcare administration.

**Item Justification:** currency, non-textbook, graduate school/professional level appropriate, supports information needs of faculty, students, and instruction.

**Reviews and/or recommendations:** Ulrich's International Periodical Directory: "this journal will provide students with a look at theoretical values in practice."

Health Administration Press: "provides expert articles to inform and guide those in the field."

**Item 9 (Print Periodical)**

**Title:** *The American Journal of Managed Care*

**Author:** National Association of Managed Care Physicians

**Format:** Print Journal

**Publication Date:** 2010 (current)

**Publisher:** Intellisphere, LLC

**Frequency:** Published monthly

**Language:** English

**ASIN:** B00006K3AU

**Price:** \$175.00

**Selection Aids:** Pam Pohly's Net guide

<http://www.pohly.com/mags/americanjournalmanaged.html>, and Amazon.com.

**Item Description:** *The American Journal of Managed Care* responds to the needs of professionals in the health sciences, focusing upon the areas of clinical, managerial, policy and

methods. Managerial areas covered include case studies and original research on best methods, efficiency, finance, and health plan design.

**Item Justification:** currency, non-textbook, professional level appropriate, supports information needs of faculty, students, and instruction.

**Reviews and/or recommendations:** Pohly's Net Guide: "AJMC's circulation is approximately 52,300."

Amazon.com: "Amazon.com Sales Rank:#4,913 in Magazines."

**Item 10 (Electronic Resource-Periodical)**

**Item Title:** *Pan American Journal of Public Health*

**Author:** Pan American Health Organization

**Format:** Electronic journal

**Publication Date:** 1966-current

**Publisher:** Pan American Health Organization

**Frequency:** Published monthly

**Language:** English and Spanish

**ASIN:** B001DL8PHU

**Price:** Free subscription

**Selection Aids:** Pan American Health Organization Publications list and Ulrich's International Periodical Directory

**Item Description:** The *Pan American Journal of Public Health* is a technical and scientific journal produced by the World Health Organization. It focuses upon issues of public health, systems and services (management), and practices in the Americas.

**Item Justification:** currency, non-textbook, graduate school/professional level appropriate, supports information needs of faculty students, and instruction; it is also affiliated with the World Health Organization, a major policy creating organization for health care administration.

**Reviews and/ or recommendations:** Ulrich's International Periodical Directory: "the *Pan American Journal of Public Health* is found in the National Library of Medicine (U.S)."

The Pan American Health Organization Publications: "The RPSP/PAJPH enjoys widespread prestige and recognition."

#### **Item 11 (Electronic Resource-Periodical)**

**Title:** The Internet Journal of Healthcare Administration

**Format:** Freely available electronic resource

**Publication Date:** Created in 2000

**Language:** English

**Price:** \$0

**Selection Aids:** Directory of Open Access Journals and WorldCat

**Item Description:** This journal was created to use the Internet as a way to reach as many readers as possible around the world for free. It is interactive and paving the way for Internet journals everywhere.

**Item Justification:** current, non-textbook, appropriate for undergrad students.

**Reviews and/or recommendations:** Directory of Open Access Journals—Public Health: Listed under Public Health. This list gives many free and innovative resources on the web for health administration.

WorldCat: 471 libraries have this journal in their collection.

**Item 12 (Electronic Resource-free government Internet site)**

**Title:** National Guideline Clearinghouse @<http://www.guideline.gov>

**Editor:** U. S. Department of Health and Human Services

**Format:** Freely available electronic resource.

**Publication Date:** Updated weekly, last modified February 2010

**Language:** English

**Price:** \$0

**Selection Aids:** Recommended list from CAPHIS Top 100 list(Consumer and Patient Health Information Section of the Medical Library Association) and a promotional fact sheet from The National Guideline Clearinghouse (<http://www.ahrq.gov/CLINIC/ngcfact.htm>).

**Item Description:** This government website is a reliable source of evidence-based clinical practice guidelines for all levels of healthcare professionals. Health care administrators will continue to rely on this reference source once they are employed in the field.

**Item Justification:** Current, non-textbook, undergraduate/graduate school/professional level appropriate, supports program curriculum, faculty and student reference needs and accreditation initiatives.

**Reviews and/or recommendations:** On CAPHIS Top 100 list (Consumer and Patient Health Information Section of the Medical Library Association) for health professionals (<http://caphis.mlanet.org/consumer/healthprof.html>) and the fact sheet from The National Guideline Clearinghouse states that any clinical practice guideline submitted to the NGC must meet stringent criteria for inclusion.

**Item 13 (Electronic Resource-free government Internet sites)**

**Title:** PubMed (<http://www.ncbi.nlm.nih.gov/pubmed/>) and MeSH (<http://www.ncbi.nlm.nih.gov/mesh>)

**Editor:** Developed and maintained by the National Center for Biotechnology Information ([NCBI](#)), at the U.S. National Library of Medicine ([NLM](#)), located at the National Institutes of Health ([NIH](#)).

**Format:** Freely available electronic resource.

**Publication Date:** Updated regularly.

**Price:** \$0

**Selection Aids:** Recommended list by NCBI (The National Center for Biotechnology Information) and the American Medical Association (AMA) as subject specialists in the Other selection aid category.

**Item Description:** PubMed is a free government database where users can search millions of medical journal citations. It also [includes](#) access to MeSH, a database of the U.S. National Library of Medicine's controlled vocabulary terms. MeSH acts as a medical terminology thesaurus for students to improve and focus their search strategies.

**Item Justification:** Current, non-textbook, undergraduate/graduate school/professional level appropriate, supports program curriculum, faculty and student reference needs and accreditation initiatives.

**Reviews and/or recommendations:** Recommended list by NCBI (The National Center for Biotechnology Information) within the National Library of Medicine at the National Institutes of Health at (<http://www.ncbi.nlm.nih.gov/Sitemap/ResourceGuide.html#PubMed>).

The AMA stated, “We recommend PubMed, a service of the National Library of Medicine. Their search interface allows users to limit searches to specific journal titles and date ranges” ([http://www.ama-assn.org/ama/pub/about-ama/our-history/frequently-asked-questions\\_print.html](http://www.ama-assn.org/ama/pub/about-ama/our-history/frequently-asked-questions_print.html)).

**Item 14(AV Material-DVD)**

**Title:** Sick Around the World

**Authors:** Jon Palfreman; T R Reid; Jon Neuburger; Cal Scott

**Publication Date:** 2008

**Publisher:** PBS Home Video

**Format:** AV/DVD

**Language:** English

**ISBN:** 0793694574 9780793694570

**Price:** \$22.49

**Selection Aids:** WorldCat and the NY Times

**Item Description:** *Sick Around the World* takes a look at healthcare around the world and compares it to American healthcare. Considers culture and economy differences, but the main



point is to see if America can learn anything from their healthcare systems to create a model of its own.

**Item Justification:** current, non-textbook, appropriate for undergrads as well as graduate students and educators, informational material.

**Reviews and/or recommendations:** WorldCat: 610 libraries own this video, many of which are academic libraries with schools of medicine and healthcare administration.

NY Times: Cites that the video covers five other capitalistic countries that have healthcare systems that would make some Americans want to leave the country, but also shows the problems that those healthcare systems have

( <http://www.nytimes.com/2008/04/15/arts/television/15sick.html>).

**Item 15(AV Material-DVD)**

**Title:** Sick Around America: Investigating the National Debate on Healthcare Reform

**Author:** Jon Palfreman

**Publication Date:** 2009

**Publisher:** PBS Home Video

**Format:** AV/DVD

**Language:** English

**ISBN:** 0793670675 9780793670673

**Price:** \$22.49 U.S.D.

**Selection Aids:** WorldCat and LA Times.

**Item Description:** *Sick Around America: Investigating the National Debate on Healthcare*

*Reform* focuses on America and the fact that many Americans, because they have lost their jobs, have also lost their health insurance. Examines the good and the bad with U.S. healthcare.

Different from the previously made DVD, *Sick Around the World*, because it focuses on the U.S. and its more recent problems in the past year.

**Item Justification:** currency, non-textbook, appropriate for undergrads as well as grad students and educators.

**Reviews and/or recommendations:** WorldCat: Lists 365 libraries as having this item, including many academic libraries with schools of medicine and healthcare administration.

LA Times: Jon PalFREman attempts to build a case that radical change is necessary.

<http://articles.latimes.com/2009/mar/31/entertainment/et-sick-around-america31>

### **Selection of Retrospective Materials**

For the selection of retrospective materials, the group adhered to the original selection criteria, established in the aforementioned section titled, "Selection Criteria Information." The materials selected were published prior to the year 2000 C.E., and accounted for 25% of the selected materials for the collection. Text-books were not chosen unless deemed a core resource (paradigm work, case study, or faculty request) by selection reviews, or were cited by several recent books and journals. Formats were chosen on a consensus basis, if the materials could not be accessed by standard library technologies (Evans and Saponaro, 2005). Retrospective materials were chosen based on age appropriate categories (undergraduate-professional), which

support the research, teaching, and information needs of faculty and students. When applicable, materials were selected to support accreditation by the Pan-American Health Organization (subsection of the WHO), and the Accreditation of Health Care Management Education (CAHME).

The first step was to search through selection aids, which may contain resources that are used or dated, such as a vendor site (Amazon.com), a bibliographic database (WorldCat), or a review site with archives (Bowker's Global Books in Print). The second step was to establish parameters within the search, either setting up a search range, or search before date. After materials were found, it was then necessary to evaluate the content and relevance of the materials, to confirm materials were still germane with the current research and practices in the field. Retrospective materials involved more investigation than current materials, as reviews and availability status were more difficult to locate.

The three best selection aids that our group considered the most useful for selecting older materials for were Amazon.com, Bowker's Global Books in Print, and WorldCat OCLC. Amazon.com was the most useful for locating retrospective materials for purchase. It is the most convenient way of finding available retrospective materials, as each item listed can be purchased with relative ease. With Amazon.com, a librarian does not need to track down a publishing company, which saves time on collection development duties. Bowker's Global Books in Print is a great resource for retrospective materials, because they maintain a large archive of past reviews, and their search features locate more results than comparative selection aids, such as Choice. WorldCat OCLC is also a great tool for examining bibliography collections of retrospective materials. It allows the library to determine whether purchasing an item is

necessary (out of loan range), and also what libraries carry the materials (public, research, etc.), providing a review of the material, based on the prestige of the library where the item is housed.

Selected Retrospective Materials:

**Item 1 (Print Monograph)**

**Title:** Handbook of Health Administration and Policy (Public Administration and Public Policy)

**Author:** Kilpatrick, Anne

**Format:** Hardcover Monograph

**Publication Date:** 1998

**Publisher:** CRC Press

**Language:** English

**ISBN-10:** 0824702212

**ISBN-13:** 978-0824702212

**Price:** 299.95 U.S.D. used

**Selection Aids:** Amazon.com and Bowker's Global Books in Print

**Item Description:** *The Handbook of Health and Policy* covers the subjects of health care policy, management, and delivery and organizations. It also supplies future trends for administration, and has been cited by several researchers in the field.

**Item Justification:** cited frequently (more likely to be used by faculty and grad students), retrospective/yet current, level appropriate, supports information needs of faculty students, and instruction.

**Review and/or recommendations:** Amazon.com: "21 books cite this book"

Bowker's Global Books in print: "Part II on the administration of health care presents perspectives on managing change, health care organizations, and human and financial resources."

**Item 2 (Print Monograph)**

**Title:** Quantitative analysis for health services administration.

**Authors:** Austin, Charles J. and Boxerman, Stuart B.

**Format:** Hardcover book, 333 p.

**Publication Date:** 1995

**Publisher:** Aupha Press

**Language:** English

**ISBN:** 1567930328

**Price:** \$77.00

**Selection Aids:** Other—Amazon.com retrospective subject search on “Health Administration” and WorldCat, a bibliographic database.

**Item Description:** This book covers how health administration professionals use quantitative analysis to make management decisions. Timeless analysis methods will remain useful to students and professionals as a reference manual.

**Item Justification:** Retrospective, non-textbook, undergraduate/graduate school/professional level appropriate, supports program curriculum, faculty instruction needs, student reference needs and accreditation initiatives.

**Reviews and/or recommendations:** Ranked as #1,197,017 in book sales on Amazon.com and owned by many prestigious research institutions such as Villanova and Temple University Libraries, as shown on WorldCat.

**Item 3 (Print Monograph)**

**Title:** Public Health: Administration and Practice

**Author:** Pickett, George E.

**Format:** Hardcover book, 608 pp.

**Publication Date:** 1990

**Publisher:** Times Mirror/Mosby College Pub

**Language:** English

**ISBN:** 0801625017

**Price:** \$101.90 U.S.D. (Amazon)

**Selection Aids:** WorldCat, Books in Print, Amazon, eBay

**Item Description:** *Public Health: Administration and Practice* is a book that has been used in health administration education since the first edition. Gives practical experience to support and examine theory.

**Item Justification:** Retrospective, non-textbook, undergraduate/graduate school/professional level appropriate, student reference needs.

**Reviews and/or recommendations:** WorldCat: 463 libraries have holdings for this book

Books in Print lists this book.

A review found on eBay quotes SciTech book news as saying: A textbook for graduate students in a variety of health-related fields. Considers the biological, psychological, environmental, developmental, management, and public policy aspects of the subject. Annotation copyright Book News, Inc. Portland, Or.

*SciTech Book News*

Could not obtain full-text of book review directly through SciTech Book News. (Database not owned).

Amazon: The standard text in public health management.

**Item 4 (AV Material-DVD)**

**Title:** Communications: manager relationships.

**Author:** Medcom, Inc.

**Publication Date:** 1987

**Publisher:** Medcom, Inc.

**Format:** AV/DVD

**Language:** English

**Price:** \$179.00

**Selection Aids:** WorldCat, a bibliographic database and an online publisher's catalog from MedCom, Inc.

**Item Description:** This DVD illustrates effective management techniques for health professionals. The material is presented in a series of vignettes that communicate some of the issues that students will encounter as future managers.

**Item Justification:** Retrospective, non-textbook, undergraduate/graduate school/professional level appropriate, supports program curriculum, faculty instruction needs, student reference needs and accreditation initiatives.

**Reviews and/or recommendations:** Held by several university and community colleges as displayed in WorldCat and the online publisher's catalog from MedCom, Inc. states that it produces "award winning healthcare education programs" (<http://www.medcomrn.com/products/>) and has been producing medical training material for over twenty years.

**Item 5 (AV Material-DVD)**

**Title:** The Internet Archive Selection of Videos on Health Administration (free)

The video link with materials:

<http://www.archive.org/search.php?query=Health%20Administration>

**Authors:** Various contributing authors (user-generated content)

**Publication Date:** Varies by item

**Publisher:** Internet Archive/user-contributors

**Format:** Electronic

**Language:** English

**Price:** Free

**Selection Aids:** Amazon.com and WorldCat

**Item Description:** The Internet Archive collection of electronic books, videos, audio, and interviews on health administration. Content is user generated, containing both professional and local works.



**Item Justification:** Retrospective, non-textbook, undergraduate/graduate school/professional level appropriate, supports program curriculum, faculty instruction needs, student reference needs and accreditation initiatives.

**Reviews and/or recommendations:** Amazon.com: "Items in this collection are available on Amazon.com." WorldCat OCLC: "Items in this collection are available at prestigious universities, such as Northwestern University and the Notre Dame."

### **Assignment Evaluation**

This exercise has taught us many things about the collection development process of selection. One thing that was especially useful was getting comfortable with using and evaluating selection aids. At first, it felt a little tricky trying to find the selection aids that would be most beneficial to our area of focus; however, with a little help, we managed to get started, and became more comfortable trying new selection aids that were not originally suggested to us. Each category has its pluses and minuses, and learning which ones are best, for what type of material, was definitely helpful when evaluating material. Though we feel far from being experts, it was helpful attempting to examine all the different aids available.

Another useful area of this project was dealing with actual materials for a library. It was a learning process in itself to maintain objectivity while picking out items. Just because something looked cool or flashy did not mean it was cohesive with the collection scope. It was also an eye-opener seeing how expensive items for a library really are! Though we had almost half our budget left over, it was shocking to see a book from 1990 still selling for over \$100. It definitely shows how important it is to be fiscally conscious, and especially vigilant when

choosing between quality or quantity. The most desired outcome is to attain both, but unfortunately, that is not always possible with every item.

Additionally, this project presented the opportunity to learn more about the field of health administration, adding a new set of information skills to our repertoires of knowledge. Also, we were able to explore the libraries at Michigan State University, a member of the Association of College Research Libraries, allowing us to gain valuable experience working with a top-rated research facility collection.

Working with a group was also a great experience, since most collection development projects are done in group settings. Communication was key; since none of the group members were located in the same place, it was challenging to overcome the distance-barrier at first. We eventually developed the habit of checking Blackboard and our emails daily, and held chat sessions to delegate responsibilities. This project proved to be a great learning experience in all areas, and will be a great asset for applying our skills as future librarians.

### **Group Strategies and Responsibilities**

Our strategies involved dividing up items to select, in both the current and retrospective categories, and using a variety of selection aids, collaborating with group members on which were most effective. We also divided up some of the assignment sections to complete individually, and then edited collaboratively using the Google document tool. We followed a rough timeline of mini-due dates for each section of the assignment. For example, we would give ourselves a mid-week deadline to complete a certain number of selections. Each member completed a specific portion of the assignment sections, in addition to selecting items. We held equal responsibilities in the editing and writing process. Group members Casey Hoeve, Michelle

Reyes, and Lori Krystkiewicz all contributed and completed the required portions of the assignment on time. Everyone was available for communication and helped one another out if it was needed. One exception was group member James Marshall, who did not participate in this assignment at all, despite numerous attempts to get in contact with him.

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