

UNIVERSITY/COLLEGE LIBRARY
at Broward Community College, Central Campus
Collection Development Statement

Subject: Medical Assisting

Purpose and Emphasis: The primary purpose of the collection is to support teaching at the core curriculum level. A Certificate of Achievement is awarded. Secondary support is directed to faculty research.

Collection Guidelines:

- a. Languages: English is the primary language.
- b. Chronological coverage: Emphasis is on the present decade.
- c. Geographical coverage: Primary emphasis is on the United States.
- d. Format: Including but not limited to; books, non-print media, periodicals and microforms are purchased.
- e. Types of Materials: Including but not limited to; bibliographies, dictionaries, directories, examination manuals, handbooks, indices, monographs, and periodicals shall be purchased.
- f. Treatment of Subject: Publications encompassing administrative and office practices, anatomy and physiology, clinical and diagnostic procedures, laboratory techniques, medical law and ethics, medical terminology, microcomputer applications, and pharmacology shall be purchased.
- g. Date of Publication: Current In-print publications receive priority.
- h. Reference Collection: The Reference Collection mirrors and supports the acquisition practices outlined in the Medical Assisting Collection Development statement. To this end, English-language indices and bibliographies are purchased to provide access to the literature. Medical dictionaries, handbooks, directories and sources of statistical information are updated regularly.
- i. Acquisitions Plans Affecting the Collection:
 1. Standing Orders-
CINAHL
 2. Blanket Orders: None
- j. Deselection/Replacement: Materials date rapidly in the Medical Assisting program. Efforts are made to insure that the collection is up-to-date and relevant to the program. Dated materials are candidates for deselection/replacement. These materials are evaluated according to the General Development Collection Policy.

Collection Assessment Tools:

American Library Association. Books for College Libraries

Balay, Robert. Guide to Reference Books

Peretz, Annette. Core Collection in Nursing and the Allied Health Sciences

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