

# **Collection Management Guidelines**

## **TECC/TCS Resource Libraries**

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# **TECC/TCS Resource Libraries Collection Management Guidelines**

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## **I. Introduction**

The Tobacco Education Clearinghouse of California (TECC) is a resource and information distribution center for projects funded by the California Department of Health Services, Tobacco Control Section (CDHS/TCS). TECC is a project of ETR Associates in Scotts Valley, California. TECC supports and staffs two full-service library and information resource centers: 1) TECC Resource Library, located in Scotts Valley, which serves as the primary collection and provides library services to projects funded by CDHS/TCS, and 2) the TCS Resource Library located in Sacramento at the CDHS/TCS offices which provides library services to CDHS/TCS staff.

### **I.A. TECC Resource Library (TECC)**

#### **I.A.1. Collection**

The TECC Resource Library maintains an extensive collection of tobacco education and related tobacco control materials in support of CDHS/TCS and its funded projects' community education efforts and program management needs. Funded projects include city/county health departments, known as Local Lead Agencies (LLAs), the Priority Partnerships, media campaign contractors, other local, statewide and regional projects, and project evaluators and subcontractors. The collection also supports the work of TECC staff and includes basic resources on technology topics, materials development/writing, and general health education.

TECC comprehensively collects a wide range of educational materials at all levels of reading difficulty, and also strives to include materials with diversity of appeal, and those which present different points of view. The educational collection includes brochures, videos, multimedia materials, conference/training materials, curricula, radio and video PSAs and other media campaign materials/ads, scripts, posters and any evaluations of these materials. TECC also collects tobacco control-related research and program materials including reference guides, statistical tools, reports and case studies, journal subscriptions and articles, model policies, and more selectively local California ordinances. Special subject emphasis is placed on educational and research materials in support of priority areas determined by CDHS/TCS: 1) counteracting pro-tobacco influences in the community; 2) reducing exposure to secondhand smoke; 3) reducing availability to tobacco products; 4) cessation; and 5) chew/dip, cigars, bidis and other products.

TECC also collects and maintains access to one copy of educational, media, promotional and informational materials produced by the CDHS/TCS-funded projects. Funded projects are required to supply the TECC Resource Library with one copy of their materials.

The TECC collection is cataloged and made directly accessible to projects through the online Circulation Catalog (CircCat) on the TECC Web Site (<http://www.tecc.org/library/index.html>), which includes the most current and most requested materials, and also through individualized project reports produced by TECC staff from the comprehensive in-house TECC/TCS Library Database. The TECC/TCS Library Database is a shared database of bibliographic records for both TECC Resource Library and TCS Resource Library materials. The bibliographic records contain descriptive abstracts, subject headings, and 15 other categories of bibliographic and descriptive information. This database is used by all TECC staff to create new bibliographic records, produce reports, and create bibliographies. The full database is also made directly accessible to CDHS/TCS staff for searching via the TECC Web Site (<http://webtecc.etr.org/inmagic/search/>).

#### I.A.2. Services Provided

Specific Resource Library products and services include: circulation and a searchable online Circulation Catalog; ready-reference and referral; in-depth research such as literature and database searches; display and exhibit loans; and PARTNERS informational response postings and proactive informational postings. TECC staff also produce two monthly email lists, the “Top 10 (or so) Library Resources” (lists new educational materials), and the ever-popular “Research Wire” (provides 8-12 abstracts of current research articles/reports). Both lists are also posted on the TECC Web Site.

All services are made available free to funded projects via phone, fax, mail/email and the TECC Web Site.

#### I.A.3. Staffing

The three-member TECC Resource Library staff includes the Librarian and two full-time Resource Library Specialists. Generally, the Librarian is responsible for administration and marketing of the library and its services, selection of materials, in-depth reference and research, and maintenance of the shared online TECC/TCS Library Database. The Resource Library Specialists handle materials acquisition/purchases, TECC/TCS Library Database record creation, materials processing, circulation services, and all levels of reference services.

TECC Resource Library staff coordinate closely with TCS Resource Library staff and other TECC staff in such areas as: collection development; creating library policy; reference and referral; identification of gaps in needed materials and in the selection and development of those materials; promotional activities and trainings regarding the availability of TECC services and resources; review recommendations for materials review; and sharing feedback from funded projects related to the use and effectiveness of materials, their service needs, and information on TECC service delivery.

## **I.B. TCS Resource Library**

### **I.B.1. Collection**

The TCS Resource Library provides library services for the CDHS/TCS staff, as well as state government, other states and the federal government. The collection includes program and research resources for CDHS/TCS staff to use in the development of RFAs/RFPs, guidelines, Bill Analysis, defining priority areas and in providing training and technical assistance for the state's funded programs. This collection does not duplicate the comprehensive educational materials collected by TECC.

The TCS collections include several defined areas:

- 1) *Resource Library* with reference materials that support the CDHS/TCS priority areas, selected TCS funded materials and other CDHS/TCS areas of interest. Materials are arranged and categorized as follows: Reference, which includes general, national, international resources; California, whose materials are produced by CDHS/TCS, the Tobacco Education Media Campaign and statewide projects; materials about tobacco control in California and the California Tobacco Control Program; Other States materials which include tobacco control program materials from other U.S. states; the Vertical File which contains journal articles; and the "Best" category containing "best" educational materials produced by the local funded projects, including all materials distributed through the TECC Catalog of Tobacco Education Materials.
- 2) *The I-area* with brochures, reports, articles and other program materials for distribution in response to requests from outside agencies and the general public.
- 3) *Case Studies* – project evaluation case studies are catalogued and made accessible through the library database.

The TCS collection is cataloged and made accessible through a long-distance connection to the TECC/TCS Library Database, which is housed in Scott's Valley. This shared database is used by library staff to create new bibliographic records, produce reports, and create bibliographies. The full database is also made directly accessible to CDHS/TCS staff for searching via the TECC Web Site (<http://webtecc.etr.org/inmagic/search/>). The I-area materials are categorized by topic and made accessible to TCS staff via a hard copy index and directional signage.

### **I.B.2. Services**

Specific services include: circulation; ready-reference and referral; in-depth research such as literature and database searches; and proactive reference emails to CDHS/TCS staff. TCS Library staff also maintain the I-area, follow through on any material requests, attend health fairs, and oversee the publication of DHS produced materials. Other services include editing, proofreading and writing of DHS documents.

### **I.B.3. Staffing**

A Librarian and one full-time Resource Library Specialist maintain the TCS Resource Collection. The Librarian is responsible for administration of the library, in-depth reference and

research, proactive reference to CDHS/TCS staff, and some TECC/TCS Library Database record creation. The Resource Library Specialist handles materials acquisition, TECC/TCS Library Database record creation, materials processing, circulation services, and ready-reference and referral reference services as well as the I-area and the backlog.

## **II. Collection Management Guidelines**

As defined in this document, collection management involves two separate and distinct activities: 1) collection development, and 2) processing.

### **II.A. Collection development**

Collection development encompasses policies and activities related to the development of a library collection, including:

- Responsibility for selecting materials
- Selection sources
- Selection criteria and policies for selecting of materials (subjects and non-subject parameters, formats, and/or languages, etc. acquired)
- Resource sharing and any duplication between collections
- Acquisition/purchase responsibilities and policies
- Collection maintenance and weeding
- Budget

#### **II.A.1. Responsibility for Selection**

CDHS/TCS delegates the selection and acquisition of materials to the TECC and TCS Librarians. Selection and acquisition of materials is done as part of day-to-day duties as new resources are identified or new subjects emerge as collection gaps or as priorities. Resources and new and emerging topic areas are identified through: daily contact with TCS and its funded projects; monitoring and responding to PARTNERS Strategy Exchanges; participation at workshops/conferences; and monitoring Internet resources (Tobacco.org, MEDLINE, International Tobacco Listserv, SALIS Listserv, etc.). These daily activities help staff stay current with state, national and international tobacco control activities, resources and legislation.

The staff at CDHS/TCS participate more actively in the selection of materials for the TCS Library Collection. CDHS/TCS staff and funded projects are encouraged to submit recommendations for acquisition to the Librarian. TECC staff members discuss and prioritize requests for materials to be acquired for the TECC and TCS collections

#### **II.A.2. Selection Sources**

TECC staff use a variety of selection sources including: publisher catalogs and flyers; print and online current awareness resources such as discussion groups, listserves, and news services/announcements; review sources (Tobacco Control, JAMA, etc.); bibliographies and requests/recommendations. Materials are acquired from numerous sources - governmental, non-profit, academic, commercial and other publishers/producers - and selection sources are

reflective of these diverse agencies. Funded projects are required to supply the TECC Resource Library with one copy of the required materials that they have produced under the terms of their contract.

### II.A.3. Selection Criteria

The TECC Resource Library staff use the following general criteria in selecting for purchase, duplication, replacement and withdrawal of library materials: the CDHS/TCS priority topic areas and other subjects; non-subject parameters (clinical aspects, legal aspects, etc.); levels of difficulty and language; appropriateness for target audience; appropriateness of format; publisher/producer; content and style; currency, accuracy and quality of materials; requests/demand from funded-projects; circulation of existing collection materials; and budget. Some of these criteria are outlined in more detail below.

#### II.A.3(a) CDHS/TCS Priority Subject Areas

The TECC Resource Library collection focuses on tobacco education/prevention, reference/resource, and program management materials in support of the CDHS/TCS priority areas and of more specific local program objectives:

- Counter pro-tobacco influences in the community (advocacy, alternative sponsorship, transnational tobacco industry marketing, etc.)
- Reduce exposure to secondhand smoke
- Reduce availability to tobacco products (youth access, licensing, etc.)
- Increase availability of cessation services
- Chew/dip, cigars, bidis and other tobacco products
- Harm Reduction

In addition to the primary subjects listed above, TECC also minimally collects in the following adjunct subject areas:

- Advocacy, community development
- Evaluation and research techniques
- Materials development
- Selected representative materials produced by the tobacco industry.
- Program management tools

Although it collects the same subject areas listed above for the TECC collection, the TCS Library primarily selects current reference and research materials. Priorities for new subjects to be collected are determined mutually by CDHS/TCS and TECC staff based on need and budget. TCS Resource Library holds case studies and survey and evaluation tools, while the TECC Resource Library does not. TECC Resource Library holds all videos and educational materials, as noted in section I.A.1 above. In addition, the TCS Resource Library comprehensively collects and houses all participant binders and proceedings from CDHS/TCS sponsored national, state or regional meetings/conferences/trainings or with CDHS/TCS staff participation.

### II.A.3(b) Other Subjects Collected

The TECC Resource Center collects materials in the following adjunct topic areas: substance abuse and addiction, marketing and mass media, media literacy, ethnic and culturally relevant issues. TECC collects somewhat less comprehensively for some program topics. For example, where only one or two funded projects may have as program activities or for programs, that may have a more clinical, legal or academic focus, i.e. educational materials for developmentally disabled population, cessation for people in recovery, legal aspects of language in proposed ordinances. NOTE: Some collection/resource and information service needs are met through access to other statewide funded projects, e.g. Technical Assistance Legal Center (TALC), Center for Responsible Public Investment (CPRI), or Tobacco Control Evaluation Center (TCEC), etc.

TECC collects less comprehensively materials that support the work and research of TECC: technology; Web searching, design and management; and materials development, graphic design, writing and editing.

### II.A.3(c) Non-subject Parameters

*Geographic aspects:* TECC comprehensively acquires educational and resource materials produced by CDHS/TCS and its funded projects. TECC selectively acquires the major educational materials produced locally by other states and internationally. TECC also acquires resource material related to tobacco education/prevention and tobacco control efforts in California. TCS selectively acquires educational materials, but acquires the reference and state tobacco control program materials as directed by CDHS/TCS.

*Clinical aspects:* Journal articles with a clinical aspect are collected on a case by case basis. In general, research that is clinical in nature is beyond the scope of the TCS research scientists, and beyond the scope of the funded projects.

*Legal aspects:* With a few exceptions, the TECC and TCS Resource Libraries limits its acquisitions of legal/litigation materials to unofficial texts and secondary material on legislation and judicial decision, e.g., the publication, made available by the Technical Legal Assistance Center (TALC), entitled "Tobacco Laws Affecting California". If these materials are available on the Internet a record is created in the TECC/TCS Library Database which includes the URL. The TCS Resource Library collects copies of tobacco legislation for historical purposes only. Legal advice is never given out by the Resource Libraries.

### II.A.3(d) Levels of Difficulty, Target Audience and Language

*Educational materials:* TECC collects *educational* materials targeted to lay persons (children through general adult reading levels) but every effort is made to collect materials to meet the literacy of all community members. Materials whose treatment goes beyond the graduate education level will, in most cases, not be considered appropriate for the collection (i.e. clinical research materials, etc.). However, the collection aims to be comprehensive in that all significant

and relative educational tobacco-related works are collected for the reading and educational levels listed above. TCS does not generally acquire educational materials.

TECC collects appropriate educational materials in all languages. Special emphasis is made to acquire materials in languages that mirror the racial and ethnic diversity of California with careful consideration given to immigration patterns, TECC resource center reference requests and circulation statistics. Emphasis is also made to acquire priority area topics in as many languages and for as many target audiences as possible. Target audiences can be any ethnic, age, gender and/or socioeconomic group. It also includes groups such as developmentally disabled or persons in drug treatment centers. One title may be acquired in three or four different languages. Input from the four ethnic networks and from project staff working with specialized population groups is also considered in the selection of appropriate materials.

*Reference and research materials:* Both TECC and TCS collect these materials at the general-adult through professional levels to meet the needs of project health educators. Reference and research materials acquired for the two collections are primarily English language only.

#### II.A.3(e) Formats

The TECC Resource Library and TCS Resource Library collect appropriate subject materials in all formats.

*Educational formats:* TECC collects all formats appropriate for education: audiovisual media, charts, models, software, kits, slides, posters, brochures, manuals, information packets, workbooks, books, fact sheets, scripts, and any media of communication which may contribute to educating and learning. TECC aims to acquire one copy of all educational, media and promotional materials produced by the funded projects and by CDHS/TCS. Funded projects are required to supply the TECC Resource Center with one copy of the materials they are required to produce under their contract obligations.

*Reference formats:* Both collections acquire print reference and research materials in any appropriate format: reports, case studies, journal articles, guidebook, journals, survey instruments and questionnaires, statistical compilations, manuals, etc. To a lesser extent, TECC collects model and sample policies and local California ordinances. Reference materials acquired are generally current topics only; however, key historical materials are acquired as new topics and program areas are introduced. Every effort is made to collect primary/original resource material; secondary or tertiary materials are collected only if the original source is no longer available.

*Electronic information resources:* Although not always physically "collected" (printed/saved as files), electronic information resources (online, network and Internet/Web formats) do have records in the TECC/TCS Library Database. Electronic resources may be directories, indexes, reports, full text-image articles or documents, encyclopedias, and other subject-oriented reference resources. Creating comprehensive bibliographic records with abstracts and subject headings for Web sites greatly "expands" the collection. And since these records appear in the

Circulation Catalog and in TECC/TCS Library Database reports, projects can access this material immediately and directly.

*Format Exclusions:* News/press releases and other tertiary source materials are generally excluded from the collections.

#### II.A.4. Acquisition/Purchase Responsibility and Policies

In general, both collections directly acquire any free materials that fit the outlined collection development standards. However, TECC handles all acquisitions activities for both TECC and TCS collections if payment/purchase order is required. TCS handles acquisition of journal articles from the UC Berkeley School of Public Health Document Delivery Service for journal articles requested by either TECC or TCS.

TCS receives complimentary copies/advance copies of many materials, which are entered into the appropriate collection if they meet the collection development standards. Gifts policy: infrequent gifts are bestowed upon either TCS or TECC. Each gift is evaluated for appropriateness. If the gift is a resource other than a cash gift, the resource is evaluated under the collection development standards. If the gift is cash, then parameters that accompany the gift are followed for purchase decisions. Memberships are purchased as appropriate. Return/preview and negative purchase decisions: Negative “purchase” decisions include materials not selected for purchase or sent back to producer/publisher after material was reviewed and not deemed suitable for the collection. Low priority complimentary materials may be placed in the processing backlog; poor quality or inaccurate complimentary materials may be discarded.

#### II.A.5. Collection Maintenance and Weeding

Collection maintenance and weeding is a conscious and ongoing process. Collections are maintained (processed, shelf read, shelved/filed, repaired, etc.) on a daily basis. The physical condition of TECC materials are reviewed for wear, and prior to, and after, each circulation. Any damaged/worn materials are replaced as appropriate/as budget permits. Weeding involves a continual evaluation for removal of materials that are no longer useful from the collection. Reference/research collection weeding occurs when a newer edition supercedes an older edition. Older TECC educational and Vertical File materials are continually reviewed for weeding as new materials and topics are added and as space becomes limited.

The TCS Vertical File is consistently kept up to date with new accession numbers being added. The TCS Resource Library keeps an historical collection of all TECC Catalog items, as well as historical documents that illustrate the history of the California Tobacco Control Program.

### II.B. Processing

Processing includes everything that is done to a material between its arrival in a library and its storage in the collection. Processing policies and activities generally include: level of processing, immediacy of processing, call number information, and labeling and physical processing.

### II.B.1. Level of Processing

Agreements on what level of processing materials receive is based on collection requirements, content, format, currency, etc. For a TECC collection material, the level of processing could encompass a comprehensive record created for the TECC/TCS Library Database with detailed bibliographic information, classification number, a descriptive abstract and numerous subject headings/descriptors. Or it could mean only very minimal processing with only a subject heading assigned to the material and the material filed in the TECC Vertical File.

For example, a new Surgeon General Report on secondhand smoke would have a very detailed record created in the TECC/TCS Database, be added to the Circulation Catalog, be included in PARTNERS current awareness postings and perhaps in a “Top 10” list. It may even be labeled and physically processed for circulation in that same day. This intensive processing provides the projects and TECC and CDHS/TCS staff with the widest access to the material.

However, a photocopied general fact sheet without citations on the same topic produced by a project youth coalition would most likely receive a subject heading and be filed in the TECC Vertical File. This piece would be accessible only to TECC staff using in-house resources (Vertical File, Materials Intake/Confirmation records, etc.).

The TCS Resource Library processes materials in a similar manner to that of the TECC Resource Library.

### II.B.2. Immediacy of Processing

Agreements on the *immediacy of processing* materials are based on collection requirements, content, format, quality, currency, staff workload, etc. For a TECC material, this could be immediate – same day – comprehensive processing or it could be placed into a processing backlog.

*For example*, the Surgeon General Report mentioned above would be fully processed the day the material is received/placed online. However, a curricula produced by one of the funded projects on a low priority/adjunct subject would likely have minimal processing, i.e. placed in the processing backlog to be processed only as staff time permits. Other “backlog” materials might include project promotional/incentive materials, poor technical quality media materials, and/or materials that appear to be incomplete. The TECC processing backlog is fully accessible to TECC staff; many materials do have Materials Intake/Confirmation records.

### **III. TECC and TCS Collections Grid: Priorities for Acquisition and Processing**

This chart details TECC Resource Library and TCS Resource Library Collection format/subject acquisition and processing priorities discussed in Sections I and II of the Collection Management Guidelines.

It covers the following formats/subjects:

- Educational Materials (“third party”)
- Tobacco Education Media Campaign Materials
- Project-produced Materials (educational and resource)
- TCS-produced Materials
- Reference Materials (“third party”)
- Web sites
- Journal Subscriptions and Articles
- TCS-specific Collections
- Tobacco Industry Materials
- Public Health / Professional Development Resources

For each of the formats/subjects listed above the TECC and TCS collections will have a proposed Acquisition (collection development) and processing priority code. These codes are defined below:

Acquisition/Collection Development Emphasis		Processing Priorities	
<b>C / Core</b>	Core/primary collection focus. Proactively acquire these materials.	<b>1 / Priority</b>	Full Inmagic records created for most materials; some only have subject headings assigned /filed in TECC VF. Processed immediately/soon after receipt.
<b>S / Secondary</b>	Acquired but not comprehensively; effort made to not duplicate if Core/Primary collection exists.	<b>2 / As needed/ requested</b>	Possible less full/less immediate processing.
<b>A / As needed/ requested</b>	Acquired only as needed/requested.	<b>X / Not processed</b>	
<b>X / Not collected</b>		<b>N/A</b>	

Format/Subject	TECC	TCS
<p><b>1. Educational Materials</b> (“third party”)</p> <p>Produced by government, non-profit, academic, and commercial/trade publishers/producers/sources, i.e. “third party” and NOT CDHS/TCS or the funded projects</p> <p>Collections <u>do not</u> duplicate.</p> <p>TECC responsible for comprehensively collecting educational materials to circulate to the TCS-funded projects.</p>	<p><u>Acquisition:</u> TECC is <u>primary</u> for acquiring educational materials – all formats, all languages, all publishers/ producers.</p> <p><u>Processing:</u> Materials requested by projects and that have highest circulation (videos, curricula, brochures) have full level processing - TECC/TCS Library Database (Inmagic) records created, etc. Less requested materials (posters, promotional items), less comprehensive, poorer quality materials may have minimal processing (subject heading assigned and filed in TECC Vertical File) or be placed in the processing backlog.</p> <p>These “third-party” materials are also important to materials review for Sales Catalog/distribution.</p> <p>All educational materials circulate to the projects.</p>	<p>TCS <u>does not</u> collect. TCS receives many materials as “complimentary copies” - these are transferred to TECC for processing/circulation unless specifically designated for the TCS collection by CDHS/TCS staff.</p> <p>Requests from TCS staff will be honored.</p> <p>NOTE: TECC’s educational materials are circulated to CDHS/TCS and are accessible to CDHS/TCS staff through the online TECC/TCS Library Database, CircCat, PARTNERS postings, TECC RC Announcement List/Top 10, etc.</p>

	Availability announced through CircCat, PARTNERS, RC email list, Top 10, RW, reference work, etc.			
	Acquisition	Processing	Acquisition	Processing
• Brochures	C	1	X	X
• Curricula	C	1	X	X
• Multimedia (games, slides, etc.)	C	2	X	X
• Posters	S	2	X	X
• Promotional materials	A	2	X	X
• Stories/fiction	S	2	X	X
• Videos	C	1	X	X

Format/Subject	TECC		TCS	
	Acquisition	Processing	Acquisition	Processing
<b>1. Educational materials (“third party”), continued</b>				
• Web sites	S	2	X	X
<b>Other:</b> TECC also collects/processes any evaluative/supplemental materials (journal articles, case studies, etc.) relating to these educational formats.	S	2	A	2

<p><b>2. Tobacco Education Media Campaign Materials</b></p> <p>a. Produced by the CDHS/TCS media campaign contractors and ethnic subcontractors. <u>Undetermined duplication.</u></p> <ul style="list-style-type: none"> <li>• <b>Billboard posters</b></li> <li>• <b>PSAs (video and audio)</b></li> <li>• <b>Press packets</b></li> <li>• <b>TCS/Media Campaign mailings</b></li> </ul> <p>b. Produced by CDC/OSH Media Resource Center (includes PSAs from other states)</p> <p>c. Produced by other agencies – EPA, etc.</p>	<p>TECC attempts to acquire/process <u>all</u> media campaign materials from both Ground Zero and the ethnic media campaign subcontractors. PSAs and billboard posters are priority for both acquisition &amp; processing. Press packets are processed to accompany the PSA and/or billboard (availability included in the library database record).</p> <p>Billboards/posters also important to materials review for Sales Catalog/distribution.</p> <p>TECC comprehensively acquires/processes CDC media materials; those produced by other agencies acquired as appropriate.</p> <p>All CDHS/TCS and other media campaign materials are circulated. Availability announced through CircCat, PARTNERS, RC email list, reference work, etc.</p>	<p>NOTE: The CDHS/TCS Media Unit maintains its own comprehensive collection of media campaign materials and related/supplemental materials.</p> <p>TCS acquires CDC and other agency media materials as appropriate.</p>
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Acquisition Emphasis	Processing Considerations
<p>C / Core S / Secondary A / As needed/ requested X / Not collected</p>	<p>1 / Priority 2/ As needed/ requested X / Not processed N/A</p>

Format/Subject	TECC Acquisition      Processing	TCS Acquisition      Processing
<p><b>3. Project-produced Materials</b></p> <p>Includes both educational &amp; resource/information materials produced by funded</p>	<p><u>Acquisition</u>: TECC RL is <u>primary</u> for acquiring <u>all</u> project materials; projects <u>required</u> to send TECC their</p>	<p>Project related material is collected in the Best Binders. Available to circulate to TCS staff if</p>

<p>projects (local, statewide, etc.). Funded projects are required to supply TECC Resource Center with one copy of educational, media and promotional materials.</p> <p><u>Some duplication</u> in collections.</p> <ol style="list-style-type: none"> <li>1. <u>Educational materials</u>: minimal duplication (see Educational Materials section above).</li> <li>2. <u>Promotional/incentives</u>: no duplication – TCS does not collect.</li> <li>3. <u>Resource/reference materials</u>: extensive duplication especially for those produced by statewide projects, i.e. TALC’s Divestment Guide, CAP’s Reputations for Cash, etc. Less duplication for local educational / resource materials. Resource/reference materials essential for research activities for TECC and TCS collections.</li> <li>4. <u>Evaluation reports, case studies</u>: undetermined duplication.</li> <li>5. <u>Local policies</u>: undetermined duplication. Policies are collected by TALC, BREATH, CYAN for college, etc.</li> <li>6. <u>Local Ordinances</u>: undetermined duplication.</li> </ol>	<p>educational, media and promotional material.</p> <p>Some projects also send TECC resource, evaluation, policy materials. TECC RL proactively requests these materials from projects as materials are identified but TECC can't claim a comprehensive collection.</p> <p><u>Processing</u>: Most major educational materials, reference materials and evaluation reports (high circulation materials receive detailed TECC/TCS Library Database records. Most promotional items, copies of print ads, scripts (low circulation materials), and ordinances and policies have subject headings assigned and are filed in the TECC Vertical File.</p> <p>Educational, promotional and resource materials also important to materials review process for Sales Catalog/distribution.</p> <p>All materials available to circulate. Availability announced through CircCat, PARTNERS, RC email list, reference work, etc.</p>	<p>needed.</p> <p><u>Educational</u>: - limited acquisition/low priority processing for project’s educational materials <u>except</u> those acquired for TCS Resource Room "Best of" collection. <u>Promotional/incentives</u>: TCS does not collect.</p> <p><u>Reference</u>: comprehensive acquisition/primary processing for ref./resource materials produced by projects – esp. statewide projects, ethnic networks. Materials processed for TCS CAL collection.</p> <p><u>Evaluation reports, case studies</u>: TCS RL acquires copies of evaluation reports/case studies</p> <p><u>Local Policies/ordinances</u>: - ANR Database</p>
<p><b>Format/Subject</b></p>	<p><b>TECC</b></p> <p><b>Acquisition      Processing</b></p>	<p><b>TCS</b></p> <p><b>Acquisition      Processing</b></p>

<b>3. <u>Project-Produced materials</u>, continued</b>				
• <b>Educational materials</b>	<b>C</b>	<b>1</b>	<b>A</b> – For “Best Of” collection only.	<b>2</b>
• <b>Promotional/Incentives</b>	<b>S</b>	<b>2</b> – Confirmation records maintained in FM Database; not a high processing priority for TECC RC.	<b>X</b>	<b>X</b>
• <b>Reports, reference/resource materials</b>	<b>C</b> - Projects not required to send materials other than educational. Some do send reports, etc. RC staff acquires through project contact.	<b>1</b>	<b>A</b> - See comments in overview section above.	<b>2</b> – See comments in overview section above.
• <b>Evaluation reports, case studies, etc.</b>	<b>S</b> - Projects not required to send although some do. RC staff acquires through project contact.	<b>1/2</b>	<b>C</b>	
• <b>Local ordinances</b>	<b>S</b> - Projects not required to send; RC staff acquires through project contact.	<b>2</b>	<b>S</b>	<b>2</b> – Makes available the ANR Policy Database
• <b>Local policies</b>	<b>S</b> - Projects not required to send; RC staff acquires through project contact.	<b>2</b>	<b>S</b>	<b>2</b>

<b>Acquisition Emphasis</b>	<b>Processing Considerations</b>
<b>C / Core</b> <b>S / Secondary</b> <b>A / As needed/ requested</b> <b>X / Not collected</b>	<b>1 / Priority</b> <b>2/ As needed/ requested</b> <b>X / Not processed</b> <b>N/A</b>

Format/Subject	TECC		TCS	
	Acquisition	Processing	Acquisition	Processing
<p><b>4. <u>CDHS/TCS-produced materials</u></b></p> <p><u>Extensive duplication.</u></p> <p>These are essential program materials that support reference and research activities for both collections.</p> <p>No “primary” since both collections comprehensively acquire and process ASAP.</p> <p>NOTE: Many TCS reports are made available in full-text on the CDHS/TCS Web site.</p>	<p><u>Acquisition:</u> Copies of many TCS-produced materials are sent directly to projects. Important for TECC RC to be on TCS (and other statewide) mailing/distribution lists.</p> <p><u>Processing:</u> TECC processes TCS reports, statistical materials, etc as <u>first</u> priority.</p> <p>Some TCS reports are made available to products via TECC Materials Distribution.</p> <p>Availability announced through CircCat, PARTNERS, email list, reference work, etc.</p>		<p><u>Primary</u> for both acquisition and processing.</p>	
<ul style="list-style-type: none"> <li>• <b>Fact sheets, etc.</b></li> </ul>	<b>S</b>	<b>2</b> – TCS RC is primary processes these materials as priority	<b>C</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• <b>Conference/training binders w/ supplemental materials</b></li> </ul>	<b>C</b>	<b>2</b> (see above)	<b>C</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• <b>Reports</b></li> </ul>	<b>C</b>	<b>2</b> (see above)	<b>C</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• <b>Survey data, research announcements (youth purchase, prevalence, etc.)</b></li> </ul>	<b>C</b>	<b>2</b> (see above)	<b>C</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• <b>TCS mailings</b></li> </ul>	<b>S</b>	<b>2</b> (see above)	<b>C</b>	<b>1</b>
<ul style="list-style-type: none"> <li>• <b>PARTNERS resources</b></li> </ul>	<b>A</b>	<b>2</b> (see above)	<b>A</b>	<b>2</b>

Format/Subject	TECC		TCS	
	Acquisition	Processing	Acquisition	Processing
<p><b>5. <u>Other Reference Materials (“third party”)</u></b></p> <p>These are resource materials NOT produced by CDHS/TCS and funded projects.</p> <p><u>Some</u> duplication.</p> <p>Reference materials support the reference and research activities of both collections. Includes reports, guides, manuals, etc. as opposed to journal articles (see #7 below).</p>	<p>TECC acquisition and processing varies greatly by categories listed below. California-specific reference materials are a <u>priority</u>.</p> <p>TECC focuses on English language materials only. ALL formats (print and online) are “collected.”</p> <p>All materials circulate. Availability announced through CircCat, PARTNERS, RC email list, reference work, etc.</p>		<p><u>Acquisition</u>: Collects/processes materials to support the research needs of CDHS/TCS Work Groups, CDC Contract Coordinator, Data Analysis/Evaluation Unit (DAEU), Program Planning and Policy Development, and other CDHS/TCS units.</p>	
<ul style="list-style-type: none"> <li>• <b>General Tobacco Control Topics (not state/federal/international specific)</b> <ul style="list-style-type: none"> <li>• Countering pro-tobacco influences</li> <li>• Secondhand smoke</li> <li>• Reduce tobacco availability</li> <li>• Cessation</li> <li>• Chew/Dip/Other Types</li> <li>• </li> </ul> </li> </ul>	C	1	C	1
<ul style="list-style-type: none"> <li>• <b>California</b></li> </ul>	C	1	C – especially State Documents	1
<ul style="list-style-type: none"> <li>• <b>Other States</b></li> </ul>	A	2	<u>S</u>	2
<ul style="list-style-type: none"> <li>• <b>Federal</b></li> </ul>	S - Exception: CDC/OSH, collected as Core.	2 - CDC/OSH processed as priority.	C	1
<ul style="list-style-type: none"> <li>• <b>International</b></li> </ul>	X - Exception: WHO	X - WHO materials are	S – as directed	2

	tobacco-related material collected as Core	processed as priority.		
<ul style="list-style-type: none"> <li>• <b>Transnational</b></li> </ul>	S – as appropriate	2	S – as appropriate	2
<ul style="list-style-type: none"> <li>• <b>Other specific subject areas:</b> <ul style="list-style-type: none"> <li>- Legal issues/litigation</li> <li>- Laws/Ordinances</li> <li>- Divestment</li> <li>- Tobacco Industry Documents/Tracking</li> <li>- Clinical aspects of tobacco use/exposure</li> <li>-</li> </ul> </li> </ul>	A – in support ready-ref only. Projects referred to TALC, etc. other agencies for in-depth information/reference assistance.	2		
<p><b>6. <u>Web sites</u></b></p> <p>No duplication. Each RC processes and updates records for Web sites as identified as core and/or secondary collection area focuses. RLs use SAME TECC/TCS Library Database record: branch field designation could be TECC <u>and/or</u> TCS.</p>	<p style="text-align: center;">TECC</p> <p>S / 1 - TECC actively “collects” and creates records for major tobacco control organizations (Legacy, etc.), sites with extensive resources, and those sites that fill a gap.</p> <p>Availability (existence) announced through CircCat, PARTNERS, Top 10, RW, RC email list, reference work, etc.</p>	<p style="text-align: center;">TCS</p> <p>A / 2 – Documented on an as-needed basis.</p>		

Acquisition Emphasis	Processing Considerations
<b>C / Core</b> <b>S / Secondary</b> <b>A / As needed/ requested</b> <b>X / Not collected</b>	<b>1 / Priority</b> <b>2/ As needed/ requested</b> <b><u>X / Not processed</u></b> <b>N/A</b>

Format/Subject	TECC		TCS	
	Acquisition	Processing	Acquisition	Processing
<p><b>7. <u>Journal Subscriptions / Articles</u></b></p> <p>Some subscriptions duplicate.</p> <p>NOTE: Every effort is made to collect primary/original resource material – the study published as a journal article not a press release that discusses the study.</p>	<p><u>Acquisition:</u> TECC maintains some 80 (?) journal/ newsletter subscriptions (paid, membership, gift, etc.). New subscriptions are acquired as identified and/or requested. Subscriptions include tobacco control-specific titles and some general public health and tobacco industry publications. Single articles are acquired as subject merits.</p> <p><u>Processing:</u> Some journal subscriptions have library database records that include holdings statements. All subscriptions are listed (links are included when available) on the TECC Web site. Articles processed immediately if priority subject.</p> <p>Journal backfiles are maintained. Although journals issues DO NOT circulate, articles will be copied and circulated.</p>	<p><u>Acquisition:</u> TCS RC will solicit recommendations from CDHS/TCS staff for new subscriptions on an annual basis Effort will be made to NOT duplicate existing TECC titles.</p> <p>TCS RC handles all requests for articles from UC Berkeley School of Public Health Document Delivery Service.</p>		
<ul style="list-style-type: none"> <li><b>TECC &amp; TCS Subscriptions</b></li> </ul>	A	1	A	1

<ul style="list-style-type: none"> <li><b>Tobacco BBS / “Gene Borio” Articles</b> (both RCs monitor daily)</li> </ul>	A	1	A	I
<ul style="list-style-type: none"> <li><b>Berkeley requests</b></li> </ul>	N/A	2	C	A
<b>Other:</b>				

Format/Subject	TECC		TCS	
	Acquisition	Processing	Acquisition	Processing
<b>8. <u>TCS-Specific Collections</u></b> <ul style="list-style-type: none"> <li><b>I-area</b></li> <li><b>TCS Presentation Materials</b> (slides, charts, PowerPoint presentations, banners, etc.)</li> </ul>	N/A		<ul style="list-style-type: none"> <li><u>I-area</u>: TCS RL creates a database record for each title in the I-area.</li> <li><u>TCS Presentation Materials</u>: These materials are added to the CAL section; collected on an as-produced basis.</li> </ul>	

<b>9. <u>Tobacco Industry Materials</u></b>  Very little duplication.  ANR also continues to provide some reference assistance via ANR Tracking Database.	TECC  <u>Acquisition(2) / Processing (2)</u> : TECC acquires tobacco industry produced materials as needed. TECC subscribes to some tobacco industry journals and collects representative advertising campaign materials, esp. video ads/PSAs. Library Database records are created for industry Web sites and for the searchable tobacco industry documents database Web	TCS  TCS RC acquires as needed/requested (A) and processes as needed/requested (2).
<ul style="list-style-type: none"> <li><b>Journals</b></li> </ul>		

<ul style="list-style-type: none"> <li>• Advertising campaign material (sample ads)</li> <li>• Web sites</li> <li>• Tobacco Industry Documents</li> </ul> <p>Other:</p>	<p>sites. Tobacco industry documents which a not usually collected.</p> <p>NOTE: TECC does collect material <i>about</i> tobacco industry strategies, etc. in support of the priority area reference and circulation requests.</p>	
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Format/Subject	TECC		TCS	
	Acquisition	Processing	Acquisition	Processing
<p><b>10. <u>Non-Tobacco Public Health Issues &amp; Other Professional Development Topics</u></b></p>	<p><u>Acquisition/Processing:</u> TECC acquires and processes these adjunct materials as needed/requested.</p> <p>Need to clarify which RC provides direct collection and reference services – esp. for evaluation topics.</p>		<p><u>Acquisition/Processing:</u> undetermined</p>	
<ul style="list-style-type: none"> <li>• Community Participation/Action</li> </ul>	S	2	X	X
<ul style="list-style-type: none"> <li>• Research/Evaluation/Data Collection</li> </ul>	S	2	X	X
<ul style="list-style-type: none"> <li>• Materials Development</li> </ul>	S	1	X	X

<b>Other:</b>				

Acquisition Emphasis	Processing Considerations
<b>C / Core</b> <b>S / Secondary</b> <b>A / As needed/requested</b> <b>X / Not collected</b>	<b>1 / Priority</b> <b>2/ As needed/ requested</b> <b><u>X / Not processed</u></b> <b>N/A</b>

