Collection Development Policies

The Ebooks Selection Process: A Broad Overview

So. You might want to buy a particular ebook.

Question: do we already have it in our collection?

Check:
- The NEOS Catalogue
- Vendor systems
- Staffnet Online Collections Information:
  https://staff.library.ualberta.ca → Online Collections

You discover that we have it as a print book, but not as an ebook.

You discover that we *do not* have the ebook in our collection.

If you don't believe it's worthwhile to have this title as both print book and ebook, then stop here.

Knowing your primary users and your subject area, you decide whether an ebook would be a worthwhile additional purchase.

If you're still interested in acquiring the ebook, carry on.

Question: which platform should you choose?

Resources:
- The new Ebooks Wiki (on the new StaffNet)
- Ebooks General Platforms Comparison (see new Ebooks Wiki)

Guidelines:
- Unless single-user is the only option available, always select an option that allows multiple simultaneous users (MyiLibrary or ebrary MUPO)
- As ebook selection guidelines evolve, updates will be posted to the Ebooks Wiki

Buy the ebook!

April 23, 2008
sarah.polkinghorne@ualberta.ca | denise.koufogiannakis@ualberta.ca

Guidelines for the Selection of Electronic Books

Preamble

Electronic books for the purposes of this document are defined as non-serial publications in electronic format regardless of price or publisher. These may be purchased individually, purchased as a package, or subscribed to as a package.

The electronic books environment is too unstable and unpredictable for us to apply an all encompassing policy on their acquisition. However, we do recommend the following guidelines recognizing that the decision to choose to acquire monographs in electronic or print format or both is at the selector's discretion, guided by the needs of our users and budgetary constraints.

Books for which both formats would be preferred:

- Books for which there is a demonstrable preference for e-format within the University of Alberta, but also are a part of the canon, which we must make available permanently (may include reference works)
- Books which have mutually exclusive utilities in both formats
  e.g.: literary texts that are read cover-to-cover in print, but
  analyzed electronically
- Books published in Alberta, the Canadian West and the Canadian North
- Books available from temporary or unstable websites
- Books which have been selected in print, but arrive later in electronic format as part of a package
- Books which we choose in one format, for which the alternative format is available to us without extra cost
- Essential books for which the electronic version is preferable, but is published much later than the print version

Books for which electronic format would be preferred:

- Reference books
- Books with added utility in the electronic format
- Undergraduate books for which there is one print copy but which will be used by multiple students
- Texts which frequently undergo revisions
- Books which are available from a stable website and cover a narrow subject area and are used like journals
- Books for which the disciplinary preference is clearly for electronic format
- Books for which we would like to duplicate, but don't have the funds to do so and are highly likely to arrive in the future as print donations

Books for which print format would be preferred:

- Books which are used primarily as objects
  o (art books, touch books, etc)
- Books which are not usable in the electronic format
  o art books which cannot be accurately reproduced on a screen

- books which cannot be printed or downloaded easily
- Archival books
- Legal materials which the courts require in print format

NOTE: examples are not definitive lists

Practical Considerations

Individual ebook purchases can be made via YBP's GOBI system (ebrary and NetLibrary) or Coutt's OASIS system (MyiLibrary). MARC records will be included as part of purchases made via these systems. We recommend purchasing at the multiple user option whenever possible.

When purchasing or subscribing to a package of ebooks, use the New Serial Order Request form on StaffNet, and send to BibHelp, who will liaise with the Electronic Access Coordinator to ensure licensing and access is feasible. When considering a collection or a sizeable number of titles from a single source, part of the selection process is to determine the availability, quality and cost of MARC records. If acceptable records are available, it is our policy to acquire them. BibServices staff will provide an assessment to determine if records are acceptable.

Please refer to the *Ebook Wiki* on StaffNet for further information on Ebook collections/packages and selector tools.

Use the *eCat form* for cataloguing requests when requesting an e-only free title or adding e-access for a print title.

Guidelines developed April 2005.
Last revised, June 2008
Approved by CDC June 17, 2008

Document on Electronic Book Acquisition at UConn
August 2004

Why acquire e-books?

- Ebooks are available to all our registered users 24x7 wherever they are.
- Limited circulation periods means greater accessibility.
- Titles don't get lost, stolen or misplaced.
- We can support similar course work at multiple sites without buying duplicate copies.

What kinds of titles make the best e-books?

- Titles that can be easily browsed to locate a subset of relevant content
    - reference books
    - handbooks, manuals, companions
    - textbooks
    - collections of articles or essays
- Titles that are regularly assigned or treat topics of widespread interest

What are the drawbacks of e-books?

- E-books are generally more expensive (sometimes 50% more than hardback editions).
- E-books generally have limitations on printing and downloading.
- E-books generally appear 4 months to 2 years after print editions.
- Only a relatively small subset of publishers offers significant content for monographic purchase
- The possibility of a subsequent electronic edition is extremely difficult to factor into new book review.

What kinds of e-book offerings are of greatest interest?

- Offerings that allow us to select the titles we want rather than accept a predetermined package.

Cornell University Collection Development Policy (excerpt)

E-Book Selection Guidelines

How to Order e-books
1. In the exploratory stages of considering e-book packages or to find out whether a title is available as an e-book and it cannot be found in WorldCat, contact erlm-l@cornell.edu for further information.
2. Selectors should use the online Networked Electronic Resource Form (NERF) when submitting orders for e-books. Acquisitions staff will contact the selector if further decisions need to be made regarding the platform, license.

Things to Consider
- When e-books represent a duplicate copy of a title (whether in print or in another medium) that is already held by CUL, selectors should be cautious about paying high annual subscription fees or high purchase price for these duplicates.
- When considering the acquisition of e-books, selectors should determine the presence or absence of user-friendly features, such as: Flexibility in copying and printing.
- Whenever possible, patrons should be able to print out substantial sections of a resource (e.g., a chapter).
- Solutions that allow users to print only one page at a time should be avoided.
- Multiple simultaneous users in the Cornell IP range.
- A purchase price that is substantially less than the price of the original (when we already own a print copy).
- The ability to either point to, or extract, chapters needed for course reserve (especially important if there cannot be simultaneous users).
- Individual catalog records for aggregated resources.
- Federated searching across full-text resources.
- Usage reports for networked resources.
- Whenever practical, only e-books that come with cataloging records for the individual titles should be purchased.
- Selectors should consider acquiring e-only monographs only when the library maintains perpetual access rights and a copy of the e-book is available in a qualified archive.
- When possible, selectors should convey this set of priorities to vendors.

LIBRARY OF CONGRESS
Electronic Resources, Selection Guidelines (2004)
http://www.loc.gov/acq/devpol/electronicselectionguidelines.html

Electronic Resources, Selection Guidelines (2004)

⊕ Collection Policy Statement Index

Note: This document updates and replaces the Collections Policy Statement on Electronic Resources dated 1999.

Preface: Given the rapid evolution of electronic resources, the Library will review the following guidelines annually to ensure that the Library's current and future research needs are met. This document is general by design and does not address questions of levels of cataloging (LCR 411) or cataloging priority (LCR 411-2).

I. Introduction

Electronic resources form one of many formats that the Library collects to support its universal collections. The Recommending Officer responsible for the appropriate subject, language, geographic area or format is responsible for recommending electronic resources. The increased production of and reliance on electronic resources demands sustained effort to identify and acquire them. It is the Library's policy with electronic resources, as with all others, to obtain them through copyright unless they are not subject to deposit under sections 407 or 408 of the copyright law.

The Library is committed to preserving its electronic resources just as it is to ensuring permanent access to its collections in other formats. When the Library collects both electronic and analog versions of a resource, both versions are retained as permanent holdings of the Library. For both direct and remote access resources, the Library will endeavor to archive these resources following standard practices, guidelines and legal requirements. Furthermore, the Library will negotiate permission to archive electronic resources either upon collecting or for future archiving should the content provider no longer be able to provide access to the resource. For remote access resources, when permission to archive them is unattainable, the Library will only provide a link to the resource.

Examples of electronic resources include, but are not limited to: web sites, online databases, e-journals, e-books, electronic integrating resources, CD-ROMs, and DVD-ROMs, whether free or fee-based, required to support research in the subject covered.

These guidelines are intentionally general in order not to restrict the collecting of needed materials and to allow the Library to make these resources available as technology changes.

II. Definitions

An **"electronic resource"** is defined as any work encoded and made available for access through the use of a computer. It includes electronic data available by (1) remote access and (2) direct access (fixed media). In other words: Remote access (electronic resources) refers to the use of electronic resources via computer networks. (AACR2, 2002 edition; glossary). Direct Access (electronic resources) refers to the use of electronic resources via carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or its auxiliary equipment.

"Acquire" refers to any electronic resource, remote or direct access, which (1), the Library provides access to through official contractual, licensed, or other agreements (any of these electronic resources may or may not be owned by or housed at the Library) or (2), the Library receives through its acquisitions processes (purchase, gift, exchange, copyright deposit and transfer).

"Collect" refers to electronic resources owned by the Library and selected for the permanent collections. It may also include resources stored elsewhere for which the Library has permanent ownership rights.

"Link" refers to pointers from the Library's web resources or bibliographic records to remote access data.

"Archive" refers to that process of maintenance in a secure and permanent digital repository managed by the Library or for the benefit of the Library.

(NOTE: **This terminology is currently under review and subject to change.**)

III. General Guidelines

The criteria used to evaluate the research value of electronic resources do not greatly differ from those used for other formats. As with traditional formats, the cost of the work and the requirements of cataloging, storing, serving and preserving must be considered in the evaluation process. However, particular emphasis should be placed on materials of contemporary interest which provide unique testimony of the social, cultural, and political issues underrepresented in mainstream publishing.
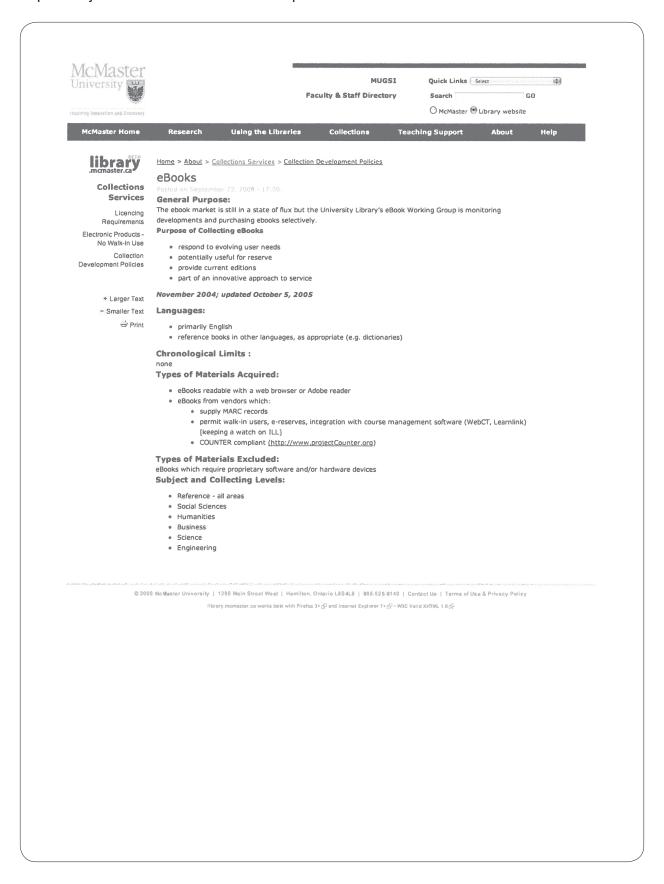
The Library acquires electronic resources which rank high on the following list of criteria:

- usefulness in serving the current or future informational needs of Congress and researchers
- reputation of the information provider
- amount of unique information provided
- scholarly content
- content is available only in digital form
- at risk (possible accidental or deliberate removal of resource)
- fugitive resource (e.g., grey or underground literature)

IV. Specific Guidelines

Consider the following when making the decision to recommend or select electronic resources.

Content. The resource should meet its stated goals and present a platform of robust coverage of apparent research value.

Added Value. The ability to make the resource available campus wide and accessible for the Library's teleworking staff is a high priority.

Accessibility. Consider the following:

- server reliability
- judicious use of multimedia
- adherence to copyright and fair use guidelines
- if registration is required, it should be judged appropriate and be accompanied by a privacy notice
- provision of links to sources for the plug-in software should be provided, if needed

Design, User Interface and Navigability. Consider the following:

- organization and ease of navigation
- presence of search and help features, and site maps
- fully functioning design elements
- interactive features that facilitate use

Standards. Fee-based resources should conform to prevailing technical standards and computing equipment.

Permanent Retention. Electronic resources are part of the Library of Congress collections and subject to the same criteria for retention decisions as other media, based on the mission of the Library to satisfy the research needs of Congress and the research community. The commitment to provide permanent access to electronic resources of long term research value is made, when possible, at the time resources are acquired or created by the Library. This commitment extends to the retention of associated bibliographic, administrative and preservation metadata. Assured access will be achieved by the development of the Library's digital repository and through contractual arrangements with other trusted digital repositories.

Of high priority for retention:

- Electronic resources created by the Library for which no other versions exist, Examples: American Memory, web archives, Portals to the World, etc.
- Digital reproductions of resources reformatted by the Library
- Unique electronic resources acquired by the Library
- Electronic equivalents with added value
- Resources existing only in electronic form
- Computer programs. The Library will select a representative sample of software for its permanent collection to document the history and development of computing technology. In addition, the Library will obtain copies and permissions to archive software needed to utilize remote and direct resources.

December 2004

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library.mcmaster.ca

Collections Services

Licencing Requirements

Electronic Products - No Walk-In Use

Collection Development Policies

+ Larger Text

− Smaller Text

🖶 Print

Home > About > Collections Services > Collection Development Policies

eBooks
Posted on September 23, 2008 - 17:09

General Purpose:
The ebook market is still in a state of flux but the University Library's eBook Working Group is monitoring developments and purchasing ebooks selectively.

Purpose of Collecting eBooks

- respond to evolving user needs
- potentially useful for reserve
- provide current editions
- part of an innovative approach to service

November 2004; updated October 5, 2005

Languages:

- primarily English
- reference books in other languages, as appropriate (e.g. dictionaries)

Chronological Limits :
none

Types of Materials Acquired:

- eBooks readable with a web browser or Adobe reader
- eBooks from vendors which:
  - supply MARC records
  - permit walk-in users, e-reserves, integration with course management software (WebCT, Learnlink) [keeping a watch on ILL]
  - COUNTER compliant (http://www.projectCounter.org)

Types of Materials Excluded:
eBooks which require proprietary software and/or hardware devices

Subject and Collecting Levels:

- Reference - all areas
- Social Sciences
- Humanities
- Business
- Science
- Engineering

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Home > About > Collections Services > Collection Development Policies

Electronic Resources

Posted on September 23, 2008 · 17:13.

Collections Services

Licencing Requirements

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+ Larger Text
– Smaller Text
🖶 Print

General Purpose:

Electronic resources in support of teaching, learning and research include all the varied forms of digital, optical and magnetic technologies. The electronic resources policy, which addresses the expenditure of the Library system's Data budget, is one element of the Library's overall collection development policy. The selection of electronic resources for the Libraries' collections poses service, legal, economic and technical issues.

Selection Factors

The Library will give first priority to collecting those electronic products that will have a demonstrable impact on McMaster's credibility as a leading educational research institution. It follows that those electronic products will be collected that support the subject areas and disciplines where the University maintains graduate level research (designated as "A" collection level) or where other academic strength has been identified as, for example, in the creation of a "Centre of Excellence" or a major educational programme.

The primary focus of the electronic collection will include the major tools that will be useful to a broad spectrum of users in those subject areas or that offer important in-depth coverage for one or more subjects.

Within these parameters, the electronic collection will include locally-owned and controlled resources, resources available through consortial arrangements, remote Internet subscriptions, and some freely available Internet resources. A high priority will be given to providing electronic reference tools and Metadata and to complementing these resources with services such as document delivery, inter-lending services, and electronic full-text products and services.

Specific factors in the selection of electronic resources are described in the Appendix below.

Appendix: Selection Factors for Electronic Products

Service Support Factors

There are several factors which must be considered in the selection of electronic products for the Library, including access and licensing levels for use, product quality and ease of use, technological characteristics, and product support by the vendor. The following standards are preferred in the acquisition of available products. However it is recognized that judgement will be exercised and that some good and useful products will be acquired that do not meet all or most of the standards.

Access and Licensing:

- user definition includes all McMaster community without restriction
- product will be made available in campus libraries
- allows for walk-in patrons (non-McMaster library users)
- remote access permitted for McMaster community campus-wide and off-campus
- security standards and obligations mutually acceptable
- authentication requirements reasonable and achievable
- user rights and restrictions appropriate (eg. saving, downloading, printing, inter-lending, etc)
- price, specifics of access options and price-related guarantees acceptable

- access warranties from supplier included if applicable (eg, Internet access)
- data ownership, software ownership and rights acceptable
- credit toward updated technological format (eg. CD to WEB)
- provision for reasonable replacement of data damaged in use

Product Quality:

- positive external review and/or internal assessment
- service is reliable and current
- product functions as expected
- product testable through trial or demo access
- mature interface appropriate to the application
- adequate customer aids (manuals, online, user guides, templates)
- reasonable response times to system queries

Technological Characteristics:

- portable and standards-based data formats (Z39.50, HTML, MARC, SGML, ASCII ...)
- usage levels can be routinely monitored
- campus compatibility of access platform and network environment requirements
- ability to secure data, public search software and station operating system
- access not limited to proprietary client(s)
- distributable client, or browser access possible
- can be used with campus fee-charging mechanisms where so licensed
- storage requirements known and projectable

Service Support from Vendor:

- ease of loading and maintenance
- ability to prepare access, orientation, patron supports
- vendor training or training site available
- required ancillary services feasible (printing, downloading, ftp, manipulation software...)
- no requirement for service-specific account management
- no requirement for stand-alone installation
- good troubleshooting support from vendor

Additional Factors:

The following additional factors will be evaluated in the consideration of the acquisition of electronic products:

- an effort will be made to start online subscription services in January or July if possible
- electronic resources are subject to a regular review cycle and assessment
- in cases where only electronic format will be retained, subscription overlap with print will not normally exceed twelve months
- electronic products which replace discontinued print products get priority consideration
- to displace print, electronic tools must be cost-effective or result in a significant improvement to service
- faculty-requested tradeoffs against other formats are always considered
- electronic resources are normally added to the Library Catalogue in the same way as print

Electronic Selection Criteria : Guiding Principles

From MSU Libraries Training Wiki

Electronic Selection Criteria: Guiding Principles

As with all library formats, electronic resources should meet the same subject, chronological, geographical, language, and other guidelines as outlined in the Libraries' various subject collection development policies [1]. They should possess the same standards of excellence, comprehensiveness, and authority that the Libraries expects from all of its acquisitions. The Libraries recognizes that different disciplines utilize different formats and different types of information in different ways, and that no one solution is appropriate for every subject or area of study. The ultimate goal of the Libraries, however, is to provide seamless cross-linkages between all electronic resources, whether commercially licensed or locally created, whether locally or remotely mounted, and whether free or purchased. See the specific policy statement for electronic materials.

Priorities:

Priority should be given to those electronic resources that offer significant added value over similar materials in traditional formats (such as print or microfilm) for the support of teaching and research; that offer significant opportunities for cost containment; and that include license agreements reflecting current library and academic values. Measures of added value might include: additional content, greater functionality, greater accessibility, improved resource sharing ability, improved linkages with other information tools, ease of archiving, and the enabling of more efficient uses of limited faculty and student time and resources. Licenses should allow the Libraries the flexibility to develop collections that match the University's needs without contractually forcing entangling ties to unwanted products, and without restricting the rights of fair use (e.g. interlibrary loan), or the values of academic inquiry. License terms should also be financially sustainable and address archival rights to the resources in question.

Selection Responsibilities:

Primary responsibility for the selection of all electronic materials (including trial offers) rests with the assigned subject selector. For electronic resources that are intended primarily for reference use, i.e., indexes, directories, the subject selector coordinates selection with the Head of Main Library Reference and/or relevant branch library supervisors. If the resource is multidisciplinary, the initiating selector may also want to consult with other bibliographers and/or subject coordinators to reach consensus on the need for the product, particularly if funding is being sought from multiple sources, i.e. shared funds.

The subject selector contacts the Electronic Resources Coordinator for help in discovering pricing,

http://msulibtrain.lib.msu.edu/index.php/Electronic_Selection_Criteria%C2%A0:_Guiding...   4/13/2009

contractual rights, for arranging for trials of products, and/or for determining minimum software and hardware specifications for networking. The Electronic Resources Coordinator (in concert with the AD for Collections Management) can help verify licensing requirements and any license or maintenance fees with the vendor. In any discussions with vendors, selectors need to communicate that they are only requesting information and that final purchase authority rests with the AD for Collections Management with the advice or the Subject/Area Coordinators. If the item is approved for purchase, the Electronic Resources Coordinator arranges for the subscription or purchase.

Selectors desirous of purchasing/licensing an electronic product are expected to fill out an electronic resources request form ([n]), and submit it to their subject coordinator. If the form is incomplete, it may be returned to the selector for completion. The subject coordinator will signoff (or not) on the order and forward it to the Electronic Resources Coordinator for review. The Electronic Resources Coordinator will advise the AD for Collections Management on the request and it will be brought up for review at the biweekly Subject Coordinators meetings.

Exceptions: CD-ROM or software purchases under $100 may be purchased directly by subject selectors, unless there are networking/licensing issues.

Selectors are responsible for reviewing products coming up for renewal to reassess the product's relevance to the collections, currency, ease of use, and cost. When a product no longer has value as part of the collections, it should deselected. Selectors have the same responsibility for ongoing evaluation and deselection of electronic resources as appropriate, just as for print subscriptions. Deselection of serial titles (most journals and databases are treated as serials) should be done on a blue Serials Cancellation Form (currently there is no electronic form for this procedure) or, for single-purchase item, the Monograph Transfer/Withdrawal Form (electronic form does not yet exist).

Once a new electronic resource has been cataloged and is available to the public, the selector will assist in promoting the resource to relevant faculty, students, and library staff. If staff training is needed, the subject selector should coordinate with the Head of Main Library Reference and/or First Hour Coordinators.

Although the Electronic Resources Coordinator often adds initial entries to the Electronic Resources pages, each selector should review all entries in their area on a regular basis to make sure that descriptions are up-to-date and that links work. This should be done for all areas of responsibility at least once a year.

Collection Development Policies: [http://www.lib.msu.edu/coll_man/policy/]

ERASMUS Guidelines: [http://intranet.lib.msu.edu/collmgt/ERASMUSGuidelines03.htm]

Order Forms for Electronic Resources: [http://www.lib.msu.edu/warnerd/staff/ordering/orderforms.htm]

http://msulibtrain.lib.msu.edu/index.php/Electronic_Selection_Criteria%C2%A0:_Guiding... 4/13/2009

Collection Development Policy for electronic resources and statement of best practices

From MSU Libraries Training Wiki

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Introduction

This document is intended primarily for staff involved in the selection, purchase and management of "electronic" resources, especially resources that are networked and used under license.

Those resources include indexing and abstracting tools, periodicals in electronic format, databases (numeric, directories, etc.), e-books, online newspapers, digitized manuscripts, and a growing list of full text, sound and image products.

Staff involved in these decisions include bibliographers, collection coordinators, the head of collections, the electronic resources officer, and (in consultative roles) staff from Tech Services and IT/Systems. Unlike most Collection Development Policies, this one emphasizes format rather than subject content. At this time, typical electronic resources come to us via Web sites (licensed or free, and including images as well as print text) and CD-ROMs (networked or stand-alone), with streaming media as a likely future addition. These guidelines are not meant to apply to music CD-ROMs and feature film DVDs, for which networking and licensing are not factors.

Electronic collections are a recent innovation. Library staff used the OCLC database for internal purposes since 1974, and used Innovacq software in technical services since 1983. The first significant digital tool for library users was the online MAGIC catalog, launched in Notis format in 1989 and migrated to a Web-based InnoPAC version in 1999. Since the mid-1990s, electronic resources have expanded from Integrated Library Systems to patron-oriented products, beginning with a few tape-loaded files attached to the Notis system (ERIC, Agricola and ACAD), and CD-ROM indexes and databases from Infotrac (replacing microfilm) and Wilson, and a few hypertext products. Indexing and abstracting tools made up the first wave of products aimed at library patrons, followed by full text in aggregated databases, then full text journals (alone or in packages, with the 2002 electronic-only contract for Elsevier journals as a landmark), with e-books as the current growth area of vendor activity. Significant (often expensive) resources are now available in virtually every discipline area, with the Google Library Project pointing to vast new options. After a decade, almost half of the library materials budget is now spent on content in electronic form.

Overall Statement of MSU Policy

There are strong arguments in favor of electronic formats, often heightened by the nature of MSU with its 44,000 students, large campus, and significant overseas study/virtual university curriculum. At the same time, significant questions must be answered before purchase of any one electronic resource can be justified. At base, electronic resources should be "as good as paper" if not better.

Factors in favor of electronic collections:

- Available on a 24/7 basis
- Available to multiple simultaneous users (usually)
- Text is not lost, mutilated, defaced or otherwise missing
- Available remotely across campus, the state and the globe (international study)
- Supports virtual university participants who never come to East Lansing

http://msulibtrain.lib.msu.edu/index.php/Collection_Development_Policy_for_electronic_r... 4/13/2009

- Greater capabilities to search, find, capture, export, manipulate content
- Meets current trends in student preferences and faculty research style
- Potential savings in processing and shelving

Factors requiring scrutiny (for which see also succeeding sections):

- Increased cost to subscribe to, maintain, deliver content
- Licensing, copyright and Fair Use
- Questions about permanency and archiving
- Ability to manage images and illustrations
- Ease of use, including connecting, searching and printing

Selection factors that remain valid:

- Relevance to university curriculum and library mission
- Reliability, accuracy, recency, authoritativeness of content
- Favorable cost/value (priority-setting)

General preferences for MSU electronic collections:

- Electronic versions of indexes and periodicals are preferred (but exceptions are valid when justified by costs, licensing terms, and user acceptance)
- Electronic versions of primary sources are often the only available format
- Electronic versions of books are not yet widely indicated, but serve certain user needs: for reference books, technical manuals, virtual university classes, and collections or texts that are otherwise difficult to acquire
- Ownership is preferred to rent/lease (but exceptions are valid in the case of convenient aggregated content for undergraduate/introductory coverage or reference purposes, or as a result of price/license)
- Balance in the collection across disciplines is a goal, subject to what is on the market
- Balance in suitability across classes of users (from introductory to advanced) is a goal
- Permanency and archiving of electronic materials in the collection matters to us as a research library: to be addressed flexibly through contracts, print repositories, dark archives, third parties (Portico and LOCKSS), Open Access, and local efforts
- OpenURL compliance for interaction with WebBridge
- Compliance with COUNTER and SUSHI for usage statistics

Selection responsibility for digital resources remains principally in the hands of the bibliographers – who are acquainted with campus needs, trends and products in their assigned disciplines, and competing products – but is subject to review. Coordinators will bring proposals to the attention of the head of collections and the electronic resources officer. The review process allows consideration of other factors such as consortial offers and discounts, ongoing parallel negotiations, technical/systems issues, and license terms. These factors – especially license and technical issues – sometimes outweigh traditional factors. Because of the critical importance of these factors, bibliographers should bring the electronic resources officer into the loop at the time of any vendor discussion that involves terms, prices or trials. The head of collections signs off on electronic selection decisions, in part due to price. In many cases, especially for very expensive products, purchase will involve additional funds (such as ERE, contingency reserves, or TLE money).

Summary of Needs for Electronic Content

To be "as good as print," electronic content should meet these tests:

- Cover to cover content
- Corrections and retractions are identified
- No delay or embargo on content, compared to print issues
- PDF as well as HTML versions of text
- Ease of use to search, print, download, manipulate content
- Legible to read or print, including symbols, illustrations and photographs
- Reliable access to content and to support
- Archiving assurances and arrangements via LOCKSS, Portico or other third parties
- Video and audio functionality if appropriate
- OpenURL compatible
- Proxy server compatible for remote access

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Failure to meet any of these tests requires serious consideration as an exceptional case. See also the sections on technical and license issues, below. See the Appendix for related resources, statements and standards.

Technical Issues

Electronic resources should meet normal standards and function on common platforms. Tests of a technical nature revolve around local systems needs, and include:

- Compatible with MSU systems and resources, including delivery options such as Web delivery, networked or stand-alone CD-ROM, Citrix server
- Functional with both PC or Apple computers
- IP address authentication or other secure mechanism provided by the vendor (individual passwords generally are unsatisfactory)
- Local administrative rights
- Ease of use with OpenURL products

Failure to meet any of these tests requires serious consideration as an exceptional case.

License Issues

Most significant electronic content is distributed under licensed terms of use. Because of the importance of these terms, negotiation of licenses is handled centrally by the head of collections and the electronic resources officer, except when we are participating in a consortial deal (when negotiation is delegated to someone at the consortium).

The following factors are critical, and need to be examined in each negotiated license or renewal. While no single factor is a deal-breaker, problems with more than one or two factors generally will lead us to refuse the offer. The most important factors (or those that are most likely to be the subject of negotiation) appear first.

- Acceptable pricing, including future costs (may include multi-year options with reduced caps on annual price increases) relative to value and usage
- Right to use content to fill ILL requests, with electronic means preferred (ILL rights come very close to being deal-breakers but there are still exceptions)
- Access rights for all campus users
- Access rights for "walk-ins" as Authorized Users
- Right to use content for reserves, course packs, ANGEL
- Right for remote use, such as via proxy server
- Privacy and confidentiality of user information
- Perpetual access rights (including continued access to owned years after any cancellation of future subcriptions)
- Third party archival storage options such as LOCKSS or Portico
- Fair Use rights for campus users to save and use content
- Provision of usage statistics (COUNTER and SUSHI compliant)
- Ability to modify journal packages to cancel or swap underused journals
- Purchase options as well as lease options
- Our right to negotiate and manage content through a consortium
- Our right to use agents to manage titles and payment
- No nondisclosure clause in contract (not valid under FOIA)
- Titles available individually or in a bundled packages
- Acquisition options either with or without print subscriptions (optional print copies should be available at a deep discount)
- Mutual indemnification clauses (indemnification rights for the vendor only is unacceptable)
- Provision for pro-rated refunds if the product is inaccessible for extended periods
- Acceptable handling of takeover titles, or titles that leave a package
- OpenURL compliance with content that is both analyzed in an available indexing tool and available easily as a target
- Ease of use of native search capability within the product
- Co-branding to highlight MSU Libraries as content provider to our users

In rare instances, other campus units consult with the library about licensed purchases of highly specialized content that cannot be made generally available on campus (examples include commercial marketing databases). The library is willing to offer suggestions and to point to such resources using Web guides, but does not pay for materials with limited users, sign such contracts, or enter item records in the library catalog.

Payment and Cost Issues

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The true cost of an electronic resource is harder to estimate than the cost of a book, because of standing order costs (either for subscriptions year by year, or for smaller annual fees even in the case of purchase options), and costs for staff time in IT/Systems for maintenance and technical support, in Tech Services to manage titles (and/or payments to an agent), and in Electronic Resources to monitor access to the server, troubleshoot problems and work with usage statistics. When we arrange access through a consortium, time typically is required to take part in consortial decision making, and a fee may be involved.

Payment for a one-time purchase of an electronic resource may be drawn from a single discipline-based fund, or may be covered by contributions from multiple funds (sometimes after fund transfers to a single fund for simpler bookkeeping), or paid from ERE, or paid from a contingency fund or TLE money.

Annual continuing payments for an electronic resource (including smaller annual fees after a purchase) may be assigned to a single fund by discipline, or may be covered by commitments from multiple funds (noted in the OPAC record to show recurring annual costs to each fund, or transfer to a single fund for simpler bookkeeping), or may be paid from ERE.

In general, electronic resources of multi-disciplinary interest tend to paid for out of the ERE account (part of the Main Library Reference account). Especially in the case of the branch libraries, specific funds by discipline may contain the funds for payment when an electronic resource is of interest to a single discipline or related set of disciplines on campus (or is the descendant of an earlier printed index that was located in a branch).

The provost's TLE money has been available annually for one-time expenditures toward electronic resources. Suggested titles are evaluated at the collection coordinators meeting on technical, cost/value and licensing grounds. The decision to spend TLE money rests with the head of collections. An effort is made to achieve a consensus and to balance expenditure across the curriculum in line with the overall materials budget.

Post Acquisition Issues

The following factors are not usually deal-killers, but bear watching for any electronic materials. In some cases, these are factors that need to be considered every year until resolved, or indefinitely.

Without bibliographic control to inform users about availability, our "ownership" of text is incomplete:

- Are MARC records available to describe the material completely (title by title if possible) in the OPAC?
- Does Serials Solutions provide coverage data in the OPAC for content, especially for titles in aggregated databases?
- Content needs to be adequately described in local Web pages as well: Erasmus, pathfinders and subject/course guides are options
- Are proper subject headings assigned, in the OPAC and/or Erasmus?
- Is content for a journal analyzed in one or more indexes, and if so, are there OpenURL links direct to content, preferably at the article level?
- Will users understand the relationship between records for print and online versions?

Users of course will rely on other search methods too:

- If the product has a native search option, is it adequate? Does it need to be taught to campus users?
- Can users find MSU-licensed content through Google or Google Scholar, and (if accessing from a valid IP) can they reach the content?
- For free unlicensed Web site material of high interest, is bibliographic control and user education appropriate through Erasmus, research guide Web pages, or OPAC records?

De-Selection

Bibliographers also will be involved in de-selection of electronic materials, often in circumstances coordinated by the head of collections:

- Electronic material may drop out of an aggregator's available content or be transferred from one journal publisher bundle to another
- Annual review of usage statistics for a title may indicate that it should be dropped, or exchanged ("swapped") for another title within a package, when use is compared to cost
- When we are still receiving print copies as well as online access, this choice should be reviewed annually to watch for increased costs
- For free Web sites, URL maintenance may demonstrate that the material is no longer available
- When permanent access to an online version is assured by contract, it may be decided to withdraw hard copy versions of some

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journals or other materials, provided that the online version meets certain tests (including presentation and printing of visual material)

Larger Issues Related To Electronic Collections

The trend to electronic library collections involves consensus-building and education of user groups across the campus. Library staff should make good use of opportunities to engage in listening and discussion of these issues.

- Faculty as researchers have special interests in the areas of author rights, Open Access publication models, scholarly communication, pricing models set by editorial boards and publishers, and self-archiving of articles
- Faculty as instructors have special interests in the issue of copyright when it comes to linking to licensed content, ANGEL, course packs, reserves, and Fair Use for classroom situations
- Students have special interests in having easy access to materials licensed and paid on their behalf, in information literacy, and in learning to find, evaluate and use online information, and in consumer issues of copyright, plagiarism and piracy

Appendix: Additional Resources

This document is based in part on observations from the following useful texts:

- Association of Research Libraries, et al. "Principles for Licensing Electronic Resources" (July 15, 1997): [1]

- American Society for Engineering Education, Engineering Library Division, "Punch List of Best Practices for Electronic Resources" (Revised May 2005): [2]

- California Digital Library, "Acquiring Digital Resources: The Licensing Process" (2006): [3]

- Campbell, Sandy. "Converting to e-journals? When do we need to keep print?" Charleston Conference Proceedings 2003 (Westport, Conn.: Libraries Unlimited, 2003) pp. 88-92

- Committee on Institutional Cooperation (CIC), Center for Library Initiatives, Best Practices, "Preferred Practices for CIC Licensing of Electronic Journals" (July 1, 1998): [4]

- Committee on Institutional Cooperation (CIC), Center for Library Initiatives, Best Practices, "Standardized Agreement Language (Most recent revision: December 2002): [5]

- Dartmouth College Library, Collection Management & Development Program, Collection Development Policy, "Information in Electronic Format" (1999): [6]

- International Coalition of Library Consortia (ICOLC), "Statement of Current Perspective and Preferred Practices for Selection and Purchase of Electronic Information" (Update No. 2, Pricing and Economics, October, 2004): [7]

- Massachusetts Institute of Technology Libraries, Guidelines posted on the NERD (Networked Electronic Resources Decision) Group Web site: [8]

- Michigan Library Consortium, "Principles for Electronic Journal Licenses" (March 30, 2005): not available online.

- Michigan State University Libraries, "Draft collection development policy for electronic materials" (September 1998): not available online.

- University of California Libraries, Collection Development Committee, "Principles for Acquiring and Licensing Information in Digital Formats" (July 2006): [9]

- Yale University Library, "Guidelines for Shifting Journals from Print to Electronic-only Access" (December 18, 2002): [10]

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Types of Electronic Resources : Online Books/Collections (Purchased)

From MSU Libraries Training Wiki

(5) Online Books/Collections (Purchased):

Goals: To contract with vendors for online digital rights to selected current academic and trade books.

Observations: Online books are a relatively new development and the verdict on their utility is still open for debate. University libraries purchase online books to serve as reserves, backups for high circulating items, and convenient substitutes for reference books that are frequently consulted, but not pondered at length nor read in depth.

Qualifications:

- NetLibrary: The MSU Libraries contributed both to the Michigan Library Consortium (MLC) purchase of a shared e-book collection for various (academic) libraries within the state, and the Library of Michigan purchase of a collection of NetLibrary e-books for the Michigan Electronic Library or MeL. These e-books are now available to public and academic libraries in the state.
- The Michigan Health Sciences Library Association obtained a grant to provide access to a number of additional NetLibrary ebooks.
- The MSU Engineering Library has purchased a rotating collection of computer software books (Safari).
- The MSU Gast Business Library also purchased a rotating collection of Safari books in 2008.
- The Engineering, Chemistry, and Physics-Astronomy bibliographers cooperate to acquire a few online reference books, the *Chemical Properties Handbook*, *Lange's Chemical Engineers' Handbook*, *Perry's Chemical Engineers' Handbook*, and the *CRC Handbook of Chemistry and Physics*.
- The Health Sciences team recommended *MDConsult*and *StatRef: The Electronic Medical Library*, both of which contain numerous medical textbooks.
- Main Library Reference has subscribed to *Oxford Reference Online*, which provides access to a number of online reference books, and has also initiated a trial of *Xrefer*.
- The ACLS History E-Book Project (now called ACLS Humanities E-Book Project)[1] "On September 1, 2002, the ACLS History E-Book (HEB) Project launched on its website over 500 books of high quality in the field of history. Currently the total number of titles stands at nearly 800. These are works of major importance to historical studies—books that remain vital to both scholars and advanced students, and are frequently cited in the literature. Over the next few years, the History E-Book Project plans to add approximately 250 books annually to the collection, as well as the balance of 85 new electronic titles that have the potential to use web-based technologies to communicate the results of scholarship in new ways." These history e-books are accessible to students and scholars through subscribing libraries (The MSU Libraries subscribes through the "Big Ten" consortium, the Committee for Institutional Cooperation [CIC]) and learned societies.
- In 2008, the MSU Libraries purchased through a CIC consortium agreement a Springer eBook package including (1) Architecture, Design, and Arts; (2) Behavioral Sciences; (3) Biomedical and Life Sciences; (4) Business and Economics; (5) Chemistry and Materials Science; (6) Computer Science; (7) Earth and Environmental Science; (8) Engineering; (9) Humanities, Social Sciences, and Law; (10) Mathematics; (11) Medicine; and (12) Physics and Astronomy collections -- with

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unlimited access and perpetual rights. Marc records will be added to the online catalog for individual titles.

- Bibliographers can help identify other collections for possible addition to the MSU online catalog.

Problems:

- Because of limited staff resources in technical services, the MSU Libraries may not be able to catalog all individual titles in sets on an ongoing basis. Vendors sometimes provide MARC records for the online publications for free, or for a fee. A bibliographer contemplating purchase of a set should always inquire about the availability of such records. Examples: ProQuest, ECCO, LION, CIAO. Sample MARC record collections available for purchase from WorldCat are posted at [2].
- Some online book collections do not allow for linking to individual titles within the collection. For cataloging purposes, if it is impossible to create a stable link to a book within a collection, consider creating a link to an intermediate page providing information on how to access the book within the collection.
- Some collections are also not static; updated editions replace older editions, and some titles are dropped while others added (StatRef and MDConsult are examples). Tracking such online books is problematic and, therefore, keeping users aware of the available titles is now and will continue to be challenging. Serials Solutions may soon offer a solution for tracking books in subscription e-book packages

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