

E-resource Collection/Selection Policies



Research Mission

In the last twenty years, the number of volumes in the library collections at Boston College has doubled with a total volume count of over two million. As a member of the [Association of Research Libraries](#), the Libraries' mission has always been to support the teaching and research efforts of Boston College. The university has made a commitment to develop its research programs, become more of a national and international academic institution, and diversify its student population while maintaining its traditional excellence in undergraduate teaching. This commitment has implications for the kinds of information resources students and faculty require. During a time of technological innovation in publishing and information delivery, the Boston College Libraries are developing a digital library of electronic resources essential to current academic scholarship and teaching. At the same time, the Libraries continue to add to the collections of books, journals, microforms, videos, and other kinds of materials which form the historic foundation of library holdings.

How We Select and Acquire Research Materials

Many of the print books acquired by the Libraries are received through approval plans with domestic and foreign vendors. The approval plans, which are continually being updated by Boston College librarians, reflect the subject areas that are being researched and taught at Boston College. Books are also ordered on a title-by-title basis based on information from reviews, catalogues, publisher notices, and recommendations received from library users. Anyone in the Boston College community can also make recommendations for new books by using [online request forms](#).

Periodicals are ordered and subscriptions renewed via serial vendors. Because of continuing sharp increases in subscription prices, new periodical orders must be paid for by cancellation of current subscriptions. New journals are ordered in the electronic version if both print and electronic are available unless there is a reason for preferring print. Either books or periodicals can be recommended by sending an e-mail message to the appropriate [Subject Specialist](#).

Electronic resources like [online databases](#) and [electronic journals](#) are selected because of recommendations from faculty and students at Boston College as well as information provided by database vendors and library consortia. Because of the expensive nature of electronic resources, library consortia like the [Boston Library Consortium \(BLC\)](#) and the [NorthEast Regional Libraries \(NERL\)](#) have worked with vendors to get discounted prices. As a result, consortial agreements for electronic resources now play an important role in developing our electronic collections. The Boston College community is invited to try out potential new databases by visiting the [trials page](#).

The process for selecting new electronic resources begins with Subject Specialists who may have received recommendations from faculty or students, considered offers made by e-resource vendors, or heard about special deals being offered to library consortia. The Subject Specialist must evaluate the resource according to standards stated in the Electronic Resources Collection Policy. A form is submitted to the Electronic Resource Review Board, a group composed of librarians from a range of library departments, which considers any technological and budgetary issues connected with the resource. If funds are available and the resource presents no technological difficulties, the resource is ordered.

Other formats like music CDs, DVDs, and microforms among others are selected and ordered on a title by title basis. Please contact your Subject Specialist if you have specific recommendations.

Balancing the Collections

Until the last decade of the 20th century, academic library collections were primarily composed of print materials. The selection of books and periodicals followed familiar procedures, and budgets were based on years of experience with the teaching and research needs of the University on the one hand and publishing trends on the other. However, the advent of electronic resources and the rising demand for their availability have transformed the work of collection development. The basic goal remains: to provide the Boston College community with the resources it needs for pursuing academic excellence. The Libraries' collection development program has always strived to provide information in the most appropriate formats. The addition of electronic resources has added a degree of complexity to the task, but Subject Specialists working closely with faculty and students will continue to select and acquire the best possible combination of print, electronic, and other formats. Balancing the collections has become, more than ever before, a collaborative effort.

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Collection Development Policy for Electronic Resources at Mugar Memorial Library, Boston University

Introduction

The aim of collection development at Mugar Memorial Library and its branches is to provide materials that support the curriculum and research needs of members of the Boston University community. Historically, information has been provided through the acquisition of printed books and serials, microforms, and traditional non-print formats. Since the late 1980's, electronic resources (e-resources) have become increasingly valuable tools for research at BU. E-resources include, but are not limited to, online journals, indexing and abstracting services, reference sources, and full-text books. Regardless of type, e-resources selected for the library collections adhere to the selection criteria outlined in our collection development policies, meet the research needs of a significant segment of the University community, and enrich our collections by improving access to information included in traditional formats or by providing information not available in those sources.

Scope

Boston University Libraries

This collection development policy for e-resources covers Mugar Memorial Library and its branches: the African Studies Library, the Astronomy Library, the Frederick S. Pardee Management Library, the Pickering Educational Resources Library, the Music Library, and the Science and Engineering Library.

This policy does not pertain to the collection development of e-resources at The Alumni Medical Library, the Boston University Law Library, the School of Theology Library, or the Howard Gotlieb Archival Research Center.

Access

The Library provides the broadest possible access to e-resources to the extent permitted by vendor agreements and funding limitations. Where a resource is of significant interest to other University libraries, Mugar staff make a concerted effort to share both access and funding. Where a resource is of particular interest to Mugar Library and its branches, we extend access to other University libraries wherever feasible. Where a resource provider seeks to limit access through prohibitive pricing, the Library provides for such restricted access on a case by case basis. Current DHCP IP address identification schemes in use in the library system prevent restricting access to particular terminals within a library. The Library does, occasionally, purchase CD-ROMs or passworded access to Web-based resources that imply restricted access. As a general rule, however, such forms of restricted access are discouraged.

Subjects

Many e-resources are selected for their coverage of specific subjects; others are interdisciplinary. All support the curriculum and research needs of our users.

Time Periods

E-resources cover both current and retrospective information and data sources.

Language

The majority of our e-resources are in English. E-resources in other languages are acquired when they are necessary for research in particular subjects and when there are no equivalent or alternative products available in English.

Geographic areas

All geographic areas are covered provided the e-resources reflect and support the academic disciplines taught at Boston University.

Publication areas

E-resources are published internationally. Products are not limited to commercial publishers and may include those published by non-profit organizations within and outside of the Boston University community.

Types of e-resources

E-resources covered by this policy include electronically produced and accessed indexes and abstracts, e-journals, e-books (individual titles and collections), reference works (encyclopedias, dictionaries, directories, handbooks), newspapers and subject specific news services, statistical products, subject bibliographies, and full-text documents such as literary works not published in book form.

Free e-resources

E-resources that do not require subscriptions and licensing agreements may be added to the collection provided they support the curriculum and research needs of our users. DOAJ (Directory of Open Access Journals) and the Boston Regional Library System databases are examples.

Not Covered

This policy does not cover the Library's Integrated Library System (ILS), i.e., the online catalog. It excludes instructional software and software programs such as PowerPoint. Also excluded are databases and data sets subscribed to or collected by researchers or other academic or administrative units on campus.

Selection Criteria

In most cases, the selection criteria for e-resources at Boston University are similar to those applied to print resources. The primary consideration is support for curriculum and research needs. The cost of acquiring and maintaining e-resources is another major factor; e-resources may have substantial one-time costs or significant subscription fees. More specifically, selectors decide to recommend e-resources based on the following:

Academic Need

User demand as demonstrated by faculty recommendations and feedback from reference librarians is a major criterion in selection. We consider target audience, giving preference to resources for the university student through professional research level. When possible and appropriate, we select e-resources that are interdisciplinary in nature and that can be used by a number of schools and departments. The language of a resource is another factor. We consider the possible interest of other Boston University libraries (Law, Theology, and Medical) and the availability of the resource in other Boston Library Consortium (BLC) libraries. The availability of the e-resource through an existing internal source (academic department) or through a local public library also may be considered.

Quality and Authority of the Resource

The dependability and reputation of the producer and provider are other important considerations when choosing an e-resource. Selectors evaluate the authoritativeness, comprehensiveness, timeliness, and uniqueness of the resource's content. Indexing of a journal is an important asset, with attention given to journals that are included in scholarly indexes to which the library has access. The archival policy for material contained in the resource is another factor; selectors prefer e-resources with a sound preservation plan that will enable the library to have archival rights to the material. N.B.: The Library supports PORTICO, a not-for-profit electronic archiving service that provides supporting libraries "with campus-wide access to archived content when specific trigger events occur and when titles are no longer available from the publisher or other sources."

Usability of the Resource

Ease of use and access are considered when choosing an e-resource; we prefer e-resources that have the most open access policies and user friendliness. Full-text content and, in the case of indexes, the ability to search across multiple databases through one interface, are other considerations.

Reviews and Trials

Feedback from patrons and library staff during trial periods is an important source for input into the selection process. Trials enable the library to assess the scholarly content of a resource, test the usability and functionality of a resource, compare the resource to similar products, and gauge interest in the product on campus. Professional reviews from authoritative review sources and listservs may be consulted.

Relation to Print

If there is a print counterpart, the selector will consider the advantages and disadvantages of each format. We want to ensure the electronic version is the most appropriate in terms of price, authority, and usability.

Funding

The acquisition of e-resources is supported primarily by a separate line in the library materials budget. A selector who wishes to acquire an e-resource submits a request to the Electronic Resources Librarian (ERL) and the Collections Administrator (CA). If the item costs less than \$1000 and has no license, the selector submits an E-Resource Request. If there is a license and/or the cost is \$1000 or more, the selector submits both an E-Resource Request and an E-Resource Evaluation.

If the e-resource cannot be purchased immediately, it is added to an e-resources wantlist maintained by the CA. E-resources may be added to the wantlist at any time if a selector supplies the name of the product, the publisher or vendor, and the cost. The selector may be asked to supply additional information at a later date. Periodically and as funding becomes available, the CA and the ERL review the list and select items for acquisition; the Library Director may provide input.

If a selector wishes to add the online version of a print journal to which we subscribe, the cost is usually added to the subject budget if funding is available.

If a selector wishes to use subject funds to acquire a new e-resource, the funds are transferred to the e-resources budget. If the subscription is later canceled by the library or the e-resource is terminated by the publisher, the funds remain in the e-resources budget.

The cost for interdisciplinary e-resources is sometimes shared with other BU libraries (Law, Theology, and Medical) and/or academic departments. Mugar Library also benefits from its membership in the Boston Library Consortium (BLC), the NorthEast Research Libraries Consortium (NERL), and the Westchester Academic Library Directors Organization (WALDO), which negotiate with publishers to offer their members joint access to e-resources at reduced prices. Occasionally, gift funds and grant funds are used for the acquisition of e-resources. This practice is not encouraged for serial products, due to the continuing costs of these e-resources and the unpredictable nature of the funding sources.

Requests for e-resources that are available at no cost and without license restrictions are sent directly to Cataloging.

Licensing

Licensing of electronic resources is an essential component of the acquisitions process. As virtual objects, electronic resources imply no right of ownership for the library save those rights specified by license. Where practicable, licenses shall be reviewed to adhere in general to guidelines set forth in the NERL Generic License Agreement for Electronic Resources (copy on file in the office of the Electronic Resources Librarian).

Specific Provisions of concern to Boston University:

- Mutual indemnification between both parties to the agreement.
- Venue to be Massachusetts (as recommended by the University Counsel).
- Archival provisions to guarantee access to material following expiration of agreement (where possible).
- Access to all campuses of the University (unless cost is an issue).
- Access to off-campus faculty, students and staff.
- Access to students, faculty, staff and walk-in users, e.g., alumni.
- Off-campus access to alumni provided (if vendor policy, technical limitations, and cost permit).
- Permission for use in course packs and reserves.
- Permission for use for **Interlibrary Loan** with a preference for electronic transmission.
- Avoidance of auto-renewals unless a multi-year agreement with specified payment schedules or price caps. Auto renewals must require sufficient advance notification of renewal by licensor.

Link to Alphabetical List of Electronic Resources Licensed to Boston University

Library Catalog Library Web BU Web

771 Commonwealth Avenue | Boston, MA | 02215 | 617-353-2700 | **Boston University**

University of Connecticut Libraries Collecting Strategy 2010-2013:

Expanding Electronic Provision

The Libraries intend to continue to increase the quantity of electronic content we offer to students, faculty and staff. We favor digital formats because they expand access to our collections and offer more options to our users.

Metric: Increase the percentage of our materials expenditures going to electronic purchases from 84% to 92% over the next three years.

Goal 1. Reallocate 50% of the \$330,000 we spent on print serials (journals, annuals, etc.) in FY2009 to electronic serials by FY2011.

Strategies related to Goal 1:

- Move print subscriptions to electronic form as options arise and financial terms permit.
- Rely increasingly on rapid desktop delivery of articles as an alternative to little used print subscriptions.

Goal 2. Maintain competitive level of electronic research resources in key research areas.

Strategies related to Goal 2:

- Expand provision of electronic research resources through strategic use of one-time funds.
- Continue to work cooperatively with our Law and Health Center Libraries to expand content available throughout the system whenever possible.

Goal 3: Provide resources that complement or go beyond the resources users now find on the web.

Strategies related to Goal 3:

- Only license reference resources with strong brand recognition and unique content.
- Continue to add links from our catalog to stable and authoritative open access resources.

Goal 4: Continue to support library and non-profit digitization of research resources.

Strategies related to Goal 4:

- Continue to aggressively digitize materials from our own collection.
- Support efforts at CRL and other non-profit groups to expand access to research materials.
- Partner with local institutions such as the Connecticut Historical Society to digitize important resources from their collections.

Goal 5. Expand our acquisition of electronic books.

Strategies related to Goal 5:

- Make acquisition in electronic form our preference for all books expected to be of widespread interest—when we have this option.
- Expand efforts to facilitate and consolidate selector review and ordering of ebooks.
- Experiment with patron-driven acquisition of ebooks
- Continue to emphasize ebooks to support subjects taught on multiple campuses.

Goal 6: Retain unique content exclusively available in print and recognize that many users continue to prefer the physical book for specific uses.

Strategies related to Goal 6:

- Monitor proposed Google Settlement and publishers' response.
- Be equally reluctant to acquire or discard print monographs locally available in electronic form. Rely on use statistics.
- Acquire core monographs in dual formats where feasible.

Goal 7: Focus print monographic collecting on curriculum support and the known research interests of faculty and graduate students. Direct research level collecting toward our core strengths and those related areas that contribute a high percentage of unique materials to the shared holdings of the Boston Library Consortium.

Strategies related to goal 7:

- Support our core strengths through strong English language monographic acquisitions on: human rights; early American studies; Foreign Relations 1945-; and issues of race, class, gender, ethnicity and sexuality across disciplines.
- Support local strengths not replicated within the Boston Library Consortium through worldwide collecting in English and European languages (where appropriate) on prehistory, aboriginal peoples, South Africa, Iran, South Asia, Italian history and Latin American Studies.
- Continue to work to limit duplication with other BLC libraries in what we purchase in foreign languages or from outside the U.S. and U.K. **Metric:** 67% of such acquisitions will be unique.
- Continue to support all expressions of interest in formalizing collecting responsibilities within the BLC.
- Continue to analyze circulation and interlibrary loan data to better target print acquisitions to user needs.


Goal 8: Give preference to streaming video and audio resources as finances permit.

- Seek affordable options for vendor hosted streaming services.
- Work with interested faculty to review streaming products.
- Provide feedback to vendors, producers and distributors on pricing and provision models.
- Monitor the legal environment and library best practices to assure our compliance with evolving standards.

University of Georgia Libraries

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Collection Development Policy

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Mission of the Libraries and of Collection Development

The mission of collection development at the University of Georgia Libraries is encompassed within the Libraries' Mission Statement:

"The University of Georgia Libraries provide collections and services in support of the instruction, research, and service missions of the University of Georgia. In keeping with the University's dual role as capstone of the University System of Georgia, and as a land grant/sea grant public institution, emphasis is placed on meeting anticipated as well as current needs.

The Libraries develop, manage, and store collections in an expanding variety of formats; provide access to knowledge and information in those collections using appropriate storage, access, and communications technologies; preserve the information in those collections for present and future generations; and assist and instruct the public in the use of library resources. The Libraries also serve the public through participation in cooperative efforts to collect, access, and preserve information at the regional, national, and international levels."

The Libraries' current Five-Year Plan includes the following goal for collections:

"The Evolving Collection: Blending Access, Ownership, and Preservation:
The modern library collection is a mix of traditional print and a growing body of electronic publications. Our challenge is providing the best blend of these resources in a package that is easily understood and used."

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Purpose of the Collection Development Policy

- To translate the university's research, instructional, and programmatic needs into collecting practices for the Libraries' collections
- To describe the scope and nature of the collections
- To delineate collection priorities
- To provide guidelines and encourage consistency for librarians with selection responsibilities
- To facilitate the rational and orderly expenditure of the materials budget within the fiscal year
- To communicate the Libraries' collection policies to the public

General Collection Development Goals

Those responsible for collection development in all subject areas at the University of Georgia Libraries strive to:

- Make informed and timely resource selection decisions based on a carefully prepared, up-to-date collection development policy
- Allocate the materials budget and perform selection in a systematic manner that maximizes coverage, minimizes gaps, and avoids unnecessary duplication
- Anticipate as well as respond to users' needs
- Be engaged with the complete life-cycle of items in the collection, including selection, use, storage, preservation, and

Collection Development

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Electronic Resources

Electronic resources include any work that has been digitally encoded and made available through the use of a computer. The data may be remotely accessed or held by the Libraries in a physical format such as compact disc. The Libraries acquire access to digital information through a variety of avenues, including providing links in the catalog to free resources on the internet, digitally reformatting texts and images in the Digital Library of Georgia, and purchasing or licensing commercial products. It is with the final category that this policy is concerned.

Electronic resources represent the most expensive category of materials in the Libraries' budget. A variety of purchasing models exist, including one-time payment, payment spread over several years, and ongoing annual subscription. Even when the one-time option is chosen, an ongoing annual maintenance fee usually applies and may increase over time. Thus the purchase of an electronic resource can constitute a large and ongoing commitment of the Libraries' resources and should be considered with this in mind. Subject selectors should also investigate whether a discounted price can be negotiated by making the purchase jointly with other libraries in such consortia as GETSM, ASERL, SOLINET, etc.

In the purchase of electronic resources, consideration of the following factors is essential:

- While one academic school or department may be the primary users of an electronic resource, the resource must be available to the entire university community if the Libraries are to fund the purchase
- For electronic journal subscriptions, long-term archival access to purchased content must be provided, either by the vendor of the electronic version or through other means
- The licensing agreement must meet library, university, and state legal requirements

The following additional factors may influence the decision to purchase an electronic resource:

- The resource provides added value over the print version (if applicable) in the form of greater searching capabilities, more frequent updates, multimedia data provided that is unavailable in print, etc.
- There is little overlap with other electronic resources
- Remote access is preferable to physical ownership in the form of CDs or other formats
- Full-text content or reliable links to full-text are provided
- Links are frequently checked and well maintained
- No plug-ins or other extra software or hardware are required to use the resource
- Number of simultaneous users is unlimited
- Use statistics are provided
- Resource is compatible with a variety of web browsers
- Navigation is easy and clearly explained
- Effective tutorials or other forms of help are provided
- Downloading and printing options are clearly explained and function reliably
- Updates are regular and timely
- Vendor has a reputation for prompt and effective technical support

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Microforms

The Libraries' microform collections provide significant resources for research in a wide variety of subject areas. Microform types include microfilm, microfiche, microprint, and microcards.

With the advent of electronic resources, microforms are not purchased as heavily by the Libraries as in former times, but when microform is the only available or most appropriate format needed by researchers, the Libraries will make an effort to acquire it as funding permits. Silver halide is the preferred type of microform, as other types such as diazo and vesicular have uncertain longevity.

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Audio and Visual Materials

The Media Department houses the Libraries' collection of commercially distributed audio and visual materials. Materials for this collection are selected by faculty request or in support of the university curriculum, with special emphasis on television studies and Georgia-related topics. Most selection decisions are made by Media Department librarians and staff, but subject selectors elsewhere in the organization may also use their funds to purchase audio-visual resources.

The Music Library serves as the primary access point for music audio and video recordings. CDs and DVDs are the most common formats currently collected, but the collection also includes other formats such as LPs, audio cassettes, VHS tapes, and Laserdiscs.

The Curriculum Materials Library collects audio-visual materials for teacher training and education.

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Collection Development Manual
Electronic Materials Order Policy

Prepared by the Electronic Resources Collection Development Committee
Introduction

With the expanding availability and importance of electronic resources in a wide range of formats, it is essential that these resources be incorporated into the general framework of the Iowa State University Library's existing collection of print and non-print materials. This policy is intended to provide criteria for the selection and retention of electronic resources.

Philosophy

The library collection is selected and managed to support the research, teaching, and outreach needs of the ISU community, its responsibilities to state, regional, and national collections, and its participation in special consortial agreements.

The responsibility for selecting electronic resources resides with the selectors and bibliographers who are obligated to make collection development decisions on any format. To the extent that they are applicable, policies and guidelines for selecting traditional formats apply as well to the selection of electronic resources. For example, considerations of subject and content apply to both traditional and electronic formats. However, meeting subject and content criteria alone is not sufficient for a selection decision on an electronic product; it must be mounted, stored, and accessed on platforms supported by the library. Because electronic formats require non-traditional means of acquisition, storage, and access, additional factors are considered before a selection decision is made. Hence, selectors' and bibliographers' choices are made by consulting with other appropriate parties within the library.

Selection Criteria

- I. Subject/Content Criteria
 - A. Subject relevance of content
 - B. Capabilities or features meet or exceed those of existing print or other electronic resources
 - C. Offers added value over other formats
 - D. Accuracy, authoritativeness, or completeness of database

II. Access Criteria

- A. Ease of access and use
- B. Ease of downloading
- C. User interface quality
- D. Ability to Network
- E. Availability on the Internet
- F. Ability to locally manipulate data/software if necessary

III. Service Criteria

- A. User assistance required
- B. Adequate expertise available locally
- C. Availability of manuals and other documentation
- D. Impact on existing services such as reference or automated systems

IV. Format/Mounting/Storage Criteria

- A. Ease of installation and maintenance
- B. Availability of hardware and workstations to support product
- C. Availability of archival copies and replacements

V. Vendor/Contractual Criteria

- A. Availability and quality of vendor support services
- B. Cost
- C. Copyright and licensing issues
- D. Currency and frequency of updates and newer editions

*Guidelines for Selecting and Processing Open Access Electronic Resources
Version 10/04/04*

Electronic resources that are freely available through the World Wide Web may have relevance and intellectual value equal to those of resources that the Libraries purchase, and should be identified and made accessible to users of the Libraries through our search systems. Some open-access resources will appear on the bibliographer "subject pages" (aka Jupiter); others will appear in the OPAC. Different types of resources will be cataloged in different catalogs ("repositories"), but purchased resources and open-access resources of the same type will be cataloged together in the same repository (e.g., electronic journals that we pay for and free e-journals both currently appear in the OPAC). Through the ENCompass search system, each repository will be searchable by itself. In addition, all or any of the repositories will be searchable together through a "federated" search.

This document provides guidelines to selectors on the best mechanism for identifying open-access resources for cataloging. Bibliographers will be responsible for evaluating the sites they have submitted on a regular basis and at least annually. Changes in description or URLs and deletions should be communicated to the Cataloging Department.

Note: These guidelines apply to web-accessible resources that have no barriers to access. E-resources that are free but have licenses, terms or conditions of use, use restrictions of any kind, mandatory user registration, click-through contracts, etc., should be submitted via the Electronic Information Purchase Request form (located at <http://www.lib.ku.edu/~staff/elecinfo/EIpurchase.shtml>) for investigation by licensing staff. This includes e-resources that are available free with print subscriptions.

General Selection Guidelines For All Material

Open-access resources are analogous to gifts in a traditional acquisitions setting. Although they are free of cost for access they are not free of cost for processing. Open-access resources should be selected for cataloging only if they meet the same general standards that would be applied to licensed resources in terms of quality of content, presentation, and relevance to known teaching or research programs of the University. Resources should be selected with a reasonable expectation that they will continue to be available over a long period of time. The creator or sponsor of the website should be clearly identifiable, including contact information other than the website (email, telephone, address). Be sensitive about including sites that might be considered slanderous or libelous.

1. Electronic Journals

Selection guidelines: In addition to meeting the general selection guidelines, open-access journals should generally have an identifiable editor or editorial board.

How access will be provided: Electronic journals will be processed by the Cataloging Department. To request cataloging: Send email message to caid@ku.edu, using subject line "Cataloging request: [title of resource]." Send 1 message per title. What information to include: Title of resource and URL.

What will be done: Titles will either be cataloged for the OPAC, or, will be available via SerialsSolutions. If a free, open access journal is not available through SerialsSolutions, a request will be made to SerialsSolutions to add the title. In the future, ejournals will also be accessible in a separate ENCompass repository and searchable in the coming new ENCompass interface under a "Find ejournals" tab.

2. Electronic Books: Collections and Individual Titles

Selection guidelines: In addition to the general selection guidelines, e-books should have identified author/editor and date of creation/posting. Should the book be posted in sections with different URLs, be sure to provide all pertinent information to the cataloging department. Please ensure that the book is retrievable more than one time (it should not require any access fees for repeated access).

Examples:

The handbook of brain theory and neural networks [electronic resource] (individual electronic book)

The adventures of Fudge Fumble, or, The love scrapes of his whole life [electronic resource] (a single title in the Wright American Fiction Collection)

Documenting the American South (a collection of electronic books)

How access will be provided: Electronic books will be processed by the Cataloging Department. To request cataloging: Send email message to eaic@ku.edu, using subject line "Cataloging request: [title of collection]." Send 1 message per collection. What information to include: Name and description of collection or individual e-book title, URL for additional information.

Note: In most cases, whole collections of electronic books will be cataloged only if the hosting institution provides title-level MARC records (e.g., Wright American Fiction at Indiana University or Documenting the American South at Chapel Hill). Please include information about the availability of MARC records in a cataloging request for collections of electronic books.

What will be done: Staff will investigate availability of records and feasibility of loading them into Voyager. In future, ebook collections may also be accessible in a separate ENCompass repository.

3. A-Z Repository

Definition: Databases and websites reflecting major collections of electronic resources, usually of a general nature and of substantive interest to a broad range of users, will be included in the A-Z Repository. This repository will include both licensed and open access resources of broad, widespread interest that meet the general selection guidelines earlier in this document. In addition, open-access resources sponsored by the University of Kansas or containing significant amounts of content from the KU Libraries will be included in the A-Z list on a case-by-case

basis. Databases and websites eligible for the A-Z Repository will be listed in the browseable "A-Z" list in addition to being searchable by title and keyword in the "Database" catalog.

Examples:

Arxiv.org E-Print Archive
BioMed Central

How access will be provided: Databases of the type described above will be processed by the Cataloging Department. To request cataloging: Send email message to caid@ku.edu, using subject line "Cataloging request: [title of resource]." Send 1 message per title.

What information to include: Title of resource and URL; text for Database Info Guide; 1st and 2nd level subject terms.

Note: Text for the Database Info Guide should include a general description of the scope and purpose of the resource and its intended audience.

What will be done: Titles will be cataloged for the OPAC and added to the Databases A-Z List. In future, these resources will also be in a separate ENCompass repository and searchable in the coming new ENCompass interface under a "Find Databases" tab.

4. Websites and other web resources not listed above

Definition: Websites and other web resources not covered in the A-Z Repository (e.g. websites of scholarly societies with substantive scholarly information, subject-oriented collections of links to other resources, and those websites and databases of a more specialized nature. Selection guidelines: The goal is not to provide the most links to any one topic, but instead to provide well-selected and organized links to freely available online information. In addition to the general selection criteria, websites can be of both popular and scholarly content as long as they provide access to information that might add value to a particular discipline (use the same assessment of websites as you would for print or vendor based electronic products).

Examples:

Glossary of photographic terms (Kodak)
Dance links
ALA Library instruction for diverse populations

How access will be provided: Websites and other web resources such as those described immediately above will be input directly into the Jupiter system (<http://www.lib.ku.edu/jupiter/index.cfm>) by subject bibliographers. Records entered into Jupiter will be loaded into an Encompass repository that will be searchable under a "Find Other Electronic Resources" tab. Maintenance of data entered into the Jupiter System is the responsibility of the bibliographers.

Note: If in doubt as to whether a resource should be cataloged in Jupiter or referred to caid, catalog it in Jupiter.

LIBRARY OF CONGRESS COLLECTIONS POLICY STATEMENTS
SUPPLEMENTARY GUIDELINES

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Electronic Resources

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Preface: Given the rapid evolution of electronic resources, the Collections Policy Committee should review the following guidelines at least biennially to ensure that the Library's current and future research needs are met. This document is general by design so that it does not restrict the collecting of needed materials and to allow the Library to make these resources available as technology changes. It also 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 deposit 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, and physical carriers in all formats, whether free or fee-based, required to support research in the subject covered, and may be audio, visual, and/or text files.

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 (e.g., purchase, gift, exchange, copyright deposit, ISSN requests, 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.

III. General Guidelines

The criteria used to evaluate the research value of electronic resources do not greatly differ from those used for other formats. However, particular emphasis should be placed on materials of contemporary interest which provide unique testimony of the social, cultural, and political issues under-represented 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
- 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.

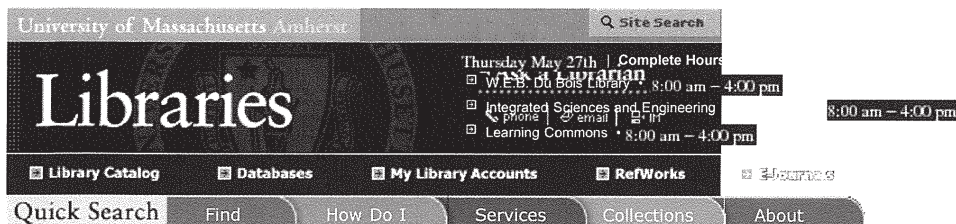
Permanent Retention. Electronic resources are part of the Library of Congress collections and subject to the same criteria for retention decisions as other media, based on the mission of the Library to satisfy the research needs of Congress and the research community. The commitment to provide permanent 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, such as American Memory, web archives, Portals to the World, etc.
- Electronic resources for which no other versions exist

- Electronic versions of print resources no longer collected by the Library
- Electronic equivalents with added value
- Material digitized by the Library
- Unique electronic resources acquired by the Library
- 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.

Revised October 2008



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Collection Development Policy

University of Massachusetts Amherst Libraries Collection Development Policy

I. Our Research Mission

The UMass Amherst Libraries mission is to support the teaching and research efforts of the university. Communication between library liaisons and faculty to identify materials to support research and programmatic needs is central to acquiring resources that faculty and students need.

This policy provides a framework for the underlying principles and guidelines in the selection, acquisition, evaluation, and maintenance of library resources. It also helps to communicate the Libraries' policies concerning goals and methods to faculty, students, staff and users. As academic programs, information needs, and technology change, the Libraries remain committed to meeting new information demands.

II. Balancing the Collections

Until the last decade of the twentieth century, academic library collections primarily comprised print materials. The advent of electronic resources and the rising demand for access to them has shifted the focus of library collections. However, the basic goal remains: to provide the UMass Amherst community with the resources it needs to pursue academic excellence. The Libraries' collection development program has always strived to provide information in the most appropriate formats. When scholarly materials are available in multiple formats, the Libraries will normally acquire the material in only one format to efficiently steward the University's resources. There are instances, however, when having resources available in more than one format allows us to make the material accessible to library users when and where they need it.

III. Access Versus Ownership

Understanding that no one library can acquire materials to satisfy all of the needs of its users, the UMass Amherst Libraries are committed to providing access to materials we do not own through resource sharing and cooperative collection development agreements with other libraries. Integrating access to resources

that are not part of the Libraries' collection is a necessity and provides the university community with access to a wider range of materials than the Libraries could ever hope to provide within our materials budget.

The UMass Amherst Libraries goal is to continue to integrate an approach to materials that includes a balance of traditional, locally owned materials along with access to materials that are not owned. Cost-efficient and best practice models will be incorporated into the decision-making process regarding access to information in all formats.

IV. Collection Development Guideline

The Libraries adhere to the guidelines below:

- Develop high quality, relevant and balanced collections to support and strengthen teaching and research.
- Implement collection management policies to build and maintain print, electronic, and media resources to support information needs of the University.
- Provide leadership in a team-based environment to plan, manage, and formulate policies, and to prioritize resources to develop balanced collections that meet new demands and evolving technologies.
- Communicate with faculty to build on existing collection strengths where those align with current research and curricular needs and to develop awareness of new and evolving areas of scholarship.
- Expand access to information through resource sharing and other cooperative agreements with libraries locally, regionally, nationally, and worldwide.
- Share with faculty how they can make a difference with new scholarly communication models.

V. General Criteria

The following criteria apply to all materials. Particular criterion may assume greater or lesser importance depending on the type of materials under consideration or the subject matter covered.

- Curriculum and research need.
- Scope and content – comprehensiveness and depth of coverage.
- Scholarly value.
- Currency and timeliness.
 - Computer books, especially computer manuals, published 4 years or before are not selected or purchased.
 - Selection of older editions would only occur with valid reasons.
- Relevance to existing collections.
- Physical quality and/or special features.

- Availability of materials through Interlibrary Loan or document delivery.
- Inclusion in major indexing and abstracting tools or professional organization indexes.
- User-friendly search interface.
- Suitable for use on available hardware and platforms.
- Consistently reliable response time and overall technical performance.
- Cost – the purchase price as well as any on-going expense of maintaining access. Excessive cost may limit access.
- Mode of access available from the vendor (e.g., Internet, LAN, single workstation)
- Size of the potential audience

VI. Resources Collected

The UMass Amherst Libraries collect all manner of formats and materials which support the University's teaching and research. These materials may be physical (e.g., books, paper journals, microforms, maps, pamphlets, and music or video recordings) or digital (e.g., online access to citation and full-text databases, e-books, spoken-word, music or moving images).

VII. Resources Not Collected

The UMass Amherst Libraries do not collect materials in certain categories. These include but are not limited to: classroom texts, large-print books, or individual software packages. Ephemera are not acquired for the general circulating collection.

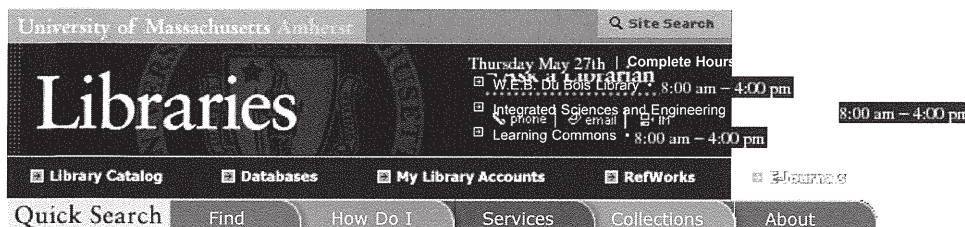
Material in outdated formats (e.g., Betamax tapes, floppy disks) is generally not collected. In limited cases, notably in conjunction with faculty requests, materials are accepted or purchased which require external support not provided by the library (PAL-system audio visual materials, for example).

VIII. Collection Maintenance and Evaluation

A. Preservation

The collections of the UMass Amherst Libraries, in addition to their intellectual and aesthetic value, represent a substantial economic investment. The responsibility to build research collections carries with it the obligation to ensure that these collections are permanently accessible. The Libraries are committed to the retention, preservation, and long-term access of the collections they hold in perpetuity, regardless of format.

Active participation and leadership in preserving the Libraries' collections is the responsibility of Library staff. Decisions on preservation of damaged materials and replacement of lost, stolen or damaged materials are based on use and condition of the materials, availability of the information in the same or other formats, and within the overall context of the Libraries' Collection Development Policy, balancing the constraints of cost, historical and aesthetic and



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E-Only Journal Policy

University of Massachusetts Amherst Libraries E-Only Journal Policy

Electronic resources are increasing in importance to faculty and students. In two surveys conducted over the past three years, UMass-Amherst library users have indicated that increased access to full-text publications is a highly desired service. One of our primary goals is to provide UMass-Amherst users with access to information when and where they need it, regardless of where the user is located.

This policy is intended to provide guidance on subscribing to electronic-only journals and converting print subscriptions to electronic. In general, the Libraries will not purchase print and electronic versions of the same title. The following criteria have been identified to help bibliographers, subject selectors, and liaisons evaluate subscriptions for journal packages and individual titles.

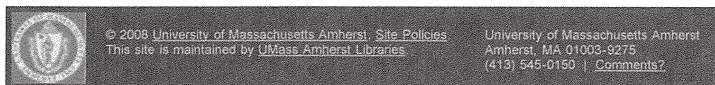
Guidelines for determining acceptable e-only journals

1. Content: The online journal must contain the fully scholarly content of the print version, including table of contents, letters, editorials, book reviews, supplements, special issues, etc.
2. Timeliness: The full content of each issue should be available online no later than the publication of the print.
3. Format: The electronic journal should provide access to digitally-generated print page images, for example, PDF files or to support printer-friendly formats.
4. Image and Quality of Presentation and Display: The quality of illustrative materials (photographs, tables, figures, etc.) must be included in a legible and desktop accessible format. Journals printed in color should provide high-quality color images for the electronic version that can be printed locally. Print quality should be good (e.g., greater than 72 d.p.i.).
5. Vendor reliability: There must be a reasonable guarantee of stability of the electronic journal. Speed of loading/accessing content must meet UMass-Amherst Libraries' users' expectations. Server downtime should be minimal. Publisher or e-journal licensor should provide prompt technical support (as needed) and maintain a reliable, stable interface with performance clauses in license to compensate UMass-Amherst

- in the event of extended downtime.
6. Archiving and Ownership: The license must provide for permanent access to the content purchased under the subscription. Publisher or e-journal licensor should hold appropriate rights for permanent online display of content. Online access via a journal aggregator should not be considered a substitute for either print or online subscription. Priority will be given to publishers who participate in the Portico or LOCKSS initiatives.
 7. Access Management: The institutional site license must allow networked access via Internet Protocol (IP) recognition, or some improved successor authentication options, for all authorized UMass-Amherst users. The license should allow e-journal access within library facilities for members of the public. There should be no proprietary hardware and/or software restrictions.
 8. Pricing: Migration to electronic-only should be cost effective and take the following into consideration
 - Cost differential between online only vs. print + online
 - Cost of tiered licensing
 - Cost savings from package deals
 - Savings in binding and storage costs
 9. Scholarly Sharing: The license should allow for fair use and scholarly sharing of content in accordance with the principles of fair use. It should allow for interlibrary loan, preferably using an electronic copy, in accordance with CONTU (National Commission on New Technological Uses of Copyright Works) guidelines.
 10. Classroom Use: The license should allow linking of electronic journal content to the Library's electronic reserve system or the University's course management system.
 11. User Expectations and Use Statistics:
 - Consider the characteristics and usage of print title when deciding on e-only access, for example, some titles (People Weekly and Sports Illustrated) because of format and/or usage may lend them to being browsed in print
 - Publisher or e-journal licensor should provide timely, accurate and usable usage statistics, preferably COUNTER (Counting Online Usage of NeTworked Electronic Resources) compliant, for each e-journal under subscription.

Approved by Senior Management Group - May 2, 2007

Last Edited: 26 August 2008





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Electronic Resources

Posted on September 23, 2008 - 16:13.

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

- 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

Guidelines for Collection Development of Online Resources
December 30, 2008

INTRODUCTION

Electronic resources are one of the many formats that the Library collects that support the research and educational needs of the Northwestern University faculty, students, staff and affiliates. These resources encompass electronic books and journals, databases of journal and/or book content, citation databases, statistical databases, and databases of audio and video content. Electronic resources are mostly available online through the Internet, but a few resources still are produced in physical formats. For selection and collection management purposes, online resources are defined as works electronically accessible and may include but are not limited to electronic journals, government publications, e-books, electronic indexes and electronic integrating resources more commonly referred to as databases.

The library collects content-rich electronic resources and bibliographic management software (i.e., Endnote, Refworks), as well as software to make electronic content accessible, e.g., search software of database content. Application software, such as word processing and image handling is purchased and supported by the Library Information Technology Department, or centrally through Northwestern University Information Technology.

The Library is committed to preserving its electronic resources just as it is to ensuring permanent access to its collections in other formats. The Library supports the process to "archive" electronic resources, a process of maintenance of the resources in a secure and permanent digital repository managed by the publisher, a third party source, or a copy of the content subscribed to or purchased stored on a physical medium. The Library is a member of Portico, an online archival repository, and is joining with its CIC colleagues in building the CIC institutional repository.

The Head of Electronic Resources is specifically responsible for the financial maintenance of subscription accounts, and for maintaining current subscription lists, as well as a wish list of desired items. In collaboration with other selectors, the Head is responsible for bringing new products to the attention of the library staff for consideration, for coordinating trials to electronic resources, and for negotiating site licenses and user agreements.

Each subject selector is responsible for recommending electronic resources. These resources may be free or fee-based and support research in the subject covered. Some general considerations in selecting online resources are: organization and ease of navigation; presence of search and help features, and site maps; fully functioning design elements; interactive features that facilitate use; and training support for staff and library users.

How to handle offers?

- When to share a subscription or purchase? – When does University Library share the cost of an online resource purchase or subscription with one or more of the other University libraries?
- What is the procedure for initiating the discussion?
- What are the parameters of sharing an online resource cost?
- It is understood that any online resource is acquired to cover university wide access where permissible by license agreement.

Guidelines Review

Because of the changing and dynamic nature of electronic resources, this policy will be reviewed every two years.

SELECTION

A. Selection General

In addition to the general selection criteria used for adding resources, the following criteria are considered when evaluating electronic resources:

- Employs a user-friendly interface, and if possible conforms to developing interface standards
- Cost is reasonably in line with projected use and is not contingent on subscribing to or purchasing a print product
- Provides authoritative content
- Mandates few or reasonable restrictions on number of users, simultaneous users, or points of access
- Fills gaps in the collection, or appropriately balances the collection in accord with the collection conspectus
- Offers value-added features over a similar print product, such as the ability to search by keyword, download content to disk, or access full text preferably in PDF format
- Available from a reliable vendor with a proven track record
- Acceptable licensing requirements (see section on Licensing below)
- **Content**
 - a. Updates are made on a prepublished schedule that may be part of a license agreement
 - b. Embargoed portions are clearly defined
- **Functionality**
 - a. Keyword and Boolean operators are available
 - b. Response time is acceptable
 - c. Screen design is easy to read and follow
 - e. Special features, e.g., linking, usage reports are available
- **Legal issues** - See **LICENSING** section below.
- **Archiving** – See **ARCHIVING** section below.

- **Publisher/Vendor Services**
 - a. Customer service is acceptable
 - b. Publisher or vendor provides support materials and technical help
 - c. Statistical reports are useful and COUNTER compliant
- **Technical requirements**
 - a. Additional hardware or software is not required to use the resource
 - b. Product can be networked if a client is involved
 - c. Down-time is scheduled at a minimum and referenced in the license agreement
 - d. Product works within the Library's access security protocols
 - e. Product is tested to limit resource instability (i.e., software is not "buggy")
- **MARC records**
 - a. MARC records are available for free, or at a reasonable cost
- **Consortium purchase**
 - a. CIC purchase proposals add priority to acquisition of special publisher negotiated deals for online resources

B. Specific Online Resources

E-journals: It is assumed that the subscription journal model is the flip model where the primary format is online and print is the secondary. As more and more scholarly journals become available in digital as well as print versions, the specialist must decide whether to maintain both versions or cancel the print when the online version becomes available.

Free with Existing Print Subscription

The Library provides access to the free web version of a print journal to which it subscribes if the following criteria are met:

1. access is provided by IP address and /or proxy server (no passwords)
2. licensing terms are acceptable
3. access is not for a limited time or trial basis

Backfiles of journals? –

- Is there a rule of thumb by which backfile content should be purchased, or is it only on a case-by-case basis?

Embargoed content? --

- When should embargoed content add to a decision to not acquire an online resource? Should there be a calculation of percentage of the whole, or a specific period of time?
- Should embargoed content dictate that subscriptions to current content be maintained?

Keep print? –

- On what basis should the decision be made to retain a print subscription along with the online format?
- On what basis should the decision be made to retain print backfiles to an online journal that has full archive access?

Free Electronic Resources: Free electronic resources, such as online journals or databases are added to the online catalog or linked from the library's web page on request of a subject specialist. Free electronic resources are selected according to the Library's Collection Development Policies.

E-Books: The Library selectively acquires e-books.

Backfiles of books? –

- Is there a rule of thumb by which backfile content should be purchased, or is it only on a case-by-case basis?

Keep print? –

- On what basis should the decision be made to retain a print subscription along with the online format?

Aggregated databases: The Library prefers aggregated databases with generous coverage of periodical content in full text without embargoed content. The content coverage does not substantially duplicate content acquired through other databases. Substantial duplication may be defined by the specialist selecting the database and be a variable assessment based on the importance of the unique content of the databases.

Citation databases: The Library prefers citation databases with full text journal content, or have the capability of linking to full text from the citations listed.

CD-ROMs/DVDs/Other Media: In general, journal or text CD-ROMs, DVDs, and other digital media are collected selectively to fill user needs. These formats are acquired only occasionally if the content is unique, not available in any other format, and present no technical support difficulties. It is preferred that they can be networked. CD-ROMs that accompany print material are retained only if the content is supplemental to the text and only at the discretion of the subject specialist.

Databases: General information and bibliographic databases are selectively acquired. Of particular importance to consider for this category are the cost per anticipated use and the interface.

Web sites: Informational web sites are generally added to the online catalog or linked from the library's web page on request of a subject specialist. These resources may also be linked from subject research guides.

Government Publications: Electronic government publications are selected by the staff of the Government and Geographic Information and Data Services.

Funding: Funds for electronic resources are administered as part of the general library material budget, selector subject funds, and collaboration with other libraries of Northwestern University.



Material Selection Principles

[General](#) | [Serials](#) | [Electronic Resources](#) | [Depository Programs](#) | [Selection Processes](#) | [Diversity and the Collections](#)

General

General Selection Guidelines and Strategies

Librarians should remember that selection is always guided by the American Library Association's "[Library Bill of Rights](#)". In particular, these professional guidelines establish these important collection development principles:

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Input from teaching faculty often guides selection decisions. Selectors may use a "[Faculty Interest Survey](#)" to solicit recommendations from faculty. Additionally, it may be helpful to review Interlibrary data.

Serials

While the University Libraries' serials collection is gradually shifting from being print-based to online-based, there are many periodical titles that are not available electronically, or for format or other reasons, librarians prefer to have print and online access to certain titles. The decision to acquire a new periodical title is a complex one given budget constraints. However, based on feedback received from the Faculty Interest Survey, a selector may decide that it is necessary to begin a subscription to a specific title. Additionally, usage reports supplied by Interlibrary Loan on an annual basis to selectors may convince a selector that it would be prudent to add a title to the collection because there is a repeated demand for articles from a specific journal. Before deciding to acquire a new subscription, a selector should determine the following:

- quality of the journal
- the curricular/research needs that this periodical supports
- where the journal is indexed
- full-text availability in any of the databases the Libraries' subscribes to
- a cost/benefit analysis to determine whether it is more feasible to rely on Interlibrary Loan for access

Selectors can use a variety of resources to answer these questions. First, ask teaching faculty their opinion about a journal's usefulness as well as reputation. You can consult the [Journal Citation Reports](#) from ISI to determine what journals are most frequently cited by faculty and researchers in a specific discipline. Don't forget to consult a recent edition of *Magazine for Libraries* for a quick overview (including frequency, price, audience, scope, information on where a title is indexed, an indication of whether or not a title is considered core, and an indication of whether or not a journal is referred) and other useful information such as problems with timeliness. It is also useful to consult other sources to determine whether or not a title is core. For example, you may want to find out whether or not a title is indexed in any of the Wilson indexes such as the Social Sciences Index, the Business Periodicals Index, and the General Science Index. For example, medical librarians generally use the most recent edition of the "Brandon/Hill Selected List of Print Books and Journals in Allied Health".

If you are deciding whether or not to acquire a recently published periodical you will also want to determine whether or not the title has been reviewed in general or specialized sources. For those building general periodical collection, don't forget to look at "Best New Magazines of...", an article featured in a spring issues (generally early May) of *Library Journal*. You may also want to search the *Library Literature* database, using the descriptor "Periodicals-Review" to find other articles reviewing newly issued periodicals.

New subscriptions mean an ongoing commitment to a serial title. This means that monograph and gift funds cannot be used to support a serials subscription, although they can be used to purchase back files of serials. You must have serial savings (i.e., available monies in the Serials New (SN) account attached to your fund in order to pay for the first year of a new title. In the second year, titles will be transferred to other serial fund types based on title frequency (e.g.,

Serials Annual (SA), Serials Irregular (SI), or SR (Serials Renewal)). Serials Acquisitions will make this determination for selectors. In some cases (e.g., very expensive or interdisciplinary titles), funding may be split, that is, different funds are used to pay for a single title. Split funding is accomplished by negotiations among the relevant selectors. The selector leading the effort submits the order with all the relevant budget information attached.

Electronic Resources

The guidelines for evaluating print publications discussed under Selection Processes can also be applied to electronic resources. More specifically, however, your evaluation of an electronic product can be facilitated if you ask yourself questions about the product. These questions include, but are not limited to:

- What is the perceived quality of the information contained in the product? Is the information accurate? Is the information balanced, or does it present only a limited viewpoint? How comprehensive is the coverage of the information?
- Who produced the databases? Are the authors/editors/publishers reputable or are they unknowns?
- How relevant is the information presented to the stated subject matter? Is the information focused or does the product contain excessive irrelevant content?
- What is the relationship of the new product to already existing resources? Is it a derivative work, or does it present new information?
- How often is the content updated? Are the updates cosmetic or substantive?
- How convenient is the access to the product for users? Is its availability limited to certain hours, workstations, patron groups, or locations?
- Is the access reliable? Does the database suppliers have mirror sites or backup servers? What is the expected amount of downtime versus the actual amount?
- Is there a lot of contention at the publisher's site? Can people get in when they want to, or are there a lot of turn-aways (assuming that we purchase an adequate number of concurrent users)?
- Is the interface intuitive to users? Does the product come with adequate instructions for accessing and using the product?

Additional questions need to be considered if the product is to be mounted locally rather than accessed via an Internet connection. Some of these considerations include:

- What is the size of the database relative to the storage capacity available? Do we need to buy more memory or additional hardware? If not, how long will it be before we have to upgrade?
- Is the data that we receive clean and suitable for mapping to our software? Is the source formatting acceptable?
- How much labor will be involved in mounting the database locally?
- What would be an acceptable maintenance plan for updating and maintaining the database?

The appropriate selector is responsible for gathering preliminary information about a product, including a copy of the license agreement, pricing data, and access options. This is not a negotiating stage. In fact, selectors must understand that they are not authorized to sign agreements. The only individuals authorized to do so are individuals in the University's Purchasing Office.

It is important that any selector, regardless of location, who is investigating an electronic product, keep other similar subject selectors, the [Electronic Resources and Copyright Librarian](#) and the [Collection Development Council](#) apprised of their investigation and discussions. The University Libraries must coordinate efforts. If two separate negotiations are begun with the same publisher for the same product, the publisher becomes less inclined to accept our "one university geographically distributed" model. This can become extremely expensive for us, and could even result in Penn State being unable to get the product at any location. Additionally, if more than one location or library is interested in a product, funds may be pooled or a better case may be made for using general funds to purchase the resource. Selectors need to be cognizant of the shift from duplicating library materials at numerous locations to enhanced electronic access for all Penn State University locations.

The responsible selector should carefully read the license. Selectors may view some sample licenses by logging into the [ERLIC2](#) (internal use only) database. This is a database of administrative information about electronic resources acquired by the University Libraries. However, if you are not familiar with the basics of licenses and how to read them, there are many resources available to you. Some of these include:

- Internet Library for Librarians: Licensing Electronic Resources
- LibLicense: Licensing Digital Information, A Resource for Librarians (Yale University)

Depository Programs

The University Libraries are a U.S. Patent and Trademark Depository Library (<http://www.uspto.gov/go/ptdl/>) with materials primarily held in the Physical and Mathematical Sciences Library. Requests for more information should be made to Science Librarian [John Meier](#) who serves as the Libraries' official liaison to the Program.

Other depository programs or comprehensive standing orders exist for:

- Pennsylvania
- European Communities
- Canada
- Council of Europe
- Various UN agencies and international organizations

More information and requests for changes should be made to [Helen Sheehy](#), Political Science, International Relations, and Global Studies Librarian.

National Technical Information Service (NTIS) reports are available on a standing order profile. [Tom Conking](#), Head of the Engineering Library, should be contacted regarding these reports.

Selection Processes

Considerations for Making Purchase Decisions

What does one consider when deciding whether or not to purchase a title? Louis Shores¹ listed six broad areas that form an ideal. Although they were originally written with monographs, and particularly reference works, in mind, they can be applied to any format with a minimum of modification.

Reality dictates that a selector will rarely be able to consider all these factors when making a decision. Each of the six factors are briefly described below and are followed by a discussion of what they will probably prove to be more realistic.

- **Authority** includes the qualifications and reputations of the authors and publishers. It also asks the selector to consider whether this is an original work or a revision of a previous work.
- **Scope** considers whether the work covers what it claims to cover. It also examines the currency of the content, including bibliographies and their levels of scholarship.
- **Treatment** requires the selector to examine the accuracy of the information, identify biases, and determine how well the authors balance the coverage of the subject. Treatment also considers the level at which the work is written.
- **Arrangement** covers the actual order in which the information in the text is presented. It also includes an examination of the quality of the indexing.
- **Format** includes such points as the quality of the illustrations, binding, and the materials used in the work.
- **Special features** covers the factors that make the work unique.

The reality is that a new selector (or even an experienced one for that matter) often will be unable to answer most of these points when making selection decisions. Common sense dictates that he/she isn't going to have time to look up biographical information on every author, check the history of every publishing house, or physically examine every item before deciding to buy it. Most of the time the selector has to "buy blind," since the purchase decision is usually made without being able to examine an actual copy of the work.

That's OK. Unless something in the announcement runs up a red flag in your mind, don't worry about it. If it is a fairly expensive item and/or there is an indication that it is a new or revised edition, particularly of a reference work, you can check to see if we own a previous edition. By doing this you can usually (but not always) get an idea of the quality of the publication. Soliciting comments from relevant listservs is sometimes also a useful way to gather information; other people may have already bought copies for their libraries. You can also check to see if any of your colleagues at other campuses have already purchased a copy. In the case of serials, publishers are often willing to send a sample issue upon request. Trials of electronic publications can also be set up.

In the case of monographs, if the title was produced by a publisher covered by our approval plan vendors, University Park selectors will get a chance to examine the work when it appears as a firm order item on their approval plan shelves. Campus librarians generally will not have this opportunity. Also, some publishers will send out sample pages for expensive works that are soon to be published. If the timing is right, selectors can sometimes see advance copies (at a conference, for instance).

The point is, don't get so bogged down with making sure that every single point is covered that you fail to see the

larger issues. If questions arise, talk to the colleague. He/she may very well have already faced the same question and have an answer at hand.

¹ Shores, Louis. 1954. Basic Reference Sources. Chicago, IL: American Library Association, pp. 18-19.

What Are the Appropriate Selection Resources?

Appropriate sources will vary from discipline to discipline. However, some broad categories include:

- Bibliographies and literature guides: including the classics such as Walford, specialized guides to specific disciplines published either as monographs or as articles, Internet bibliographies.
- Online review sources.
- Publishers' and approval plan vendors' Web sites.
- Brochures and advertisements.
- Library catalogs of other universities with similar strengths and interests.
- Online bibliographic utilities to databases such as RLIN or OCLC. These can help you find new editions as well as locate unpublished manuscripts.
- Nontraditional sources, such as new publications or new acquisitions lists from other libraries.

Time Allocation - Developing A Sense of Perspective

The amount of time that you devote to collection development is a function of the size of your fund. If you only have \$500 to spend, you don't want to spend 20 hours a week on collection development.

Use your time effectively. Apply what you learn through your reference work and the time that you spend getting to know your user population to collection development. It will help you use your time more efficiently.

Diversity and the Collections

Definition of Diversity

These guidelines are intended to provide a practical device for selecting appropriate materials to enhance the Libraries collections on multiculturalism and diversity; for using funds designated for diversity purchases; to help library selectors in writing diversity criteria for collection development statements; to track the expenditure of funds; and to identify specific diversity-related materials.

The University Libraries chooses to work with a broad definition of diversity, respecting the value of all individuals and population groups, and their differences. Please see the University Libraries [Diversity Web Page](#).

Collection Development Diversity Policy Statement

The University Libraries provides the Pennsylvania State University communities with equitable access to all of its information resources and services. Their access is guaranteed without regard to race, ethnicity, language, age, religion or spiritual beliefs, health, gender, sexual orientation, physical capacities, or geographic origin. The University Libraries is committed to providing equal access to employment and opportunity for advancement without regard to personal characteristics not related to ability, performance or qualifications as determined by University policy or by state and federal authorities [The University Libraries: Preliminary Strategic Plan for Diversity, May 1994, Appendix A, p. 13].

In addition, the University Libraries is committed to its vision of providing information resources that "...strengthen the University's efforts to recruit and retain a diverse student and faculty population by acquiring an appropriately balanced collection of information resources..." our collections must reflect this commitment by supporting and study that enhances knowledge of our pluralistic society. Therefore, diversity resources acquired for the Libraries' collections are materials, including electronic resources, that provide a global view of human affairs. They reflect a broad and universal perspective in a subject or discipline, and reflect the various interests and needs of the University's many communities.

Diversity in Collection Development

In spite of this definition and vision, as Library Selectors make choices to enhance the collections relating to diversity and multiculturalism, they should seek resources that meet one or more of the following criteria:

- Support the development of scholarship and teaching intended to enhance discourse on and the understanding of the issues of diversity and multiculturalism.
- Directly support faculty efforts to introduce global or universal perspectives into particular area of scholarship and the curriculum.

- Relate to curricular needs as academic units and faculty develop diversity programs.
- Form a core group of seminal publications or new and comprehensive sources intended to enhance the diverseness of the educational environment or academic curriculum and promote board awareness.
- Illustrate the many aspects and wide range of viewpoints in our society, educational community, and scholarship.
- Provide a comparative perspective, analyzing the characteristics of the different groups and elements of our society as they relate to one another and to the common perceptions about our society, educational community, and scholarship.
- Promote the spirit of the University's and the Libraries' diversity visions and initiatives.

RUTGERS
University Libraries

STAFF

Collection Development:

RESOURCES

Policies

- Gift Policies
- General/Generic Policies

Gift Policies

- Public Policy on Gifts of Materials to the Libraries [May 29, 2009]
- Guidelines for the Acquisition of Gift Collections [March 2006]
- Review Form For Potential New Collections (Gift or Purchased) [MSWord]

General/Generic Policies

- Acquisition and Retention Policies for Journals in Print and Online Formats [February 25, 2007]
- Collection Development Strategies
- Course Reserves [October 25, 1991]
- Draft Principles for Acquiring Networked Resources
- Evaluation Criteria for Electronic Resources [March 2, 1999]
- Last Copy Policy
- Maps
- Newspapers
- Principles for Licensing Digital Resources [February 25, 2007]
- Rare Books [Revised October 2005]
- Serials Review [Revised August 2000]
- Textbooks
- Translations
- University Archives [Revised December 1994]
- University Records Management

Last updated: May 2009; May 18, 2010

URL: http://www.libraries.rutgers.edu/rul/staff/collection_dev/policies.shtml

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Technical Services:
Policies:

RESOURCES

Acquiring Networked Resources: RUL Policies and Procedures

Draft Principles for Acquiring Networked Resources

J. Boyle, H. Hemmasi, R. Sewell
11/16/98

Note: the following draft principles are only a part of what will be a fuller set of principles and guidelines for the Libraries as we make electronic resources available and work to implement the long-range plan. As further issues are discussed and consensus is reached these guideline will be expanded. For comments or suggestions, please contact J. Boyle, H. Hemmasi or R. Sewell.

I. Systemwide resource acquisition

1. The Libraries acquire electronic resources, as other formats, as part of a robust service program that serves the needs of the University community and to implement the goals and activities outlined in A Bridge To The Future: The Rutgers Digital Library Initiative, the Libraries long-range plan. The Libraries will negotiate agreements with information providers and vendors that further this service program. Basic capabilities that the service program requires are the ability to fill interlibrary loan requests and to print, download, and email information from electronic resources. The Rutgers community must be able to use electronic resources for normal educational and research purposes. Agreements that preserve copyright fair use and recognize educational and library exemptions in copyright law are encouraged.
2. The Libraries will negotiate pricing and access arrangements that are most favorable to the University community. The Libraries also take into account the still-developing understanding of pricing and acquisition models in the information community, and the need to make agreements that set favorable precedents both for Rutgers and for the larger national academic community. As responsible agents for an institution, librarians must negotiate licenses that address the institution's needs and recognize its obligations to the licensor.
3. The Libraries acquire information resources in all formats in support first of all for Rutgers faculty, students and staff, including administrators, at all locations. Further considerations may also be given to the needs of statewide, regional and national user communities, for example in the light of consortial arrangements that further

Rutgers goals.

4. The Libraries strive to license or acquire information such that unrestricted access is available for the entire Rutgers community on all campuses and at all Rutgers University remote research and learning locations; negotiations with vendors will stress that Rutgers is one community, not several.
5. Authorized Rutgers users comprise all faculty, students and staff of the University wherever they are located, and all onsite users. Rutgers University sites are defined as every campus location, physical and virtual, as well as remote research and learning locations.
6. Presently our preferred means of access is through site license, with the Rutgers site being defined as all IP addresses within the *.rutgers.edu host domains.
7. Presently our preferred method for determination of pricing and for control of use is by number of simultaneous users. Other measures of use may also be acceptable as the basis of formulas for determining cost and measuring access. Size (e.g. FTE or collections budget), geographic spread, or other quantitative measures of the University should not be used to determine pricing or to define access.
8. The University, through the University Librarian, has delegated the responsibility for negotiating the financial terms and site licenses for large purchases made with central funds to the Associate University Librarian for Collection Development and Management.

Responsibilities for acquiring other networked resources will be carried out by the Associate University Librarian for Technical and Automated Services, who will establish site licenses and institutional registrations for these resources.

Additionally, the AUL/TAS will ensure the processes of tracking the progress of all requests, arranging technical and catalog access as appropriate, and notifying public services representatives as new resources become available locally. The Head of the Systems Department provides support by maintaining the list of defined IP addresses for all networked resources.

Agreements made by other Library staff are not authoritative (including, e.g. the definition of IP addresses or user communities).

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Collection Development:
Policies:

RESOURCES

Rutgers University Libraries Collection Development
Council
Acquisition and Retention Policies
For Journals in Print and Online Formats
February 15, 2007

**1. Cancelling Print Subscriptions when Journals
Are Available Online**

- a) When the publisher provides an online title (i.e., not an aggregator), all print subscriptions will be cancelled whenever print is not required for online access.
- b) If RUL has multiple print subscriptions and online access, RUL will subscribe to the online-only version whenever possible if pricing is acceptable, and if the online version is available from the publisher.
- c) If RUL has multiple print subscriptions but not online access, we will subscribe to online only if pricing is acceptable and online is available from the publisher.
- d) All duplicate print subscriptions at RUL will be cancelled when an online version is available from either an aggregator or a publisher.

**2. Retaining Print Subscriptions when Journals Are
Available Online**

- a) One print, archival copy will be retained at the appropriate library within RUL of titles that are available through an aggregator (such as EBSCO's Academic Search Premier). Cancelling all print subscriptions is an option when an archival run of a title is not needed at RUL.
- b) If the print version is superior to the online version, the print version can be retained. Print versions can also be retained when the discipline requires hard copy (e.g., music, art).
- c) Multiple subscriptions to low cost or high use titles can be retained when it is the most economical and efficient method of providing access (i.e., when multiple subscriptions would be more cost effective than intralibrary loan).

d) If RUL has multiple print subscriptions and online access, and multiple print subscriptions are required for online access, we will keep print subscriptions at their current locations.

e) If RUL has multiple print subscriptions and online access, and only one print subscription is required for online access, we will keep one print subscription at the research library for the discipline.

3. Print Backruns for Online Journals

a) Archival print runs of journals are to be located in the library with the current collecting responsibility. If there is a current print subscription, it should be at the library with the print archive.

b) If practical, the selector who initiates a request for a digital resource will consult with the appropriate selectors throughout RUL about which library should retain the archival print run and present a recommendation to the Collection Development Council. If CDC approves the recommendation, the following steps will be carried out:

1. The print backrun and current subscription will be consolidated at the archival site.
2. Whenever possible, missing volumes at the archival site will be supplied from RUL libraries not retaining the archive.
3. Duplicate volumes will be withdrawn from RUL.
4. IRIS will be updated accordingly (public displays, order records, serial control records).

CDC may decide where to locate the archival print run if a recommendation is not made by the selectors.

4. Resources Purchased with Central Funds

Team leaders will inform selectors that money to cover online resources will be transferred from selector funds to central funds. If there is a cost savings, the amount needed will be transferred to central funds and the selector will retain the overage for other purchases.

5. Supplemental Charges for Online Access with Print Subscriptions

a) If the supplemental charge for online with print is \$100 or less, the additional amount will be taken from the holding or transfer funds: TAMB, TAMB, TRMD, TRMR.

b) If the supplemental charge is more than \$100, the appropriate selector will evaluate the subscription to determine if the additional charge is worth the extra cost.

c) If the supplemental charge is more than \$100 but less than \$1000, the additional funding will come from a combination of the transfer funds, selectors funds, and central funding.

d) If the supplemental charge exceeds \$1000, an online request for central funding must be

TEMPLE UNIVERSITY
Guidelines and Principles for Selection of Electronic Resources

Guidelines and Principles for Selection of Electronic Resources

In selecting new electronic resources for Temple University Libraries, we endeavor to balance a number of categories, the most important of which are:

- major databases supporting all Temple undergraduate programs
- major discipline-specific and interdisciplinary online resources to support graduate study and faculty research
- online versions of major standard print reference resources in all Temple disciplines
- online versions of principal academic-society and other peer-reviewed scholarly journals in all Temple disciplines
- special consideration for new undergraduate and graduate programs or concentrations that may require one-time start-up support, a body of new serials, or other ongoing resources
- special attention to programs with large numbers of part-time students who need to be able to do most classwork and research remotely (e.g., persons in MBA programs, education, social work, criminal justice, health professionals)
- multiple electronic resources for highly productive programs and researchers
- major e-resources in statistical data, datasets, audio, visuals, and other non-textual formats
- online substitutes for long runs of print journal backfiles, particularly for storage and space purposes
- online substitutes for resources in outmoded formats, such as networked CD-Roms

It is also necessary to monitor existing resources to ensure their continuing suitability over time. This activity is informed by the guidelines and principles above, as well as cost, usage, and other data drawn from the e-resource evaluation criteria.