

Library Selectors



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May 27, 2010

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Committees and Groups

[Joint Steering Committee on Shared Collections \(JSC\)](#)

Joint Steering Committee on Shared Collections (JSC)

The JSC develops principles and rationale for the California Digital Library's collection development and advises the CDL on sustainable budget and co-investment models for the University of California's shared digital collections. The JSC collaborates closely with the Collection Development Committee (CDC) to analyze and filter information on digital resources.

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[SCP monthly cataloging update \(May 2010\)](#)

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Related Resources

[CDL Licensing Work Plan \[password-protected\]](#)

Related Groups

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Document owner: [Wendy Parfrey](#)



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Electronic Resources

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Who We Are

The Electronic Resources Unit coordinates and supports the selection, licensing, access, and maintenance of electronic information sources including research databases, electronic journals, electronic books, and interactive reference tools. The unit also tracks and analyzes usage statistics, monitors current trends in access and resource management, and compiles reports for assessment and strategic planning. The goal of the unit is to provide the university community with consistent, convenient, and integrated access to online resources for research and learning.

Electronic Resources Licensing Group

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McCafferty, Patrick	Library Business Manager	216-368-6559	patrick.mccafferty@case.edu
Poulos, Esq., Peter	University Counsel		

Procedures and Documentation

- [Guidelines for Submitting Requests to the Electronic Resources Licensing Group](#)
- [Procedure for Ordering Electronic Resources](#)
- [Electronic Resources Request Form](#)

Electronic Resources Links

- [Collection Management](#)
- [Kelvin Smith Library Statistics & Assessment](#)

Related Links

- [Electronic Resources](#)
- [Research Spotlight](#)

KSL News Blog

May 21, 2010
Gaming & Learning on Pac-Man's Anniversary
Look at the 30th anniversary of Pac-Man, featured today on the Google Pac-Man Doodle logo...

May 18, 2010
Summer Reading@KSL
Enjoy summer reading from KSL when you borrow foreign language magazines, audio books, nov...

May 6, 2010
Find Us on Facebook!
Get quick updates on things happening in KSL, or see what's coming up soon...KSL is on Fac...

Today's Desk Hours
9:00 AM to 8:30 PM
[More Hours](#)

Campus Network Not Connected
Please go to <http://vpnsetup.case.edu> to download Case VPN client.

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RSS Feeds

Who We Are FAQ
What and Where is Siegal?
[View All FAQs](#)

**The University of Connecticut Libraries
Collections Council**

Charge

The Collections Council operates as a Program Team within Library Research Services. Its principal role is to advise and support the work of the Collection Development Librarian to providing both operational leadership and strategic planning for the overall development and management of our collections and information resources in support of university teaching and research programs. The Council also makes selection and retention decisions for interdisciplinary databases, electronic reference tools and e-journal packages. Because this role extends beyond Library Research Services the Team Leader for Undergraduate Services and the Program Directory for the Regional Campuses Libraries have been added to the Council.

Members of the Council are expected to work as a management team not a representative body. Whether members are asked to make decisions, or offer advice and counsel to the Collection Development Librarian, the interest of the University of Connecticut Libraries and their users, needs to be everyone's fundamental point of reference. The Council reviews any significant changes to current practice in collection development or collection management and coordinates communication to liaisons, administrators, and the university community at large as appropriate. The Council handles the distribution of any new funds, authorized by the Collections Budget Team, to itself and the liaison subject teams. Similarly the Council advises the Collection Development Librarian on budget strategy and helps implement reductions to our existing commitments when these are necessary. Members of the Council will also be expected to assist the Collection Development Librarian, directly or by delegation, with the data gathering, data presentation and data analysis activities that enable both the Council and individual liaison librarians to make better informed selection and retention decisions.

Communication

The Collections Council works in coordination with

- the Collections Budget Team through which Director's Council exercises direct oversight over key resource allocation decisions, such as the size of e-resource budget, the collection support budget and the monographic budget
- the Team Leader for Acquisitions, Financial Services and Statistics to ensure timely communication concerning licensing, renewals and available measures of usage and user behavior;
- designated representatives from the UConn Law School and UConn Health Center to ensure that their interests and shared purchase commitments are fully considered in our licensing, selection and cancellation decisions;
- members of the Undergraduate Team in Access Services and Liaisons at the Regional Campus libraries and within our Research Services Area to ensure effective use and promotion of our electronic products;
- appropriate individuals on the Resource Access Team to ensure the accurate updating of our eJournal Locator and Research Database Locator and to raise the Council's awareness of questions raised by staff and public users about our electronic services;
- the Chair of the User Team to ensure continuous input from all measures of user behavior into our resource allocation decisions.

The team is responsible for keeping library staff apprised of its deliberations and decisions and for building system-wide consensus on and commitment to all major initiatives undertaken. While most meetings are expected to be open to all interested staff, the Chair may request that specific discussions be closed.

Team Composition/Selection

The Team will have 6 continuing members:

- **Collection Development Librarian (Team Leader)**
- **Science Team Leader**
- **Social Sciences Team Leader**
- **Arts and Humanities Team Leader**
- **Regional Campus Libraries Program Area Director**
- **Undergraduate Education Team Leader**

Representatives from UConn's Law Library and Health Center Library will be invited to all meetings and receive all pertinent team correspondence. The Team Leader for Acquisitions, Financial Services and Statistics will also receive all pertinent team correspondence and act as a resource for the Council, attending occasional meetings at the request of the Chair.

The Collections Council's works in collaboration with the Director for Library Research Services. Issues that cannot be resolved within Library Research Services, will be carried forward to Director's Council by the Director for Library Research Services.

Term of Service

Membership on this team is expected to be a continuing appointment. If circumstances arise that prevent a designated member from serving, or a vacancy occurs, the individual or their supervisor should consult with the Team Leader and the Director for Library Research Services about the need for an interim appointment.

Team Leader

The Collection Development Librarian will serve as the permanent team leader for this cross-program team. While the work of the team is the responsibility of the team as a whole, the team leader is responsible for making sure the work of the team is done and for seeing that the following duties are carried out:

- meetings are scheduled
- meeting agendas are created and distributed
- meetings are run effectively and efficiently

- meeting decisions and action items are documented, archived, and made available to the Libraries' staff
- regular updates are sent to all staff to keep them informed of the team's work
- annual goals are established and reviewed on a regular basis
- appropriate data is gathered and distributed in advance of decisions
- the appropriate managers receive comments on each team member as part of the annual performance evaluation process

Reporting Relationship

The team reports to the Director for Library Research Services.

Meetings

The team meets at least once quarterly, with meetings scheduled as far in advance as possible.

Minutes

A recorder is selected at the start of each meeting from among the members. Minutes are made available to all staff after review by the Council.

7/22/08

The Database Review Committee (DRC) is charged by the Associate University Librarian for Scholarly Resources and Special Collections to track, evaluate, and make decisions on subscription to those multidisciplinary bibliographic and full-text databases, including electronic journals, that are funded centrally. The DRC solicits requests from subject selectors and is responsible of managing its budget that is allocated for these resources. Members of the DRC are generally appointed for two-year terms and may come from all areas of the library system including collection development, public services, technical services, and information technology.



Collection Management Committee

The Collection Management Committee, under the direction of the Associate University Librarian and Director for Collections and Content Development, recommends collection policy to the University Libraries' administration and coordinates collection management activities throughout the system.

Specifically, the Committee:

- Establishes policies and objectives for the development and management of the University Libraries' collections, including both traditional forms and digital information of all types.
- Advises the Associate University Librarian and Director for Collections and Content Development and the University Librarian on budget allocations and the acquisition of expensive resources.
- Ensures effective communication and coordination among collection management librarians on collection issues.
- Advises the Associate University Librarian and Director for Collections and Content Development on other issues relating to collection management, such as evaluation of collection management work, collection evaluation, cooperative programs, etc.

Membership:

The membership of the Collection Management Committee is as follows:

- One representative from among selectors for the east side branch science libraries, including Psychology (selected by the group)
- One representative from the Hardin Library (designated by the Hardin director)
- Head of Reference and Library Instruction, or their designee
- One representative from the remaining branches (Art, Business, and Music, selected by the group)
- One representative from the International Studies Group (the International Studies librarian, Japanese and Chinese Studies librarians, and selectors for Latin American Studies and Russian, East European and Eurasian studies, selected by that group)
- One representative from among the bibliographer(s) and selectors supporting the Main Library collections (selected by that group)
- Two representatives from technical services units, one representing electronic resources management, the other representing the acquisitions function (designated by the TSIS director)
- Head of Access Services or their designee
- Coordinator of Digital Initiatives
- Assistant to the Director, Associate University Librarian and Director, Collections and Content Development (ex officio)
- Associate University Librarian and Director, Collections and Content Development (Chair, ex officio).

Members serve renewable three-year terms. It is expected that members selected from a group will rotate.

Electronic Resource Assessment and Stewardship

Resource Development Council
Revised September 2008

Subject librarians, who support the subscription of electronic resource(s) from their individual fund(s), are responsible for assessing these resources using similar criteria as electronic resources purchased with centrally administered funds.

Stewardship model:

1. Every electronic resource listed on the Electronic Information Fund will be assigned to a steward
2. *Electronic resources are assigned to the EIF based on price. Those over \$2,000 are on EIF; those less are on subject funds. As prices increase, electronic resources will transfer from subject funds to EIF, and the subject fund will have a corresponding base decrease of \$2000.*
3. The Head of Collection Development is responsible for making stewardship assignments, in consultation with the Resource Development Council (RDC), and for overseeing all stewardship activities. Stewardship assignments will be reviewed annually.
4. When the content of an electronic resource is directly connected with a particular subject fund, the steward is the bibliographer for that fund. Stewards assigned to broader discipline-based and multi-disciplinary resources are expected to carry out their stewardship responsibilities in consultation with other interested bibliographers. Especially in the case of interdisciplinary products, the steward need not be a bibliographer but could be another staff member who knows the resource well and uses it frequently, and can fulfill steward responsibilities.
5. Electronic resources purchased through consortial agreements should be assessed and stewarded as any other resource paid by the University. The consortial agreement may determine the timing of when any change can be implemented with regard to the resource.

Roles and Responsibilities of Stewards: *(mostly reorganization of previous document)*

1. The chief role of a steward is to assess, on an annual basis, the continued usefulness of and need for the assigned product.
 - The depth, complexity, and duration of this assessment depend on the resource. A large and expensive interdisciplinary product, especially one that is available on alternative platforms, will require a more extensive review than small, inexpensive, discipline-specific product.
 - This assessment should be based on established criteria for reviewing electronic resources (<http://www.lib.ku.edu/staff/CollectionDevelopment/DBStewards/DBevalform.doc>), and should include evaluating usage statistics, obtaining comments about the resource from users and library staff, and gathering information about possible alternative resources from listservs, professional literature, colleagues, etc.
 - A steward's review of a resource may result in a recommendation to cancel it outright, or to cancel and replace it with an alternative. Stewards are responsible for including interested bibliographers and other staff in this decision process. The RDC will assume final responsibility for approving a cancellation. (Note: In situations where cancellations are mandated due to budget cuts, different criteria might be established and funds not freed up.)
 - Cancellation decisions must be made in advance of a product's renewal deadline.
2. The steward promotes the resource to users, provides assistance and instruction as a contact person for staff who have questions about the resource, monitors the status of the product's development, and, together with e-aid, maintains awareness of problems, bugs, and other issues or concerns to be discussed with the vendor
3. The steward monitors the marketplace for better alternatives (such as price and/or content) to the existing resource, coordinates trial with appropriate staff, publicizes and collects feedback on trials, and coordinates the initial funding request for the resource.
4. The Electronic Information funds allocated to a cancelled resource can be re-allocated either for a direct replacement or for another product in a similar or related subject area. Such action will need the review and approval of the RDC.

The screenshot shows the University Libraries website. At the top left is the Kent State University logo with 'CELEBRATE CENTENNIAL KENT STATE UNIVERSITY 1910-2010'. To the right are links for 'Text Only' and 'Print w/ Links', and three 'A' icons for font size. Below the logo is the main heading 'UNIVERSITY LIBRARIES'. A navigation bar contains links for 'Home', 'Research', 'Services', 'About Us', 'Help', 'Contact Us', 'Search', 'Site Index', and 'Personal'. Below the navigation bar is a 'Quick jump to...' dropdown menu and an 'ASK A LIBRARIAN' button with a question mark icon. On the left side, there is a vertical menu with links: 'Collection Management Home Page', 'Collection Development', and 'Collection Management Staff Directory'. The main content area has a heading 'Collection Development' followed by 'Subject Librarians'. The text describes the criteria for subject librarians, their role, and their responsibilities.

Collection Development

Subject Librarians

Subject Librarians work with one or more academic units based on the following criteria:

- the librarian's educational experience
- the librarian's job-related duties
- the librarian's job-related workload
- the demands of an academic unit placed on the Libraries

In general, assignments are made to best match a librarian's expertise with a given academic unit.

Role of Subject Librarians

Subject librarians are expected to establish and maintain regular and frequent contact with the academic units to which they are assigned. The foremost purpose of this relationship is to assist in effectively and appropriately expending an academic unit's library collection allocation. The subject librarian's primary contacts should be the unit's library representative and the chair or director. Subject librarians should attempt to keep academic units informed of the Libraries' policies and procedures.

A subject librarian's responsibilities could include some of the following major activities: monitoring an academic unit's allocation; assisting library representatives with bibliographic verification, selection, and ordering; reviewing approval shipments, approval forms, Choice cards, publishers' catalogs and fliers, gift items, and damaged materials; collaborating with other librarians in related disciplines; conducting informational sessions for members of academic units; and, working with academic units on special projects, such as serials cancellations and/or ordering, remote storage selection, and accreditation reviews that require information about library resources.



Administration of Collection Development

Administration of Collection Development

Organization:

The Collection Development Council will have the operational responsibility for collection development programs for the University Libraries.

The Council will be managed by two coordinators of collection development, one for University Park Libraries and one for the Commonwealth Campus Libraries. The coordinators will chair a Collection Development Council with sufficient disciplinary and geographic membership to insure representation of the interests of subject and campus libraries. The Council membership will not be a "permanent" appointment; there will be some periodic rotation to increase opportunities for participation and keep pace with the evolving nature of the Libraries. Similarly, one or both of the coordinator positions could rotate to a member of the Council at the discretion of the Dean. The Head of Serials and Acquisitions Services, the Electronic Resources and Copyright Librarian, the Assistant Dean for Technical and Collections Services, and the Assistant Dean for Scholarly Communications will serve as ex officio members of the Council.

The Council will report to the Associate Dean for University Park Libraries and the Associate Dean for Commonwealth Campus Libraries. The Council will have representation on the Collection Development Advisory Group (reporting to the Dean) and the Dean's Library Council. The coordinators and Council members should be given sufficient time or released time from other assignments to carry out responsibilities for collection development administration. The coordinator of collection development for University Park will represent University Libraries interests in collection development within the CIC, ALA, and CRL.

Goals of the Coordinators and Council:

- To develop strategic models of budgeting and policy development to support effective collection development activities.
 - To discuss issues of mutual concern with representatives from subject or format areas (e.g. Business or Special Collections).
 - To assure regular and continuous collection assessment opportunities.
 - To carry out parallel missions of maintaining a large research library with depth of resources for scholars, and targeted and appropriate materials for the undergraduate level.
 - To promote multi-year planning that enables collection development to be more responsive and less reactive.
 - To build resources within targeted areas that support new initiatives important to Penn State and maintain identified areas of excellence.
 - To assure continuous and adequate communication between selectors and the Libraries' administration.
- Responsibilities of the Coordinators and Members of the Council:

Internal

- Monitoring institutional trends at Penn State and communicating effectively with selectors concerning changes in courses and programs.
- Relating efforts in collection development to those in public and instructional services and in scholarly communications.
- Coordinating collections between the campuses and University Park to minimize duplication while supporting local needs.
- Coordinating appropriate faculty and staff training and development opportunities to foster effective collection assessment and collaboration.
- Assigning responsibility for funds to individual selectors and identifying emerging areas of specialty which need to be supported.

- Determining appropriate levels of funding for individual disciplines and campuses that respond to the evolution of research and programs.
- Focusing data collection efforts and distribution to selectors of relevant information to support allocation decisions.
- Maintaining relationships with the Development Office to assure understanding of opportunities and needs.
- Ensuring that selectors are provided with current information on relevant policies and procedures.
- Ensuring that selectors maintain effective communication with their faculties.
- Ensuring that documentation of Collection Development Principles, and Policies & Procedures.

External

- Maintaining productive relations with consortial and professional organizations, e.g. CIC Collection Development Officers, ALCTS Collection Development Officers of Large Research Libraries, Center for Research Libraries.
- Monitoring national trends in collection development and distributing timely information to selectors and others.

Membership for 2009/2010

Collection Development Advisory Group

Meets quarterly and establishes general budget allocations and collection development policies and priorities for the year.

Nancy L. Eaton, Dean (chair)
Sally Kalin, Associate Dean for University Park Libraries
Jack Sulzer, Associate Dean for Commonwealth Campus Libraries
Lisa German, Assistant Dean for Technical and Collections Services
Mike Furlough, Assistant Dean for Scholarly Communications
Kimlyn Patishnock, Director of Administrative Services
Bob Alan, Head of Serials and Acquisitions Services
Bill Brockman, Coordinator for Collection Development, UP
Chris Avery, Coordinator for Collection Development, CCL

Collection Development Council

Meets regularly and has responsibility for collection allocations and oversight of operations.

Bill Brockman, Coordinator for Collection Development, UP (co-chair)
Chris Avery, Coordinator for Collection Development, CCL (co-chair)
Helen Smith, Agricultural Sciences Librarian, UP
Nonny Schlotzhauer, Social Sciences Librarian, UP
Deena Morganti, Head Librarian, Berks
David Van de Streek, Head Librarian, York

Ex Officio:

Lisa German, Assistant Dean for Technical and Collections Services
Mike Furlough, Assistant Dean for Scholarly Communications
Bob Alan, Head of Serials and Acquisitions Services
Becky Albitz, Electronic Resources and Copyright Librarian

Electronic Resources Advisory Committee

Reporting: charged by Dean of University Libraries and reports to Senior Associate University Librarian.

Composition: Members are selected by the Dean of University Libraries for renewable one year terms to represent broad subject divisions and key functions. See membership roster (attachment B).

Background: The Libraries' electronic information resources represent in aggregate a significant portion of the materials budget and in some individual cases are multi-year or permanent investments of quite significant sums. In order to provide the best investment decisions to guide the distribution of Temple's limited funds among the rapidly proliferating variety of electronic resources, careful cost-benefit analysis and broad-based deliberation using clearly understood criteria for prioritization of needs is warranted before Temple commits to purchase one-time and ongoing resources offered.

Charge:

The Electronic Resources Advisory Committee will provide guidance in selection of electronic information resources recommended to the University Libraries for purchase and licensing. In formulating recommendations for purchases, the Committee should:

1. Draft and propose for Library approval an initial written set of general and specific principles and criteria to
 - guide cost-benefit analyses of electronic resources vis-à-vis the information needs of the Temple community and existing holdings in all formats
 - enable comparison and relative weighing of very disparate resources
 - inform rank order prioritization of titles and packages recommended for one-time or ongoing purchase
2. apply those principles and criteria to specific titles or packages recommended for one-time or ongoing purchase by subject specialists, faculty, students, or which otherwise come to the attention of the Committee.
3. furnish annually (or more often as necessary) appropriately documented prioritized purchase recommendations to the Head of Collection Development and Dean of University Libraries for final decision. Such documentation should note desired licensing terms as appropriate (*e.g.*, number of simultaneous users) as well as note any other competing resources or formats that might be dropped from ongoing subscription.

4. maintain and review prioritized wishlists to enable well-founded, rapid decision in case of urgency (*e.g.*, should unanticipated short-term funding become available)
5. assist subject specialists, other library staff, faculty, and administrators, and students as needed in understanding the appropriateness of the resulting electronic resource selection guidelines and understanding particular instances where these guidelines have resulted in the purchase or non-purchase of certain resources.
6. regularly review the written Guidelines and selection criteria for continued relevance and effect.

The ERAC may establish working groups, as needed, to investigate particular resources (*e.g.*, direct comparisons of products from among which a single title/package is to be selected)

Revision drafted 9/14/06