

Academic Library Services Procedure Manual

500.10.13

Subject: Collection Development

Title: Electronic Resources Collection Development Procedure

Operational Procedure - Date Adopted by the EHRA Assembly: December 7, 2006

Date Revised: February 6, 2020

I. Purpose:

The Electronic Resources Collection Development Procedure for Academic Library Services is intended to assist those persons responsible for building, maintaining, and evaluating collections of online resources that support instruction and research of East Carolina University students, staff, and faculty in addition to authorized community users. The Electronic Resources Collection Development Procedure supplements the over-arching General Collection Development Procedure for the Library, addressing issues related specifically to electronic resources. Electronic resources are defined as those available in digital format and which require computer access, and include ongoing subscriptions, one-time purchases, and freely-available Internet resources.

The Electronic Resources Collection Development Procedure supports the missions of East Carolina University and Academic Library Services. This document provides a method for communicating the Library's collection philosophy and principles to the University community and others. More specifically, this Procedure serves as a planning document to direct future collection development, and provides guidelines for selection, review, and de-selection of electronic resources.

The Procedure will be revised periodically to reflect changing academic needs and priorities.

II. Consortial Agreements and Resource Sharing:

Consortial agreements are particularly important to expand access to electronic resources, and resource sharing agreements are central in considering resources for the University. The Electronic Resources Collection Development Procedure affirms the commitment to consortial agreements and resource sharing stated in the General Collection Development Procedure for Academic Library Services. The Assistant Director in charge of collections appoints the Library's representative(s) to negotiate consortial subscriptions to and purchases of electronic resources. Licenses for electronic resources may only be negotiated and signed by the Provost,

the director of ALS, or, in certain limited instances, a library employee designated by the director.

III. Responsibilities:

Primary responsibility for the selection of all electronic materials for public use rests with the Assistant Director charged with collections subject to the final approval of the Director. For materials purchased from the appropriate budget lines, the Electronic Resources Review Committee (ERRC) serves consultative and coordinating roles for the Assistant Director (AD). Using the evaluation criteria described below, the ERRC will work with assigned subject selectors and other appropriate library units, including, for instance, Research and Instruction Services, the Music Library, or the Teaching Resources Center. The ERRC is responsible for organizing and evaluating all electronic resources and recommends potential purchases and subscriptions to the AD. Requests for electronic resources may originate from any member of the faculty or staff of the University or the library, or from any of the students of the University.

Acquisitions and E-Resources personnel work with vendors to determine minimum specifications for products. They also arrange for trials of any products for which the library must pay one-time purchase, subscription, or licensing costs. Members of the ERRC and liaison librarians publicize trials and invite input on trialed resources from members of the library, relevant departments on campus, and other interested parties.

On the approval of library administration, the Head of the Acquisitions and E-Resources Department requests all appropriate licenses and invoices for Acquisitions and checks licensing requirements.

Once purchased, electronic resources personnel will notify Academic Library Services and Laupus Library that the resource is available. The coordinator of liaisons will work with ALS marketing personnel and others to generate overall publicity for new electronic resources. Liaison librarians may send out personalized messages to departments, schools, centers and individuals outlining how the new resource might be of use to them. If staff training is needed, the electronic resources personnel will coordinate with relevant library staff (including, for instance, liaison librarians, RIS, or TRC).

Evaluation is coordinated by the Electronic Resources Review Committee. The Chairs of ERRC are responsible for reviewing ongoing products to reassess for relevance to the collections, currency, ease of use, and cost. Other means of evaluation, including usage statistics, will be part of the assessment of the electronic resources collections. When a product no longer has sufficient value as part of the collections, it should be reviewed by the ERRC for de-selection. The ERRC and subject liaisons will invite input from authorized users regarding de-selection decisions, and ERRC will make a recommendation to the AD.

IV. Evaluation Criteria:

The following evaluation criteria are used for purposes of selection, evaluation, and deselection. These evaluation criteria include issues specific to electronic resources and build on the selection criteria named in the General Collection Development Procedure. Evaluation criteria

are arranged by four topics: usability, content, curriculum needs and research emphases, and vendor. The committee will also seek out reviews of the databases to complement the members' own evaluations. The criteria currently in use by the committee include but are not limited to:

A. Content:

1. Uniqueness of content, including indexed titles
2. Overlap/fit with other databases
3. Is the resource a core database for its subject area?
4. Interdisciplinarity
5. Full text availability
 - a. File format (including PDF)
 - b. Full text value to the discipline (includes core journals)
 - c. Embargo periods, if applicable
 - d. Full text coverage (e.g., articles only, front matter, etc.)
 - e. Duplication of print titles held by Joyner or Laupus
6. Backfiles/Archive (including Full text considerations above)
7. Competing electronic resources for consideration
8. Buffet versus big-deal buying (e.g. can the library consider just part of a database, and will the part considered meet the library's needs?)
9. Ownership of content versus access via an ongoing subscription

B. Curriculum Needs and Research Emphases:

1. Teaching faculty input
2. Growth of programs (recent and planned)
3. Distance Education needs of programs
4. Support for the University's areas of emphasis
5. Library Service Point input
 - a. Research and Instructional Services
 - b. Interlibrary Loan request history
 - c. Other relevant departments

C. Usability & Discoverability:

1. Ease of navigating interface
2. Search options
3. Linking ability

4. Email, print, save, and export options
5. Usage statistics with preference for COUNTER-compliant statistics
 - a. Time periods for reporting: monthly, and length of access to statistics (prefer at least two calendar years at a time—all of previous and current year data available)
 - b. Availability of viewing and downloading statistics
6. Depth of indexing
7. Data accuracy
8. Auto-logoff availability
9. Email alerts
10. Special software required for data manipulation?
11. Ease of off-campus, remote use
12. Compatibility with discovery tool
13. Availability and ease of use for database “help” and FAQ documents

D. Vendor Criteria:

1. Cost, including the following aspects:
 - a. Recent years' increases
 - b. Number of simultaneous users
 - c. Competing vendors for same product
 - d. Can subfiles be purchased as separate units
 - e. Can payments be made over a multi-year period
 - f. Are multi-year licenses available
2. ADA Compliance
3. Vendor's collection of patron data
4. Provision of statistics (preferably COUNTER compliant; see www.projectcounter.org)
5. Training options
6. Licensing issues:
 - a. Provision for off-campus, Distance Education, and walk-in users
 - b. Interlibrary Loan
 - c. Coursepacks and electronic reserves
 - d. Venue for dispute
 - e. Governing law
 - f. Transparency (no non-disclosure clause)

- g. Support for open access
- 7. Database response time
- 8. Stability of vendor; reputation
- 9. Timeliness of updates
- 10. MARC records availability, cost
- 11. Web-browser compatibility
- 12. Support, including:
 - a. Resolution of problems
 - b. Response time

V. Format and Material Types:

A. Included Electronic Resources: The following represents some of the types of electronic resources governed by this Collection Development Procedure:

1. Online bibliographic serial titles (indexes or A&I) converted from print to electronic subscription;
2. Subscribed fulltext databases, including but not limited to aggregators, journal and newspaper collections, primary works, biographical essays, encyclopedias or other reference works, music, and research reports;
3. One-time expenditures for fulltext electronic resources, usually archival in nature;
4. Freely-available databases produced by an authoritative body. These must be searchable and/or browseable and offer bibliographic access and/or fulltext content.
5. Streaming video content: purchased in collections, streaming videos should have captioning for optimal accessibility.

B. Material Types Excluded: The following list represents some of the types of resources not appropriate for this Collection Development Procedure:

1. Individual electronic journals are more properly considered by the subject librarian and governed by the General Collection Development Procedure 500.10. The liaison librarian should notify the ERRC if the selected titles are part of a journal collection with special pricing. The ERRC will consider multiple title collections as budget permits and when the number of subscriptions makes the package a more cost-effective option.
2. Electronic books on a title-by-title selection or other electronic resources eligible to be paid from subject funds or other library collections funds are governed by the General Collection Development Procedure 500.10.

3. Freely-available World Wide Web pages that are “self-contained” or contain only links out to other pages are not within the scope of this Procedure, although departments or subject librarians may select these kinds of Web pages for instruction or LibGuides.

VI. Selection Tools:

In addition to other selection tools listed in Academic Library Services' General Collection Development Procedure 500.10, the following selection tools are particularly appropriate for electronic resources:

- Faculty requests

Reviews in scholarly and professional journals, including the *Charleston Advisor*, *Choice*, *Booklist*, and other sources

- Publishers' and/or vendors' notifications
- Email lists and postings
- Relevant core lists
- Comparison with peer institutions

VII. Limitations:

- A. Languages: Dependent on relevant subject area, although the main language of this collection is English
- B. Geographical Guidelines: Dependent on relevant subject area
- C. Chronological Guidelines: Access to current research will be given priority. Online archives and other retrospective coverage may be selected for any of several reasons:
 1. To offer access to material of value not already owned;
 2. To enhance research on already-owned content in other media, particularly for distance education or by offering additional access/manipulability; and/or
 3. To maintain access to materials becoming fragile in other media, particularly print.
- D. Duplication of Format: Is discouraged unless the duplication is justified for distance education programs, preservation needs, or other relevant reasons.
- E. Cost: Five factors are weighed:

1. The total budget and fiscal outlook for the year;
2. The relative need for the resource compared with other resources being considered during the year
3. Cost differences between vendors, if more than one offers the product, as part of the total evaluation of the requested resource.
4. Expected price increase. In order to be recommended for purchase, the expected use/importance of the product should justify the extra cost. There are two types of price increases to consider:
 - a. Both the absolute increase from print to electronic access, and
 - b. The relative increase (e.g., is the electronic resource twice the cost of the print, three times, quadrupled)
5. Hidden costs, including but not limited to time negotiating with the vendor/distributor, resource downtime, cataloging and other library processing time

VIII Deselection:

Deselection, the removal of material from the collection, is essential for the maintenance of an active, useful library collection. Deselection is also made necessary by ongoing changes in the University's curricula and the limits imposed by the Library's available budget. ERRC is responsible for conducting periodic evaluations for de-selection. Faculty members are encouraged to give feedback regarding the deselection of titles in their areas of teaching and research. Primary responsibility for the de-selection of electronic resources rests with the AD in charge of collections. The general factors considered for de-selection of electronic resources are:

- Cost, including the five factors listed above;
- Low-use items (with respect to the cost and size of department for subject areas served)
- Content and/or indexing of the electronic resource have been superseded by another, preferred, electronic resource;
- Technical requirements to maintain the electronic resource outweigh the need for the resource or are beyond the reasonable ability of the Library;
- Producer or distributor imposes unacceptable conditions on the Library in its administration of the electronic resource.