

# SCOPE OF COLLECTION

## *COLLECTING AND PURCHASING GUIDELINES*

### Scope of Collection

Crichton College  
Crichton College Library  
Memphis, Tennessee

#### Minimal Level

A subject area which is out of scope for the library's collection, and in which few selections are made beyond very basic reference tools and individual titles. Recreational reading materials and novels are collected at this level.

All acquisitions, whether purchased or donated, are considered in light of the following criteria:

The needs of the current curriculum, as well as long-range development of the college with reference to its degree programs. Included within this factor is the library's need to "fill in the gaps" of its current collection. This need will necessarily change focus with time.

The number of students majoring in each subject area

The research needs and literary production of the faculty (supplemented by Interlibrary Loan and borrowing agreements with local libraries)

Cost of the item and budget funds available

The item itself

#### Non-Fiction

Qualifications of the writer (education, experience, significance in field)

Scope of treatment (appropriate to intended reader; popular versus scholarly)

#### Accuracy

Timeliness or permanence of either the subject matter or its treatment

Date of publication

Presence of index, bibliography, glossary, illustrations, etc.

Reputation of publisher

Inclusion of the work in bibliographies, indexes and selection tools, such as Books for College Libraries

Authority of work

Physical condition of the item

Appropriateness of the format to our collection needs

Subject is presented in a balance, well-organized, thoughtful manner

#### Fiction

Representative of important movements, genres, trends or national cultures

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

### Originality

- Exemplifies good literary style, structure, characterization and plot

- Has lasting appeal

- Authenticity of historical or social setting

- Inclusion of the work in selection tools

- Physical condition of the item

### Special Concerns for Community College Collections

Saint Philips College Learning Resource Center

Alamo Community College District

San Antonio, Texas

### Selection and Evaluation Tools

#### Criteria

Literary merit, enduring value, accuracy, authoritativeness, social significance, importance of subject matter to the collection, timeliness, popular demand, cost.

Scarcity of material on the subject and availability elsewhere, quality and suitability of the format,( other considerations may be applicable in specific subject areas). Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet the patrons' needs.

#### Tools

Professional journals, trade journals subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of recommended titles and sales representatives for specific materials. Purchase suggestions from faculty and students are also an important source.

#### Levels of Collection Development by Subject Classification

Librarians are responsible for assessing collection strengths. Guidelines exist for determining levels of collection density and collecting intensity designations. Such guidelines are used to identify the existing strength of the collection, the actual current level of collection activity, and the desirable level of the collection to meet program needs.

In general, collecting will be at one of the following levels:

#### Out of Scope

Library does not intentionally collect materials in any format on this subject.

#### Minimal Information Level

To support minimal inquiries about this subject, the following are included:

- A very limited collection of materials including monographs and reference works

- Periodicals directly dealing with this topic and in-depth electronic information resources are not collected

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

#### Basic Information Level

To introduce and define a subject, to indicate the varieties of information available elsewhere and to support the needs of general library users through the first two years of college instruction, the following are included:

- A limited collection of monographs and reference works

## SCOPE OF COLLECTION

A limited collection of representative general periodicals

Access to a limited number of owned or remotely accessed electronic bibliographic tools, texts, data sets, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

### Study or Instructional Support Level

To provide knowledge about a subject in a systematic way, but at a level of less than research intensity and to support the needs of general library users through college students, the following are included:

An extensive collection of general monographs and reference works

An extensive collection of general periodicals and a limited collection of representative specialized periodicals

Limited collections of appropriate foreign language materials, e.g., foreign language learning or foreign language material about a topic like German history

Extensive collections of the works of better-known writers and selections from the works of less well-known writers

Access to an extensive collection of owned or remotely accessed electronic bibliographic tools, texts, and data sets

The collection should be systematically reviewed for currency of information and to assure that essential and significant information is retained including significant numbers of classic retrospective materials.

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

### Detailed Analysis of Subject Collections

This section describes the breadth and depth of subject collections. The following categories for collection development levels are used by Lake-Sumter Community College libraries, to describe collections appropriate for the support of a community college curriculum.

Lake-Sumter Community College provides degree and certificate programs at the Associate degree level, and therefore does not endeavor to collect at the research level, which describes a collection that includes the major published source materials required for dissertations and independent research, nor the comprehensive level, which include all significant works of recorded knowledge for a defined field.

#### A=Study level

A collection which supports undergraduate or graduate course work, or sustained independent study; which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of important writers, selections from the works of secondary writers, a selection of representative journals, and the reference works pertaining to the subject.

#### B=Basic level

A highly selective collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

#### C=Minimal level

Few selections are made, but basic authors, some core works, or a spectrum of ideological views may be represented.

Classification Subjects Current Level Target Level

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

A General Works C C  
B–BD Philosophy C C  
BF Psychology C B  
BH–BJ Aesthetics C C  
BL–BX Religion C B  
C–CR Auxiliary History C C  
CS Genealogy C C  
CT Biography C B  
D General History C B  
DA–DX European History C B  
E–F American History C B  
G–GB Geography C C  
GC Oceanography C C  
GF–GN Human Ecology, Anthropology C C  
GR Folklore C C  
GT Manners, Customs C C  
GV Recreation C B  
H Social Sciences C C  
HA Statistics C C  
HB–HJ Economics, Finance C B  
HM–HT Sociology, Social Groups, Races B B  
HV Criminology C B  
HX Socialism, Communism, Anarchism C C  
J–JV Political Science C B  
JX International Relations C B  
K Law C C  
L Education C B  
M Music C B  
N Fine Arts C B  
P Language, Literature B A  
Q General Science C B  
QA Mathematics, Computer Science C B  
QB Astronomy C C  
QC Physics C B  
QD Chemistry C C  
QE–QH Geology, Natural History C C  
QK–QL Botany, Zoology C C  
QM–QR Human Anatomy, Physiology, Microbiology C B  
R–RZ (except RT) Medicine C B  
RT Nursing B B  
S Agriculture C C  
T Technology C C  
U–V Military, Naval Science C C  
Z Bibliography, Library Science C C

Houston Community College System  
Houston Community College Libraries  
Houston, Texas

### I.6 Criteria for Selection of Materials

I.6.1 The library selects print and non-print materials from a number of professional selection tools. These include:

- Professional journals.
- Popular review sources.
- Standard bibliographies.
- Publishers' and producers' catalogs.
- Also from requests submitted by faculty, staff and students.
- The library also accepts gift materials (see separate policy for gift materials).

I.6.2 When selecting materials, an overriding consideration is appropriateness for community college use. Most materials should be written or produced on a level that the average community college student can use or benefit from, or at a level that students in a particular field are expected to attain.

I.6.3 Selection is also conditioned by the Library Bill of Rights and the Freedom to Read Statement as ratified by the American Library Association, and approved by the HCCS Board of Trustees (10–20–75), by the Statement of Academic Freedom and Responsibilities which is published yearly in the Houston Community College Faculty Handbook, and by HCCS policy regarding Internet and use.

I.6.4 In addition to the above, the following criteria are used to evaluate materials considered for acquisition and inclusion in the collection.

- Relevance to instructional needs.
- Correlation to the existing collection.
- Appropriateness of the medium/compatibility with hardware already owned.
- Timeliness/permanence of contents.
- Quality
- Reputation of author, director, publisher, producer.
- Scarcity of materials on subject matter.
- Demand.
- Age.
- Cost in relation to other costs and other relevant materials.
- Storage needs.
- Availability elsewhere.

I.6.5 Due to budgetary and space limitations, duplication of materials between libraries within a college is made judiciously. Less heed is taken of duplication between colleges.

I.6.6 Titles are not automatically purchased in large quantities or as single copies, but what seems to be the best combination of quantity and anticipated needs.

### I.7 System Collection

I.7.1 A major goal of collection development is to provide at least one full-service general resource center at each college.

I.7.2 Space and budget limitations will usually preclude large independent collections at each library within a college.

I.7.3 Through the use of the on-line catalog, students and faculty have access to materials throughout the system.

I.7.4 Each campus, however, is different, has its own unique needs and capabilities based on its courses, students, faculty, as well as its particular location and size.

### I.8 Materials Formats

I.8.1 This section describes the various types of materials and formats purchased by the library.

#### I.8.2 Print materials

##### I.8.2.1 Books

- Hardbound materials are preferred for inclusion in the cataloged collection, except in the case of subject areas where materials become out-of-date quickly.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

- If a choice is available between a hardbound or paper edition of the same title (and edition), the hardbound should be purchased, unless the cost difference is so great as to prohibit purchase in hardbound format.
- Textbooks adopted for courses are not customarily purchased by the library. Exceptions to this can be made on a case-by-case basis.
- Workbooks or any other work that consists primarily of pages to be filled in are considered consumables and are not purchased.
- Paperbound materials may be purchased for inclusion in the collection if a hardbound edition is not available.
- Mass market paperbacks are purchased for recreational reading. They are regarded as a browsing collection and are not cataloged or classified.

### 1.8.2.2 Serials

A serial is defined as a publication "issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely." (ALA Glossary, 1983) The Library recognizes two different categories of serials:

- Unclassified serials include magazines, journals and newspapers.
- Unclassified serials are issued more frequently than annually.
- Unclassified serials are purchased on a subscription basis.

### Selection Criteria

Decisions about specific titles, numbers of copies and locations are made by the library chairs. These recommendations are based on information provided by librarians and faculty.

The quantity and specific titles at any one campus library depend on a number of variables: course offerings, enrollment, faculty and student requests, library use, space and budgetary limitations. The goal is to provide basic coverage at most campus libraries to support specific courses being taught as well as to provide both general interest and news magazines of international, national and local interest.

### Format

Unclassified serials may be purchased in hard copy, microform or an electronic format.

The hard copy is replaced by the microform when it becomes available. This is done either annually or, preferably, on a quarterly basis.

Because of space and cost, some periodicals are only purchased in microform or electronic format.

Classified serials are publications issued in successive parts at an annual or lesser frequency. They include such items as almanacs, yearbooks, directories, indexes, and loose-leaf services.

Selection responsibility resides with the librarians under the coordination of the Library Chair.

### 1.8.3 Non-Print Materials

#### 1.8.3.1 Audio-visual software

Formats currently in use:

- Videocassette (1/2 VHS) (VTC)
- 16 MM Film (Film)
- Audiocassette (CAS)
- Slide/Cassette (SLC)
- Filmstrip/Cassette (FSC)
- Filmloop (FL)
- Slide (SLI)
- Filmstrip (FS)
- Transparency (TRS)
- Map

- Phonograph record (PHO)
- Videodisk (VDD)

#### Selection Criteria

Materials must be compatible with equipment owned by the library.

Whenever a choice is available, preference should be given to media which is closed captioned over media which is not closed captioned..

There should be a definite commitment by the requesting instructor to use these items. (See also I.6. Criteria for Selection of materials).

Because of cost, software is ordered on a 'Preview' basis and must be previewed by faculty.

Faculty must indicate a willingness to use media in the classroom as a precondition for purchase.

Items costing under \$50 may be purchased outright.

### *GUIDELINES FOR PRINT COLLECTIONS*

#### Autographed or Signed Material

Columbia College  
Columbia College Library  
Chicago, Illinois

#### Autographed or Signed Copies

Autographed or signed copies of monographs or other materials will generally not be added to Special Collections unless the item meets one or more of the following conditions:

1. The author is determined to be of literary, artistic or historic significance, and has been or can be verified as authentic.
2. The work itself has increased in value due to the significance of the signature.
3. The work has been acquired specifically because of the presence of the signature.

Works that have been inscribed to an individual or individuals will generally be added to the main circulating collection unless the inscription is to a person of literary, artistic or historic significance. If there is a question regarding location placement of a specific item or items, each will be treated on a case-by-case basis in consultation with the appropriate selector and the Special Collections Librarian.

#### Hardbound Bindings

Christopher Newport University  
Captain John Smith Library  
Newport News, Virginia

Hardcover bindings are preferred because of their durability. Paperbacks are purchased when a suitable hardcover edition is not available, or when the price of paperback is at least \$25 less than the hardcover and high use is not anticipated. Paperbacks of lasting value may be bound.

#### Honors Papers

University of North Carolina Wilmington  
William Madison Randall Library  
Wilmington, North Carolina

Randall Library serves as the repository for UNCW Honors Papers. Students must submit two copies of their papers to the Honors Program Office. One of the two copies must be the original copy.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

The papers must be printed on 100% cotton fiber paper and placed in a heavyweight two-piece report cover. These may be purchased at the University Bookstore. The first page should show the title of the paper and the author's full name.

If all requirements are satisfied, the papers will be delivered by the Honors Program Office to the Library Administrative Office for addition to the collection. The original copy becomes part of the University Archives. The second copy is added to the General Collection.

### Language

Christopher Newport University  
Captain John Smith Library  
Newport News, Virginia

### Language

English is the primary language of collection. Materials in other languages are acquired to support the curriculum, including French, Latin, German, and Spanish. Material in other languages will be acquired to support the international studies programs of the university. English translations of major works are also acquired.

New York University  
Bobst Library  
New York, New York

### Language

By the very nature of its core collections, the Library collects literature almost exclusively in English. The primary language of biographies, memoirs, and collected critical works is also English. This in large part also applies to the Downtown Collection and current efforts at Bobst to document the Downtown movement. Due, however, to the ethnic diversity of the area—particularly that work relating to the Nuyorican Poets Café in the Lower East Side (Losaida), some Spanish language materials are also collected.

Columbia College Chicago  
Columbia College Library  
Chicago, Illinois

### Language

English language publications are preferred for acquisition, however these exceptions apply:

Books that are primarily pictorial in content (art, photography, graphic design, architecture, etc.) may be purchased without language restrictions.

Foreign language materials may be purchased in other subject areas if there is sufficient demand by students and / or faculty.

Where foreign language programs exist or are added to the curriculum, materials will be acquired with the assistance of faculty from those departments.

### Materials in Process

Columbia College Chicago  
Columbia College Library  
Chicago, Illinois

If a Columbia student or faculty member urgently needs an item that is labeled No Holdings Available—check at Circulation Desk or Order Received in our Library catalog, they may submit a request for



expedited processing of the material by Library staff from our Technical Services Department.

#### Next Steps

Please complete a Request Form for Material in Process available at the Reference or Circulation Desk. Attach to it a printout from our Library Catalog for the item in question. If you need assistance with completing the form or if you have questions, please check with staff at the Reference or Circulation Desk.

Library Technical Services staff will investigate and confirm the item's actual status. If there is a problem, we will contact you right away.

Library Technical Services staff will locate the in-process item within the department.

Library Technical Services staff will process the needed material within 48 hours after the item has been located.

When processing has been completed, the item will be brought to the Circulation Desk where it will be placed on the HOLD shelf under your name. Whoever placed the request for the material will be "first in line" to consult or check out the material (if permitted). Rush processing of an item does not grant circulating status to those already classified as non-circulating.

The Circulation Desk staff will notify you that the requested item is now available for use and it will remain on the HOLD shelf at the Circulation Desk for 24 hours only.

University of South Alabama  
University Libraries  
Mobil, Alabama

#### Rush Processing

If you need an item that the catalog indicates is "In Process," you may request that processing be expedited. Ask the Circulation Staff for a Rush Request Form and have the exact information from the SOUTHcat screen available to transcribe onto the form. Please be aware, however, that items listed as "In Process" are not always available. Materials listed as "On Order" or "In Pre-Order Process" have not yet been received.

#### Monographs

New Mexico State University Alamogordo  
David H. Townsend Library  
Alamogordo, New Mexico

Books/monographs are collected in clothbound editions unless cost is significantly higher than a paper edition. Books that must be frequently updated (nursing/medical texts, computer manuals, test preparation materials) will be purchased in paper formats. No attempt is made to support research needs of faculty pursuing advanced degrees. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements for books.

Eastern Michigan University  
Bruce T. Halle Library  
Ypsilanti, Michigan

#### Monographs

Monographs are selected to cover, as broadly as possible, all fields relating to the curriculum of the University, while also supplying deeper coverage in those fields where advanced degrees are offered. Monographs are added to the collection based on the following criteria: positive reviews in renowned review sources; author's and publisher's reputations; format; language (English is preferred in most cases); cost; recommendations by faculty and students; local interest; the quality and extent of the existing collection on the subject; and whether the edition has been revised or is merely a reprint.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

A collection of books published for preschool through high school levels is maintained to support the education curriculum. This collection includes fiction, nonfiction and picture books.

In most disciplines, the library does not purchase textbooks; however, textbooks that are requested by a faculty member or received as gifts and that meet selection criteria will be added to the collection.

The library acquires fiction to support the University's curriculum and does not aspire to provide such a collection for leisure reading.

The library normally purchases only one copy of a title but exceptions may be made for archival purposes or to meet high demand.

Electronic format is preferred for most indexes, abstracts and reference materials.

### Newspapers

University of South Carolina Beaufort  
USC Beaufort Library  
Beaufort, South Carolina

#### Newspapers

The library subscribes to representative local, regional and national newspapers. Due to limited storage space, backfiles of newspapers are not kept beyond three months.

The College of Saint Catherine  
College of Saint Catherine Libraries  
Minneapolis, Minnesota

#### Newspapers

The Libraries maintain subscriptions to selected local and regional newspapers. National newspapers are acquired on a highly selective basis. International newspapers are also acquired on a highly selective basis to support the curriculum. Selected newspaper backfiles are retained permanently on microfilm in the St. Paul Campus Library. Indexed newspapers are given priority in making backfile decisions.

### Paperbacks

Crichton College  
Crichton College Library  
Memphis, Tennessee

#### Paperback Books

Paperback books may be purchased for any of the following reasons:

- a. The title has never appeared in a bound edition.
- b. The title is out of print and otherwise unobtainable in a better format.
- c. It is more economically feasible to purchase the paperback edition as opposed to the hardback edition (see above).

If a paperback book is selected, the quality of the paperback binding should be such that pages are not apt to come loose easily. This is particularly important when considering items that will remain permanently unbound. Paperback books may be bound at the discretion of the librarians, depending on quality, anticipated use and wear and other factors.

## SCOPE OF COLLECTION

University of South Carolina Beaufort  
USC Beaufort Library  
Beaufort, South Carolina

### Paperbacks

When there is a choice between hard cover and paperback, the paperback will be purchased unless the work is one expected to stand up to frequent and heavy use.

Indiana University–Purdue University Fort Wayne  
Walter E. Helmke Library  
Fort Wayne, Indiana

### Paperbacks

Paperback monographs for the regular collection will be acquired only when hardback editions are not available or when there is a significant price difference between the hardback and paperback editions. When making a choice between paperback and hardback, the long-term value and expected use of the title will be considered.

## Popular Fiction

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

Popular fiction having short-term interest among readers is not purchased. Established literary works and new works receiving critical acclaim in the literary field are considered, especially those works that support literature course offerings. Literary prizewinners are purchased when funds permit.

Indiana University-Purdue University Fort Wayne  
Walter E. Helmke Library  
Fort Wayne, Indiana

The library will not buy fiction that is anticipated to have only short-term interest among readers, but will attempt to select established literary works and new works of promise in the literary field, especially those works which would support literature course offerings. As part of the selection process librarians will evaluate the work in terms of the author's earlier writings and current reader interest.

## Second Copies

The College of Saint Catherine  
College of Saint Catherine Libraries  
Minneapolis, Minnesota

### Duplication of Materials among the Libraries of the College of St. Catherine

Duplicate copies of titles are not normally purchased for an individual library. Exceptions may be made, but will be reviewed carefully. Duplication of titles among the libraries will be reviewed to insure the best use of available resources.

### Guidelines for Duplication:

Duplication of resources between the St. Paul and Minneapolis libraries is most likely to occur in the Reference collections.

Access tools (e.g. indexes and abstracts) will be duplicated as needed, if sharing electronically is not cost effective.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Circulating materials will not be duplicated as a general rule. Exceptions will be reviewed carefully.

Indiana University–Purdue University Fort Wayne  
Walter E. Helmke Library  
Fort Wayne, Indiana

### Duplicates

Duplicates are not normally purchased. Duplicate materials will be added to the collection if warranted by heavy usage of copies already held by the library.

### Serials

New Mexico State University Alamogordo  
David H. Townsend Library  
Alamogordo, New Mexico

Serials/periodicals/journals/newspapers are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print, microform, and electronic formats. All formats will be considered in the library's purchase and/or access decisions.

Serials are acquired via subscription. Individual issues or reprints will rarely be purchased.

The selection of serials requires a continuing commitment to the cost of the title, including maintenance, viewing and reproduction equipment, and storage space.

The escalating cost of serials subscriptions demands that requests for serials subscriptions be carefully reviewed before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted.

Since it is becoming more cost-efficient to purchase electronic access or document delivery services for serials instead of acquisition through print subscription, this method of delivery will be chosen when fiscally prudent. Cooperative acquisition (regional and statewide) of electronic serials databases is actively pursued.

Electronic serials subscriptions licensing contracts may limit access to currently enrolled students, faculty and staff. The professional library staff reviews local serials collections and accessibility of online titles annually.

The serials collection supports the research needs of the NMSU-A curriculum.

No attempt is made to support research needs of faculty pursuing advanced degrees.

Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements. Factors to be considered are:

- Support of academic programs
- Cost, including rate of price increases, cost of storage, and/or access costs
- Uniqueness of subject coverage for the college libraries
- Accessibility within resource sharing groups, consortia, and/or through document delivery or courier services
- Full-text availability via electronic access
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users
- Demand for title in interlibrary loan or document delivery requests
- Intended audience including special users (2 + 2 or joint-use programs).

Crichton College  
Crichton College Library  
Memphis, Tennessee

#### Periodicals

Periodicals are purchased or accepted as gifts for one or more of the following reasons:

- a. To keep the library's collection up-to-date with current thinking in various fields
- b. To provide information not available in books.
- c. To provide some measure for the research needs of advanced students and faculty.
- d. To keep the faculty informed of developments in their field
- e. To serve the staff as book selection aids, book reviewing media, and professional reading.

Individual titles are chosen for the following reasons:

Accuracy and objectivity

Accessibility of content through indexes

Ease of consultation

Demand

Need in reference work

Representation of a point of view or subject needed in the collection

Cost of the subscription in relation to its use.

- f. In an age of limited resources and resource sharing, the library will also consider maintaining periodicals subscriptions which are requested through ILL even if not often used by CCL patrons.

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

Serials/periodicals/journals/newspapers are publications issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials are issued in print, microform, and electronic formats. All formats will be considered in the libraries' purchase and/or access decisions. Serials are acquired via subscription. Individual issues or reprints will rarely be purchased.

The selection of serials requires a continuing commitment to the cost of the title, including maintenance, viewing and reproduction equipment, and storage space. The escalating cost of serials subscriptions demands that requests for serials subscriptions be carefully reviewed before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted.

Since it is often becoming more cost-efficient to purchase electronic access or document delivery services for serials instead of acquisition through print subscription, this delivery method will be chosen when fiscally prudent. Cooperative acquisition (regional and statewide) of electronic serials databases is actively pursued. Electronic serials subscriptions licensing contracts may limit access to currently enrolled students, faculty and staff. The professional library staff reviews local serials collections and accessibility of online titles annually.

The serials collection supports the research needs of the Lake-Sumter Community College curriculum. No attempt is made to support research needs of faculty pursuing advanced degrees. Interlibrary loan is regularly provided in a timely manner to meet faculty and administrative research requirements. Factors to be considered in the acquisition of serials are:

Support of academic programs

Suitability for intended audience including special users (2 + 2 or joint-use programs)

Uniqueness of subject coverage for the college libraries

Cost, including rate of price increases, cost of storage, and/or access costs

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Professional reputation

Usage or projected usage

Indexing and abstracting in sources accessible to library users

Demand for title in interlibrary loan or document delivery requests

Accessibility within resource sharing groups, consortia, and/or through document delivery or courier services

Full-text availability via electronic access

Cost, including rate of price increases, cost of storage, and/or access costs

### Textbooks

University of South Carolina Beaufort  
USC Beaufort Library  
Beaufort, South Carolina

#### Textbooks

Except in extraordinary cases, no textbooks in current use on the USCB campuses are purchased for the library collection. Textbooks are purchased, and free copies are accepted, when they supply information in areas in which they may be the best or the only source of information on the subject.

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

Textbooks are not selected unless recommended by faculty as exceptional resources. Exceptions are those that have earned a reputation as "classics" in their fields, or which are the only or best sources of information on a particular topic, or for a particular user group. Their high cost, frequent revision, and generally poor bindings make most textbooks a poor investment for the libraries' permanent collections.

The College of Saint Catherine  
College of Saint Catherine Libraries  
Minneapolis, Minnesota

The libraries do not collect textbooks. Exceptions are made, however, when textbooks are the best or only source of information on the topic. Some test preparation books are purchased in academic fields for which our students will pursue advanced studies. Other test preparation books will not be purchased.

Christopher Newport University  
Captain John Smith Library  
Newport News, Virginia

Although CNU course textbooks are not generally purchased, they may be acquired for the collection when they provide information in subject areas in which they may be the best or only source of information. Textbooks published within the preceding five years may be added when received as gifts.

### Theses and Dissertations

University of North Carolina Wilmington  
William Madison Randall Library  
Wilmington, North Carolina

The Graduate School requires that each student submit three (3) copies of his/her thesis for binding at Randall Library. Each copy must be on white, 8.5 x 11", 20 or 24 lb. 100% cotton bond paper, and each

copy must contain a title page bearing the original signatures of all members of the thesis committee. These copies must be delivered to the Technical Services Department of Randall Library. Please include copies of supplementary materials, i.e. slides, photographs, CD's, disks, videos, etc. All copies must be in correct page order. Library and bindery staff members do NOT check page order. The Library will pay binding costs for these three copies.

After binding, one copy will be cataloged for the University Archives and another copy will be cataloged for the library's circulating General Collection. The third copy will be sent to the appropriate academic school or department.

Students and faculty may want additional copies bound for personal use. State contracts for library binding prohibit the binding of personal materials, but students and faculty may contact a professional bindery to arrange for binding personal copies. The following binderies are currently on the state binding contract, and although personal copies do not qualify for state contract rates, students and faculty may negotiate for a higher quality binding for their personal copies.

College of Charleston  
College of Charleston Libraries  
Charleston, South Carolina

### 1.0 Purpose

The purpose of this policy is to establish the responsibilities and procedures for the Library acquiring and preserving copies of the College's bachelor's essays and theses. The Library attempts to collect and preserve all significant documents produced at the College of Charleston.

### 2.0 Definitions

These are formal treatises written by candidates for advanced degrees and approved by the appropriate academic department. Bachelor's essays are papers written by undergraduates either enrolled in the Honors Program or approved by the appropriate faculty member.

### 3.0 Responsibilities

- 3.1 Each department and school at the College of Charleston will send at least two copies of each thesis and one copy of each bachelor's essay to the Library's Collection Development Department.
- 3.2 The Collection Development Department will have each thesis bound and bill the Graduate School for the cost of binding. The Library will absorb the cost of the binding of bachelor's essays.
- 3.3 Each item will be cataloged by the Cataloging Department and entered into the Library's online catalog.
- 3.4 One copy of each item will be placed in the Library's Special Collections Department for archival purposes. A second copy of theses will be placed in the Library's circulating collection.
- 3.5 Three copies of theses from the graduate program in Marine Biology will be sent to the Library; the additional copy will be bound and cataloged for the Marine Resources Library.

## *GUIDELINES FOR NONPRINT COLLECTIONS*

### Criteria for Nonprint Material

Crichton College  
Crichton College Library  
Memphis, Tennessee

#### Criteria for Selection of Nonprint Materials

##### Points of Quality

- Accurate facts
- Facts impartially presented
- Up-to-date information up-to-date

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

- Other acceptable works by producer
- Vocabulary at user's level
- Concepts at user's level
- Useful data
- Media/subject correlation (e.g. art prints to art, specimens to science)
- Titles, captions, etc. relates to subject
- Narration, dialogue, sound effects related to subject
- Individual and/or group use suitable
- Full coverage as indicated
- Superior concept development by this means
- Content to satisfy demands for current subjects
- Relationship to user's experiences
- Intellectual challenge
- Curiosity satisfaction
- Credibility
- Imagination appeal
- Human appeal
- Sensory appeal
- Logical development
- Pertinence of all sequences
- Balance in use of narration and dialogue, music and sound effects, background elements
- Tone fidelity
- Clarity
- Intelligibility
- In-focus pictures
- True size relationships
- Unified composition
- Effective color use
- Complete synchronization of sound and image
- Descriptive notes, teacher's and/or user's guide, script
- Pertinent accompanying material
- Ease in handling, for user, for storage
- Minimum instruction for individual use
- Attractive packaging
- Durability
- Ease of repair
- Recommendation in evaluation sources
- Conformity to budget
- No less expense for satisfactory substitutes
- Inexpensive or already purchased equipment
- Economic if purchased
- Average supplemental costs for replacement, repair, physical processing, storage

From: Hicks, W.B., & Tillin, A.M. *Developing Multi-Media Libraries*. New York: Bowker, 1970.

Saint Philips College  
Alamo Community College District  
San Antonio, Texas

### Nonprint Material

Normally, the library will not add materials in obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the subject area specialist. The primary



criteria for adding these materials will be the availability of equipment to use the material and the availability of storage space.

Decisions to withdraw nonprint items will be based upon the obsolescence of the format and the condition of the equipment necessary to use it. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being deselected.

## Audiovisuals

University of South Carolina Beaufort  
USC Beaufort Library  
Beaufort, South Carolina

### Audio-Visual Media

The library acquires a limited number of recordings, CDs, DVDs and videos. These are selected on the basis of course needs and general interest to the Library's clientele, largely on the recommendation of the faculty. As for adding other A-V materials to the collection, the general policy is to select materials which will best serve the purposes of USCB.

Lansing Community College  
Library at Lansing Community College  
Lansing, Michigan

### Audiovisual Selection

Refer inquiries and requests to the Audiovisual Coordinator. Recommendations for purchase of materials are accepted for consideration from instructors, from other LCC Librarians, and LCC students. The "Library Materials Request" (LMR) form may be used.

#### Guidelines to Facilitate Selection:

1. Reviews are consulted from such sources as Library Journal, Choice, Publishers' Weekly, Quality Books' non-print notification cards, and "recommended holdings" lists appearing in academic or popular literature.
2. Refer film and laserdisc requests to LCC AV-Media Services. With videocassette requests check the current Library Information Services—Media Services Videotape, Laserdisc and Film Catalog.
3. At the present time, three formats are being selected:
  - Cassette Tapes—books on tape (abridged or unabridged), dramatizations, lectures, panel discussions.
  - VHS Videotapes & DVDs—mostly documentary or instructional in nature; feature films only when directly supportive of a current course.
  - Music CDs—evenly divided between classical and popular, and representative of established musical genres. No attempt is made to keep up with the "latest on the charts".
4. If possible, the Library AV budget is evenly divided among the stated three major formats. Instructors recommending titles significantly more costly than the average may be referred instead to LCC AV Services or to the LCC Media department. In addition, Instructional Programs or Departments on campus have their own budget amounts for the purchase of instructional materials that may then be housed by Library or Media Services.

Audiovisual selection for the Library collection follows Collection Development principles and guidelines as stated. The purpose of nonprint materials in the Library is to provide collateral support to current LCC curricula and to accommodate varying learning styles. Consider compatibility with available hardware when choosing AV, nonprint, compact disc, recordings (spoken or music), or electronic information formats. Give special consideration to the format's appropriateness for LCC Library use or circulation. Library selectors will regard availability through LCC Media Services' Video Distribution and consult the Library Information Services—Media Services Videotape, Laserdisc and Film Catalog.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

No discrimination by format is intended. The Library selects to be consistent with generally available listening-viewing equipment and meeting LCC instructional-course related Library needs.

Refer clients to special audiovisual collections within the Lansing area through use of the Lansing Area Library Information Guide when appropriate.

Eastern Michigan University  
Bruce T. Halle Library  
Ypsilanti, Michigan

### Multi-media Materials

The collection of audio materials aims to include all standard repertory items for the genres taught in music courses. Subject coverage is multidisciplinary. Audio materials, except in rare cases when LPs and/or audiocassettes are purchased, are obtained in CD format. In general, the library collects opera, theater, and ballet in video rather than CD format.

DVDs and videocassettes are purchased to support the curriculum, but technological format and preview rights must also be considered. Slides, films, filmstrips, and videodiscs are not currently collected.

### CD-ROM

Christopher Newport University  
Captain John Smith Library  
Newport News, Virginia

Compact Discs (CD-ROMs) that are acquired should be relevant to the curriculum at CNU. They should contain information not already found in the print collection or present information in a simplified or more current manner. An example of the former would be a more comprehensive periodical index which allows a faster and more useful way to search for relevant information. An example of the latter would be statistics that are available on CD ROM that are updated monthly instead of a print version of the same statistics which is updated annually.

### Databases and Electronic Books

University of Texas at Arlington  
University Libraries  
Arlington, Texas

#### Aggregated Databases

The stability and continuity of coverage in aggregator services is often unpredictable. Aggregated databases take many forms. For the purpose of this policy, aggregated databases will refer to those products that provide indexing to information sources produced by different publishers that include some full-text articles. Services will primarily be judged on indexing features and full-text coverage to a significant number of sources or journals that are not duplicated in other electronic products. Overlap in coverage should not exceed 40%.

#### Licenses

The creation and dissemination of digital information has resulted in a number of unique challenges. One of the more complex aspects of electronic resources is the license agreement. A license is a contractual agreement between the rights holder and the University of Texas at Arlington. It is used to define who and how the data may and may not be used. A license grants only the rights spelled out in the agreement. Any rights not specified in the license belong to the information owner. The information provider's terms are often not beneficial to the libraries long-term interests or to those of the scholarly community. The library has a responsibility to try to negotiate agreements that respect the rights and privileges of users as well as

the provider. The UTA Libraries will abide by all terms within vendor licensing agreements. The Libraries will also promote observance by educating staff and users about restrictions and permissible uses.

### Over-Riding Principles

The Libraries will follow principles consistent with the organization's values and the following guidelines developed and endorsed by six leading, national organizations that are embodied in Principles for Licensing Electronic Resources<sup>1</sup> and are excerpted and reproduced here.

A license agreement should state clearly what access rights are being acquired by the licensee—permanent use of the content or access rights only for a defined period of time.

A license agreement should recognize and not restrict or abrogate the rights of the licensee or its user community permitted under copyright law. The licensee should make clear to the licensor those uses critical to its particular users including, but not limited to, printing, downloading, and copying.

A license agreement should recognize the intellectual property rights of both the licensee and the licensor.

A license agreement should not hold the licensee liable for unauthorized uses of the licensed resource by its users, as long as the licensee has implemented reasonable and appropriate methods to notify its user-community of use restrictions.

The licensee should be willing to undertake reasonable and appropriate methods to enforce the terms of access to a licensed resource.

A license agreement should fairly recognize those access enforcement obligations which the licensee is able to implement without unreasonable burden. Enforcement must not violate the privacy and confidentiality of authorized users.

The licensee should be responsible for establishing policies that create an environment in which authorized users make appropriate use of licensed resources and for carrying out due process when it appears that a use may violate the agreement.

A license agreement should require the licensor to give the licensee notice of any suspected or alleged license violations that come to the attention of the licensor and allow a reasonable time for the licensee to investigate and take corrective action, if appropriate.

A license agreement should not require the use of an authentication system that is a barrier to access by authorized users.

When permanent use of a resource has been licensed, a license agreement should allow the licensee to copy data for the purposes of preservation and/or the creation of a usable archival copy. If a license agreement does not permit the licensee to make a usable preservation copy, a license agreement should specify who has permanent archival responsibility for the resource and under what conditions the licensee may access or refer users to the archival copy.

The terms of a license should be considered fixed at the time the license is signed by both parties. If the terms are subject to change (for example, scope of coverage or method of access), the agreement should require the licensor or licensee to notify the other party in a timely and reasonable fashion of any such changes before they are implemented, and permit either party to terminate the agreement if the changes are not acceptable.

A license agreement should require the licensor to defend, indemnify, and hold the licensee harmless from any action based on a claim that use of the resource in accordance with the license infringes any patent, copyright, trade-mark, or trade secret of any third party.

The routine collection of use data by either party to a license agreement should be predicated upon disclosure of such collection activities to the other party and must respect laws and institutional policies regarding confidentiality and privacy.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

A license agreement should not require the licensee to adhere to unspecified terms in a separate agreement between the licensor and a third party unless the terms are fully reiterated in the current license or fully disclosed and agreed to by the licensee.

A license agreement should provide termination rights that are appropriate to each party.

### Make or Break Contract Features for UTA Libraries

Site—UTA's site encompasses all physical or virtual locations administered by the President of the University of Texas at Arlington. Licenses that attempt to define an institution's site geographically (within x mile radius or located in the city of Arlington) are unacceptable.

Authorized users—Our minimum acceptable definition is current faculty, staff and students, including distance learners? The preferred definition of users is currently employed faculty and staff, currently registered students, including distance learners and walk-in users at any of the Libraries' facilities?

Acceptable uses—Electronic resource licenses should permit use for non-commercial educational and research purposes. Licenses should not restrict fair use rights granted by copyright law.

Indemnification/Liability—A license must not hold UTA liable for actions of third parties.

User confidentiality and privacy—The license must be consistent with applicable privacy laws and provide confidentiality in gathering usage information.

### Desirable Features

Archival access.

Use data that is appropriate to the content and can be used for evaluative purposes.

Termination rights for both parties.

Notification of license violations with appropriate time allowed for correction.

### New Mexico State University Alamogordo

David H. Townsend Library

Alamogordo, New Mexico

Electronic books will be considered when they provide the most current and/or cost-effective format, or when they provide collections in support of distance education courses and programs. Cooperative lease/purchase of electronic books will be pursued as a cost-effective method of providing access to book collections. In addition to general selection criteria and online resources/Internet-based materials selection criteria, consideration must be given to the availability of an archival copy of electronic texts purchased in perpetuity.

### Columbia College Chicago

Columbia College Library

Chicago, Illinois

### Introduction

For the purpose of this policy, electronic resources are defined as reference or indexing sources, whether full-text or citation only, which require computer access.

The Library of Columbia College Chicago subscribes to electronic resources in support of the educational needs of students, faculty and staff of the College. The Library's current collection development policy governing the selection of library materials and information resources also applies to electronic resources and can be found at: [www.lib.colum.edu/learn/policies/collectiondevelopment.htm](http://www.lib.colum.edu/learn/policies/collectiondevelopment.htm).

Due to the high cost of electronic resources subscriptions, the Electronic Resources Committee (in consultation with appropriate library personnel) is charged with making cost-effective and balanced purchase decisions based on institutional needs. At the same time, a major goal of acquiring electronic resources is the provision of access both on and off campus in the most affordable manner possible.

## SCOPE OF COLLECTION

The Library will pursue partnerships in cooperative acquisitions and cost-sharing both within and outside of Columbia College Chicago including consortia such as Illinois Digital Academic Libraries, Illinois Cooperative Collection Management Program and the Missouri Library Network Corporation.

### Selection

#### General Criteria

- Subject matter covered is relevant to the Columbia curriculum and needs of primary users (students, faculty and staff)

- Appropriate intellectual level, depth of coverage and quality of information for user population

- Reputable, reliable, and authoritative producer

- Information and updates are current, accurate and complete

- Electronic format provides greater accessibility to information over other formats

#### Uniqueness of Information

#### Formats

- Citation/abstract databases

- Full text article databases

- Full text reference sources online

- Graphics and multimedia files

- Ebooks (selective)

#### Access

The following are the preferred methods of access:

- Delivery via the Web

- Authentication by IP address (rather than passwords or logins)

- Compatibility with the Library's existing proxy server and software

#### User-Friendliness

Electronic resources should adhere to conventional user expectations such as:

- Availability of on-screen help and/or tutorials

- Basic and guided/advanced searching

- Helpful error messages (i.e., error message indicates specific problem(s) and provides possible alternatives)

- Ability to print, save, and email results and/or articles

#### Cost Considerations

- Cost-effectiveness (including the availability and cost of updates and backfiles when appropriate)

- Ability to sustain cost for the foreseeable future

- Potential usage and/or uniqueness of information justifies cost

#### Vendor Considerations

- Provides responsive customer service and technical support that is available during library working hours

- Availability and quality of training programs

- Reputation and business record suggests continued support for the product via updates or new versions

- Documentation is thorough and clear

#### Technical Considerations

- Meets usual and customary technical standards in the industry

- Allows for local customizations via system administration access for the Library

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Product is compatible with the Library's existing and/or future hardware

Product is compatible with standard web browsers if accessible via the web

Usage statistics are readily available in a user-friendly format (preferably COUNTER\*\* compliant).

\*\*For more information about COUNTER see: [www.projectcounter.org](http://www.projectcounter.org)

### Special Considerations for Online Reference Sources or Subscriptions to Individual Online Journals

A subscription to or purchase of an individual online reference or journal title will be considered if:

The electronic format offers value-added enhancements to make it preferable over, or a significant addition to, its print equivalent. Examples of such enhancements include wider access, flexibility in searching, and frequent updates.

It contains or covers the equivalent information compared to the print format.

Acquiring the electronic version is cost-effective (e.g., the cost differential is justified by demonstrated or expected increase in use) and provides greater access to users

If an electronic resource is acquired in the electronic format, especially with perpetual ownership rights, the Electronic Resources Committee (in conjunction with appropriate Library staff) should determine if the print equivalent should be canceled.

### License Agreements

The Columbia College Chicago Library purchases access to or data from publishers who require signed license agreements. When negotiating license agreements, the Library keeps the interests of the user in mind and refrains from purchasing products where use restrictions would seriously impede research or be impossible to enforce. The Head of Collection Management coordinates the review of license agreements and submits the signed license agreement as part of the ordering procedure. The Library will consult with General Counsel to amend vendor license agreements on a case-by-case basis to ensure use is granted to the fullest extent possible.

### Decision-Making Process

#### Requesting New Subscriptions/Acquisitions

All new electronic acquisitions must be requested through the Electronic Resources Librarian and the Electronic Resources Committee.

In consultation with faculty, liaisons, appropriate library staff and others (as needed), the Electronic Resources Committee will consider whether or not the product meets the selection criteria outlined in the Electronic Resources Collection Development Policy.

The Electronic Resources Librarian will request pricing for the product and investigate consortial purchase options.

The Electronic Resources Librarian will request a trial of the product. All trials should be coordinated through the Electronic Resources Librarian. This will ensure that the trial is appropriately timed and publicized when necessary.

In consultation with faculty, liaisons, appropriate library staff and others (as needed), the Electronic Resources Committee will solicit feedback and evaluate the product based on the trial.

The Electronic Resources Committee will consult reviews of the product.

The Electronic Resources Committee will consult other subscribers to the product.

Based on cost, perceived need, usage, and the degree to which the electronic resource meets the selection criteria, the committee will: 1) decide whether or not to acquire and 2) if a decision to acquire is made, prioritize its purchase in relation to other electronic resources requested within budgetary constraints.

### Review of Electronic Resources for Cancellation

A subscription to a product may be cancelled if:

## SCOPE OF COLLECTION

Usage statistics are consistently low over a significant period of time.

The product is no longer cost-effective.

The content provided is no longer meeting the needs of Columbia College Chicago users.

A competitive or better product becomes available.

The vendor fails to hold up their end of the agreement and/or provides poor service.

A product's price inflates such that it no longer is considered affordable.

The product's content is found to duplicate content in another database.

A new vendor can deliver a superior product, including a more user-friendly search interface, providing greater and more reliable access at a reasonable cost, or meet other key criteria not being met by current database provider.

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

Electronic books are considered when they provide the most current and/or cost-effective format, or to support distance education courses and programs. Cooperative lease/purchase of electronic books via CCLA, SOLINET and other cooperatives are pursued as a cost-effective method of providing access to book collections. Duplication is considered for electronic books provided by such cooperative lease/purchase. In addition to general selection criteria and online resources/Internet-based materials selection criteria, consideration is given to the availability of an archival copy of electronic texts purchased in perpetuity.

Lansing Community College  
Library at Lansing Community College  
Lansing, Michigan

### Database Services

Consider an electronic-delivery information service (online or CD-ROM) based on its subject coverage, accessibility, and completeness. These services may be directories, indexes, full-text or full-image articles and documents, encyclopedias, and other subject-oriented reference sources. Information provided by the database should address LCC client needs. In the selection process use selection criteria such as user friendliness, with easy access to the information, as well as hardware requirements or compatibility, and interfascability with other LCC services. Give consideration to completeness of the material: citation, abstract, full-text or full-image formats. Specific guidelines for Electronic Information Resources

Electronic information resources include CD-ROM, online, network and Internet formats. This is electronic access and delivery of library subscribed information to an LCC Library user. Electronic resources may be directories, indexes, full text-image articles or documents, encyclopedias, and other subject-oriented reference sources.

Recommendations for purchase of electronic resources are accepted for consideration from LCC employees and students.

1. One "Electronic Information Resources Request Form" should be filled out for each suggested title. Please inquire at the Reference Desk on the main floor of the library for a copy of this form.
2. A requester, with the assistance of LIS staff member, should document their reason for suggesting the electronic format information.
3. LIS staff member assisting requester or initiating a request will complete as much of the form as possible. Please locate and attach vendor brochure literature or a review of product being requested.
4. Send completed form to the Electronic Information Services Coordinator with as much information about the request as possible.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

5. The form is routed following the same procedure as a "Periodical Request" form

### Guidelines to Facilitate Selection:

#### Follow Collection Development Guidelines for Selectors

Along with criteria mentioned in Collection Development Database Services consider:

- Does the product duplicate current print sources or other electronic subscriptions?
- Are access points improved over the print or comparable product?
- Does usage of the print source merit additional access points?
- Does the product provide information resources not currently available?
- Is the same product available from different vendors?
- Is the updating frequency sufficient?
- Are ongoing subscription and maintenance costs reasonable when compared to the cost of comparable print or other electronic resources?
- What is the reputation of the vendor & producer?

Dartmouth College  
Dartmouth College Library  
Hanover, New Hampshire

### Selection Criteria

#### Making the Decision to Acquire Information in Electronic Format

Selecting an electronic information resource is similar to selecting other formats for the Library's collection. Bibliographers base selection decisions, regardless of format, on relevance to Dartmouth programs, the curriculum, and faculty and student research.

Cost is always a consideration because bibliographers must fund purchases from their respective materials budget, and they must continually balance the cost of information against importance and relevance to the collection.

Several bibliographers may share the cost of a purchase when they conclude a resource is relevant yet too expensive for one bibliographer's budget. Electronic information sources are often more expensive than print and may be appropriate candidates for central funding or split funding.

#### Points to Consider Before Purchase

If there is a choice of formats, consider the advantages and disadvantages to be sure the electronic form is the most useful. Frequency of updates, inclusion of additional information, ability to manipulate data, and the ability to network all add value to the product.

Consider only fully-documented products with well-known system requirements. Helpful sources in this regard: comments from relevant listservs, vendor presence in the Library community, vendor's reputation, other products owned by the Library from the same publisher or vendor.

Consider whether the Library has the necessary staff resources and expertise to support the hardware and software, including installation, maintenance, troubleshooting etc.

From a user services perspective, consider the staff time that may be needed to prepare user guides and to teach faculty and students how to use the product.

Specify the type of hardware (Mac, IBM or compatible) and hard disk and RAM capacity required.

Note any video or audio requirements.

Based on any knowledge of the product gained from the literature, product reviews, conferences etc., evaluate the user interface, any additional product features (downloading, for example) and users' familiarity with the software.

Investigate potential for saving and manipulating search results (i.e. printing, saving to a disk, to a hard disk, e-mail, or ftp). Also, can the results be imported into a word processing program?



Check possible exposure to computer viruses resulting from a choice of media and access.

Look at ways to access archival issues.

Investigate ways to assure compliance (is monitoring software provided?) with license agreement or copyright requirements.

Consider the level of access most appropriate for the product (should it be on the campus network? on a lan? etc.) and consult appropriate people or groups.

In the case of compact disk databases, consider possible obstacles or constrictions: network speed, CD reader speed, printing bottlenecks.

Note stability and adequacy of hardware; for example, high-capacity disk drives will be needed to read high-density disks.

Decide on a location and necessary furniture for optimum access and use; investigate ergonomic considerations in setting up the workspaces.

If an electronic acquisition duplicates a print product currently received, consider whether the print subscription can be cancelled.

If the product exists in electronic form in the library system, consider whether it could be networked instead of duplicated.

#### The Product

Are product reviews available?

Do relevant listservs exist to query colleagues?

Is the product user-friendly?

Can product quality and database content be easily appraised? (can one request a demo?)

What workspaces are necessary and appropriate?

What is the currency of content and frequency of updating?

Could information be supplied by other vendors? If so, what are the advantages and disadvantages of each, including cost?

#### The Vendor

What is the reputation of the vendor?

Do we have other products from the vendor and if so, what are bibliographers' impressions?

Are terms and conditions of contracts and access arrangements negotiable enough to meet Dartmouth's needs?

Is customer service and support available?

#### Necessary Equipment

What equipment—hardware, printer(s), specialized accessories such as a math co-processor—is needed to run the product?

Is existing hardware adequate or will new purchase(s) be necessary?

What software is needed?

What technical expertise and support is available?

Is new furniture needed to adequately house the product?

#### Service After the Sale

Is equipment maintenance/support/service available?

Is vendor support available after the sale?

What is known about hardware reliability?

Is documentation included and is it adequate?

#### The Bibliographer's Communication and Decision-Making Environment

Bibliographer and colleagues with whom he/she consults

Bibliographer's means of learning about electronic resources

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

- listservs
- newsgroups
- product reviews
- colleagues
- faculty and student recommendations
- Library committees and departments
- Library groups: LOSC, Internet Resources Subcommittee, Automation, Tecor
- Computing Services: IBM Specialists, Academic Computing Coordinators
- College Attorneys

### Budget

As noted previously, bibliographers fund purchases for the collection from their respective budgets. As the cost of electronic information may exceed the ability of one bibliographer to fund it, several bibliographers may collaborate on a purchase. In addition, the Director of Collection Services may be consulted to explore other funding possibilities. In the case of bibliographers working in a library associated with the professional schools, operating with acquisitions budgets separate from Arts and Sciences, these decisions rest with the Department Head, who may in turn consult with the Director of Collection Services.

### Information Format and Type

#### CD-Rom Databases

- \_\_\_ hardware and software requirements
- stand-alone systems
- networked for one location
- networked across zones
- terms and conditions of use, including licensing and contracts

#### Magnetic Tape Databases

- \_\_\_ hardware and software requirements
- constituencies served
- terms and conditions of use, including licensing and contracts

#### Remotely-Accessible Files

- \_\_\_ files are accessible using various tools, including ftp,

#### Gopher, Mosaic

- \_\_\_ text, images and data—software and hardware requirements at the requestor's workstation

#### Types of Information Content

- \_\_\_ bibliographic, text, numeric, graphic and multimedia

#### Augmented Collection Services

- \_\_\_ tables of contents providers and/or document delivery services

### Information Access

#### Local Access

#### Fileserver Resources

#### Dartmouth Gopher

#### DCLOS, DCIS

#### Remote Access

- \_\_\_ Internet-accessible resources such as newsgroups

#### Commercial online services

- \_\_\_ pricing options: discounted for educational use, fixed-price, off-peak pricing

#### Access Tools

- ftp, Mosaic, Gopher, Wais, WWW, Veronica, etc.
- hardware and software requirements to gather and receive data

### Digital Resources

University of Texas Austin  
University of Texas Libraries  
Austin, Texas

#### Purpose

Digital library materials are collected to support the mission of The University of Texas at Austin

#### Categories

Digital library materials currently collected by The University of Texas Libraries consist of three broad categories:

1. Purchased or licensed material such as electronic journals or databases. These are generally acquired from a commercial source, a government entity, a non-profit organization, a professional society, or an institution engaged in furthering scholarly research. In many cases this material is not “physically owned” by the library in the same sense that a printed book or journal may be owned, but instead the library has acquired specific rights to the material on behalf of the library’s clientele.
2. Material that has been reformatted (digitized) by The University of Texas Libraries or the University from non-copyrighted print or analog sources, or has been reformatted from copyrighted sources with appropriate permission. In some cases the library may also serve as a repository for material digitized by other libraries, universities, institutions, or individuals. Typically, this material consists of resources from special collections that have been selected for digitization in order to make them more widely available, or deteriorating materials that have been reformatted for preservation reasons. As the use of digital material expands in higher education, the library will increasingly digitize materials on a programmatic basis in order to support the mission of the University and The University of Texas Libraries.
3. Links and pointers to Internet resources of significant scholarly value which are added to the library’s catalogs, databases, and networked resources as appropriate.

#### Selection Considerations

Selection criteria for digital library resources comprises four levels of review: is the content appropriate to the library mission; are the format and information delivery medium appropriate to the content and commensurate with the library rationale for acquiring the resource; is the acquisition practical within existing budgetary, technical, legal and other constraints; and is the resource compatible with the library’s overall strategic digital library vision and current infrastructure.

1. Content. Is the content intellectually significant? Is the content relevant to the University of Texas at Austin? Measures of intellectual significance include authority, uniqueness, timeliness, breadth or depth, and demand.
2. Is the format appropriate for the content? Is the format appropriate to achieve the underlying rationale for the acquisition of the resource? Print may be the appropriate format for a unique item with a low rate of expected usage; while high-use general undergraduate-level information resources, distance education resources, or frequently used reference material, may be more appropriately acquired in a networkable digital format. In a similar vein, special collection material with wide potential interest might benefit from re-selection for digitization to increase its utility and to make it available to a wider audience. An analysis of the advantages and disadvantages of a particular format, along with considerations of audience, intended use of the material, archival and access issues, and overall cost—are all factors to be used in determining which

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

format would be most appropriate for the library collection.

3. Practical issues. Does the library have the overhead resources (equipment, staff, space, etc.) necessary to support the resource? Do library users have the necessary resources to utilize the content (computers, players, plug-ins, etc.)? Does the license or contract for the resource meet the library, university, and state requirements? Is the vendor reliable, is the format stable, and can we utilize the resource (linking, archiving, etc.) in the ways our users need? Does the digital product adhere to the best prudent practices of current library collection management (including, but not limited to, appropriate retrieval software, a well-designed interface, appropriate format and linking options, a properly reliable delivery mechanism, authentication and security designs that meet library needs, a library-friendly approach to fair use and copyright, quality statistical reporting, appropriate technical support, assurances of rights to permanent access, and appropriate licensing terms).
4. Strategic Considerations. Is the resource compatible with the library/university/state information technology plans? Is the product compatible with the library's overall digital library vision and the library's current infrastructure in terms of its discovery, access, organization, and technical components? Does the product comply with the digital guidelines established by the International Coalition of Library Consortia? Is the product design and delivery consistent with the best practices of digital libraries?

### Goals

Within this framework, it is the objective of the library to collect scholarly digital materials in order to provide broad access to relevant scholarly information at every level of granularity including articles, monographs, and large databases. As with all formats, digital material should meet the same subject, chronological, geographical, language and other guidelines as outlined in the library's subject collection policies; and possess the same standards of excellence, comprehensiveness, and authority that the library expects from all of its acquisitions. The library recognizes that different disciplines utilize different formats and different types of information in different ways, and that no one solution is appropriate for every subject or area of study. The ultimate goal of The University of Texas Libraries digital library collection development planning—is to provide seamless cross-linkages between all elements of the digital library whether commercially licensed or locally created, and whether the resources are locally or remotely mounted and serviced.

### Priorities

Priorities should be given to those digital materials that offer significant added value in supporting teaching and research over similar materials in traditional formats, that offer significant opportunities for cost containment, and whose license terms are reflective of the University's academic values. Measures of added value might include: additional content, greater functionality, greater accessibility, improved resource sharing ability, improved linkages with other information tools, ease of archiving, and the enabling of more efficient uses of limited faculty and student time and resources. Licenses should allow the library the flexibility to develop collections that match the University's needs without contractually forcing entangling ties to unwanted products, and without restricting the rights of fair use or the values of academic inquiry. License terms should also be financially sustainable and address archival rights to the resources in question. Materials that meet these and other selection needs, will be given priority over digital material of a more problematic nature.

### Observations and Qualifications

#### Electronic Journals

Goals: To license access to a critical mass of high quality electronic journals throughout all subject areas.

Observations: Because the acquisition of any particular electronic journal is staff-intensive and involves the work of many people over a period of months—initial collecting efforts will focus on acquiring a solid core of proven e-journals from respected publishers.

Qualifications: E-journal publishers vary greatly in their familiarity with electronic publishing issues, and in their familiarity with needs of the scholarly and library community. In some cases e-journal publishers have

unrealistic expectations as to the prices libraries can afford, and in the technical and format barriers they expect libraries to scale in order to access their journals. The library has limited funds and staff time that can be devoted to problematic publishers. In those cases where the content is desirable, but the price and practical barriers are too formidable, we will not pursue the electronic versions of the journal, but will provide access through other formats or delivery mechanisms.

### Indexing and Abstracting Databases

**Goals:** To acquire the primary database in each subject area, and secondary and tertiary databases as needed by local programs.

**Observations:** Indexing and Abstracting databases provide valuable discovery tools both for material owned and licensed by The University of Texas Libraries and for other material which may be obtained through Inter-Library Loan or Document Delivery. In some instances these services also provide valuable links and online access to actual data and full-text resources.

**Qualifications:** The number of databases relevant to UT-Austin programs is multiplying faster than the library's ability to fund them. Selection of secondary and specialty databases will continue to be limited by available funds for the foreseeable future. The usefulness of a particular database to a discipline or audience group will be measured database by database, particularly against other types of resources that might be purchased with the available funds, and against how it fits in with the library's overall mix of resources and technical platforms, and the database's prospects for long-term utility.

### Full-Text Databases

**Goals:** To acquire a complete range of full-text databases that serve the university's general and specialized scholarly interests.

**Observations:** Full-text databases are notable for their ease of use and cost-effectiveness. They typically receive high use and are the least expensive means of providing access to information covered by the database.

**Qualifications:** These databases must be constantly monitored as the specific resources covered by each database change as publishers renegotiate contracts with the vendor. By their very nature, full-text databases directed at different audiences and designed for different purposes may also have significant overlap in coverage.

### Primary Resources

**Goals:** Identify selected content that has value for teaching and research at the university, that would benefit from being more widely available in digital form.

**Observations:** The nature of primary resources used in different disciplines varies significantly. The original primary resources may be manuscripts, pamphlets, books, official records, photos, paintings, audio clips, data sets, lab reports, digital files, etc. With all of recorded human history to draw upon, the reformatting of primary resources into digital form presents a wealth of potential material.

**Qualifications:** This material is available in a number of ways including licensing via commercial vendors, free via the Internet, or via resource sharing agreements with other institutions. The potential use and value of the material must be weighed against its cost and the amount of resources its provision requires. Consultation with faculty, and consideration of the experiences of other institutions with the material is especially valuable in considering selection. When possible, outright purchase of the digital primary resource material should be considered as an option, instead of paying ongoing subscription and maintenance fees. In many cases this primary resource material is being republished from another easily available published format such as microfilm; in these cases the cost of digital primary research materials must be carefully weighed against the potential usage and convenience of digital access.

### Digitization of Local Materials

**Goals:** Identify local materials whose wider availability would aid university teaching and research, promote scholarship, enrich the arts and sciences, deepen our understanding of human culture, and benefit the citizens of Texas.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

**Observations:** Local materials are digitized both to provide wider access, and to preserve them for future generations.

**Qualifications:** Digitization projects require a significant investment of local resources and are not undertaken lightly. Long-term value to the academic community, congruency with the library and university mission and areas of interest, and significance to worldwide users of the Internet are all important considerations. Digitization projects are planned in consultation with the Electronic Information Programs Division and the Research Services Division.

### Online Books

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

**Observations:** These services are new but growing in number. Initially The University of Texas Libraries will purchase rights to reserve items, high circulating popular scholarly items, and convenience books such as reference items or items that are frequently consulted but not pondered at length nor read in depth.

**Qualifications:** Until these services become reliable, The University of Texas Libraries will continue its general policy of fiscally conservative experimentation.

### Alerting and Profiling Services

**Goals:** To subscribe to services and databases that can supply e-mail alerts to new articles, publications, and digital resources in a library user's area of interests.

**Observations:** These types of automated notification services are a way of extending the library's collection development activities outward to encompass newly published material that the library does not yet own, and to more fully involve faculty and students in the dialogue that is the library's collection building effort.

**Qualifications:** The amount of faculty and student interest in well-developed alerting and profiling services is not known. Current e-mail alerting services are little used.

### Electronic Document Delivery and Pay Per View Service

**Goals:** To contract with vendors for the seamless delivery of material on a cost-per-use basis, that the library does not own and has not previously licensed.

**Observations:** For the immediate future these electronic services will be mediated through Inter-library Services in order to insure efficiency and to control costs. In the future, unmediated delivery of electronic information directly to the user is a realistic possibility, though access would be controlled via computerized rationing or accounts.

**Qualifications:** The lines between services such as these, and full-text databases, and electronic journals and books, is likely to continue to blur.

### Archiving of Non-University of Texas Web Sites

**Goals:** To undertake archival responsibilities for non-University of Texas Web-based information carefully and with proper consideration for all the issues involved.

**Observations:** There are considerable intellectual property, copyright, technical, and resource issues involved with archiving a Web site. The issues pertaining to serving data that was created on another hardware/software platform are legion, and any archival consideration needs to begin with a finding of whether or not archiving the site in question is technically possible. Consideration for local archiving of a Web site also includes obtaining signed legal permission for The University of Texas Libraries to archive and serve the data, and a consideration of whether the library has the resources (staff/hardware/software/etc.) to undertake the project.

**Qualifications:** Other archival options, such as printing out screens from the Web site, cataloging them, and making them available in the library; or relying on national Web archival options such as the Alexa project or Library of Congress should also be explored.

### Integration of Print and Electronic Resource

**Goals:** To promote the integration of print and digital items through bibliographer subject pages, conversion of finding aids into digital form, and through the licensing of resources that intermix citations to multiple formats.

**Observations:** Integration of formats can be achieved technically through improved discovery and access mechanisms, as well as through the efforts of individual librarians via the creation of bibliographer subject pages, the addition of digital resources to the online catalog, and similar activities.

**Qualifications:** For the foreseeable future, print and digital resources will both be essential in a successful research library. Collection planning needs to consider both formats.

### Overall Multiple User Profiling and Alerting Capability

**Goals:** To ensure that the various digital library products are capable of responding to profiling and alerting services that the library may create or contract with, so that users may be automatically notified of new information of personal interest.

**Observations:** Integration of the variety of vendor based products of this nature is currently problematical

**Qualifications:** Campus usage of these services is low, and whether or not library users would find these services truly useful is unclear.

Tulane University  
Howard-Tilton Memorial Library  
New Orleans, Louisiana

### Digital Collections Policies

The Howard-Tilton Memorial Library at Tulane University is committed to providing its users with access to up-to-date digital resources. Preference in the selection of digital resources is given to arrangements with the widest access, e.g., those accessible via the campus network. Purchase arrangements for access-only versus ownership are considered. However, ownership is preferred when online access would replace print subscriptions currently held in the Library; this is considered important to retaining the fundamental value of libraries in the digital age.

Purchase of subject-specific digital resources such as online journals, e-books, and specialized databases may be made by individual librarians from the subject-specific funds they manage (see sidebar to the right). Librarians may make recommendations for expensive or multi-disciplinary purchases from the general electronic serials fund to the Library's Selection Committee on Electronic Databases. License agreements should meet the Library's licensing criteria adopted from the Association of Research Libraries (ARL) Principles for Licensing Electronic Resources.

**Online Journals:** It is the general practice of the Library to routinely seek Internet access to its journal subscriptions, whenever such access is offered at no extra cost, and to provide links to them in the Local Catalog. Exceptions would include free trials with eventual added costs. The Library will selectively consider the purchase of online access to its journal subscriptions when added costs are required. Online access will not be substituted for print issues unless ownership and adequate archival provisions can be assured.

**Digital Archiving:** The Howard-Tilton Memorial Library shares with other research and educational institutions the responsibility to determine the most effective methods for the long-term preservation of the digital materials accessed by the Library but not stored locally. Resources lacking fixed responsibility for long-term preservation are considered only selectively and under special circumstances. The Library has a special preservation responsibility for digital resources it may develop that are unique to its collections.

**Consortial Purchasing:** The Library participates in a number of library consortia—including the LOUIS/LALINC, LAICU, SOLINET, and the Association of Southeastern Research Libraries—in order to take advantage of aggregated purchasing agreements for digital library resources. It seeks other consortial licensing opportunities whenever they serve the best interests of Tulane University.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

### Selection Criteria

The potential purchase of each digital library resource should be considered using the criteria listed in the following sections.

### Policy Criteria

Overall, the selection of digital formats should reflect the Library's other practices for collection development and acquisitions. More specifically, potential purchases should be assessed with regard to the following:

- Consortia availability, through which purchase is preferred.
- Licensing or other limitations on the use of the database.
- User and academic program needs and demands. Special attention should be given to resources that provide coverage of high-priority or under-represented areas.
- Reputation of the producer and vendor.
- Comprehensiveness, scope, and indexing accuracy.
- Timeliness of updates or accumulations.
- The relative difficulty of using the print version versus the digital version.
- Cost in relation to value (see Cost Criteria below).

### Service Criteria

Overall, the selection of a digital resource should conform with Tulane University's general plans for establishing a computerized information environment. Staffing and training levels should be considered. Specifically, potential purchases should also be assessed with regard to:

- The potential effect that the product would have on the demand for interlibrary loan.
- The potential impact the product would have on the demand for user assistance from librarians at the reference desk.
- The potential impact the product would have on the need for additional user education or printed literature guides.
- The potential impact the product would have on the need for set-up or maintenance.
- Any need for restrictions on access to the database as required by licensing, sales agreements, or the requirements of Tulane students, faculty, or staff.
- The availability of built-in user education features such as tutorials and help screens.

### Technical Criteria

Overall, the selection of electronic databases should reflect the Library's current or planned level of technical resources, as well as its current or planned level of in-house technical support. More specifically, potential purchases should also be assessed with regard to the following criteria that apply mostly to non-internet formats such as CDs or computer software:

- The necessity of technical support and maintenance for the product.
- Software issues that include: menu-driven versus command-driven features; database complexity for end users; security features that protect against tampering, viruses, or theft; and, flexibility for networking.
- Hardware issues including: reliability, maintenance, compatibility with peripherals, flexibility for networking, and security from tampering or theft.
- Compatibility with existing systems in the Library and with systems currently or planned at Tulane University.
- Environmental and space requirements for equipment and work stations.



### Cost Criteria

Costs are an important concern and potential purchases should also be assessed with regard to the following:

- The relative value of the format considered versus access through some alternative means.

- Availability of options or price differences relative to consortia, lease, or specified number of users.

- The likelihood of additional costs for updates or upgrades.

- The possibility of unseen startup or maintenance costs.

- The shelf life of the product and its replacement costs.

- Availability of packages, credits for canceled print, or other special deals.

### Licensing Criteria

A license agreement should state clearly what access rights are being acquired by the Library—permanent use of the content or access rights only for a defined period of time.

A license agreement should recognize and not restrict or abrogate the rights of the Library or its user community permitted under copyright law. The Library should make clear to the licensor those uses critical to its particular users including, but not limited to, printing, downloading, and copying.

A license agreement should recognize the intellectual property rights of both the Library and the licensor.

A license agreement should not hold the Library liable for unauthorized uses of the licensed resource by its users, as long as the Library has implemented reasonable and appropriate methods to notify its user community of use restrictions.

The Library should be willing to undertake reasonable and appropriate methods to enforce the terms of access to a licensed resource.

A license agreement should fairly recognize those access enforcement obligations which the Library is able to implement without unreasonable burden. Enforcement must not violate the privacy and confidentiality of authorized users.

The Library should be responsible for establishing policies that create an environment in which authorized users make appropriate use of licensed resources and for carrying out due process when it appears that a use may violate the agreement.

A license agreement should require the licensor to give the Library notice of any suspected or alleged license violations that come to the attention of the licensor and allow a reasonable time for the Library to investigate and take corrective action, if appropriate.

A license agreement should not require the use of an authentication system that is a barrier to access by authorized users.

When permanent use of a resource has been licensed, a license agreement should allow the licensee to copy data for the purposes of preservation including the creation of a usable archival copy. Uses would include interlibrary loan. If a license agreement does not permit the Library to make a usable preservation copy, a license agreement should specify who has permanent archival responsibility for the resource and under what conditions the Library may access or refer users to the archival copy.

The terms of a license should be considered fixed at the time the license is signed by both parties. If the terms are subject to change (for example, scope of coverage or method of access), the agreement should require the licensor or Library to notify the other party in a timely and reasonable fashion of any such changes before they are implemented, and permit either party to terminate the agreement if the changes are not acceptable.

A license agreement should require the licensor to defend, indemnify, and hold the Library harmless from any action based on a claim that use of the resource in accordance with the license infringes any patent, copyright, trade-mark, or trade secret of any third party.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

The routine collection of use data by either party to a license agreement should be predicated upon disclosure of such collection activities to the other party and must respect laws and institutional policies regarding confidentiality and privacy.

A license agreement should not require the Library to adhere to unspecified terms in a separate agreement between the licensor and a third party unless the terms are fully reiterated in the current license or fully disclosed and agreed to by the Library.

A license agreement should provide termination rights that are appropriate to each party.

A license agreement should define clearly the terms used and should use those terms consistently throughout.

### Decision to Purchase

Digital resources are purchased under a variety of scenarios that include selections of relatively low cost discipline-specific resources by individual librarians and higher cost or cross-disciplinary resources requiring broader review.

Lower cost discipline-specific resources: Generally available through serial subscriptions, librarians may select these resources individually using the established selection criteria listed on this page, submitting orders with license and access information to the Assistant Dean for Collections & Information Services. Once approved, these are forwarded to the Acquisitions Department and handled as permanent transfers from book funds to digital serials.

Higher cost or cross-disciplinary resources: Requests for higher cost (generally more than \$500) digital serials are reviewed by the Library's Selection Committee for Electronic Databases, which oversees the distribution of budget increases for these types of resources. Requests for higher-cost "monographic" digital resources, i.e., those available with one-time payments for ownership of content are reviewed along with other one-time big expense items by the Collection Coordinators group.

### Internet Resources

Stetson University  
duPont-Ball Library  
DeLand, Florida

Purpose: The Stetson University Libraries collect electronic resources to support the instructional and research activities of Stetson students, faculty, and staff. The Library Web site is the primary vehicle used to distribute Library information, databases, and e-collections electronically to the Stetson community. While the primary audience is the Stetson University community, much of the site is open to non-Stetson Internet users.

Administration: The Library Web site is administered by a Web Team that includes the Library Web Master (currently the Associate Director), the Library Director, the Head of Technical Services, and the Electronic Services Librarian. Team membership may change at the discretion of the Library administration. The team is responsible for Web site design, content, organization, maintenance, updates, and assessment. Web team members, and others designated by the web team, are the only Library staff members authorized to upload Web pages to the Library's Web site.

Content & Organization: Collected electronic resources may include, but are not limited to, contents of the Library's OPAC, library-produced informational resources, electronic serials or collections of serials, commercial databases, electronic reference material, electronic monographs, and free external Internet resources.

The Web site content is divided into the following categories:

Informational: Pages that provide information on Library operations such as calendar, hours, map, staff, directions, policies, procedures, membership, gifts, departments, how to do interlibrary loans, how to access databases from off campus, etc.

## SCOPE OF COLLECTION

**Publications:** Includes such items as the Library Mission Statement, department Mission Statements, Annual Reports, Research Guides, Library Newsletter, New Employee Welcome Packets, Library Faculty Publications, ILL forms, etc.

**Databases:** Subscription databases, including the Library's WebCat Online Catalog are included on the Web site. Those databases on the database page (excluding WebCat) are the only links on the Library's Web site that are restricted to the Stetson University DeLand & Celebration campus communities.

**External Internet Resources:** Links to search engines and non-Stetson external Internet resources are included in the Library's Web site. See External Link Selection Criteria below.

**Selection:** Selection decisions are made by the Library Web Master with significant contributions from the Library Web Team and the Library faculty. In case of disagreement, the Library Web Team, in consultation with the Library Administration, will make the final decision on content. Specific selection criteria include the following:

**Internal Library Link Selection Criteria:** Internal Library links refers here to informational links created by librarians and library staff (such as department pages, research guides, announcements, etc.). Links created for the Library should be consistent with the Library's Mission Statement and/or have value to the Library and/or University. All library links must be approved by the Web master for inclusion on the Library's Web site.

**Commercial Link Selection Criteria:** Commercial links refers here to commercially purchased databases and e-books. Database and e-book selection should be consistent with the Library's General Collection Development Policy and the Library's Reference Collection Development Policy. See specifically the section on "Electronic Reference Sources" in the Reference Collection Development Policy.

Librarians will meet each summer to consider databases to be purchased for the following academic year. Many of the databases and e-books considered will be based on the Independent Colleges & Universities of Florida's (ICUF) database offers from the annual May ICUF meeting. Other databases, however, may also be considered for purchase. Public Services librarians will test, evaluate, and suggest databases for purchase in order of importance to the collection and with consideration to available funding. Database purchase recommendations are forwarded to the Head of Technical Services and the Library Director. Databases may be considered for purchase at other times of the year, but funding may not be available until the next fiscal year begins in June.

Database quality is essential, but other factors must also be considered:

- Cost (related to both the cost of the material and the available budget)
- Technical considerations (IP recognition, hardware/software requirements, compatibility with existing systems)
- Full-text content or availability of full-text through traditional library sources if database is strictly an index
- Currency and update schedules
- Interface and ease of use
- Vendor reliability
- Availability of usage statistics
- Acceptable licensing terms

**External Link Selection Criteria:** External links refers here to Web sites freely available on the Internet. External link selection should be consistent with the Library's general Collection Development Policy, and links are chosen to best support the current Stetson University curriculum. Factors taken into consideration in selection include quality, relevance, currency, authority, organization, accessibility, reliability, and stability. The Library has chosen to offer only a small number of highly selective external links for each discipline or subject area included (most corresponding to Stetson majors and/or minors). Sources chosen reflect the mission of the Library, the curricular and research interests of the students and faculty, and include educational value.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

In order to provide wide access to the Internet, links to search engines, and other sites offering evaluation and/or review of Web sites are also provided. The Library does not use blocking or filtering software, however, and certain Internet sites can be accessed that may be inappropriate for minors.

The Library reserves the right to refuse to link to any Internet resource that is not an official Stetson Web resource.

**Maintenance & Updates:** All external links shall be verified for accessibility and content monthly if possible, but at least quarterly. Dead, out-dated, or changed linked should be reported to the Web Master. Although links are checked and verified regularly and all attempts are made to ensure that the links provided remain relevant to our collection policies, the Library is not responsible for the content of external sites to which we have provided links.

All internal Library-related links (department pages, staff home pages, library-created material) shall be checked by the responsible librarian or staff member at the beginning of fall and spring semesters to ensure currency and accuracy. The Web Master is responsible for updating staff changes throughout the year. The Web Master will update the copyright in January each year.

Data will be kept on the following:

1. Number, names, URL, format, of all Web pages (Ryan–Excel spreadsheet)
2. Database contacts, licensing agreements, payment schedules etc. (Johnson/Dinkins)
3. Databases linked from each subject Web page (Ryan–Excel spreadsheet)
4. Databases linked from Reference Guides & Research Aids (Bradford)

**Assessment:** The Library Web team will utilize available tools to assess the utilization and success of the Web pages, including page usage statistics analysis, user surveys, literature studies, etc.

**Deselection:** All electronic resources are subject to deselection if they no longer meet the needs of the Stetson community or if other factors affect the continued subscription to or access to the material, including, but not limited to:

Unacceptable increased cost or cost not commensurate with use

Content changes or data is no longer relevant

Lack of updates or data is no longer reliable

Duplication by other resources

Material is obsolete

**Policy Review:** This policy shall be reviewed and revised as needed to address changes and reflect current practices in the evolving electronic information environment.

New Mexico State University Alamogordo

David H. Townsend Library

Alamogordo, New Mexico

Online Resources/Internet-based materials will be considered when they provide the most current and/or cost-effective resources. The following online resources will be actively selected. Licensed commercial, fee-based resources and databases will be selected when they provide cost-effective means of providing resources for the library.

These resources may include electronic books, citation, abstracting and full-text databases providing periodicals, newspapers or reference materials, or databases providing information portals for specific subject areas. In addition to general selection criteria, the following criteria will be used:

- Material has broad appeal to large number of Townsend Library users or will serve special needs of a user group
- Good technical support is available
- The interface is user-friendly

## SCOPE OF COLLECTION

- Appropriate online help is available
- The license agreement allows normal rights and privileges accorded libraries under copyright law
- The availability of usage statistics is highly desirable
- The library is not required to subscribe to both print and electronic versions of the product
- The vendor allows a trial of the actual product
- The license agreement gives the library indemnification against third party copyright infringement
- The product compares favorably with similar products
- Multiple user access is preferred

The library will attempt to balance print, electronic and online resources without unnecessary duplication. Print, audiovisual, or electronic resources may be duplicated with fee-based online resources when:

- The resource has significant historical value
- One format is unstable
- A cost benefit for purchasing multiple formats exists
- Multiple formats meet the different needs of user groups

Freely linkable World Wide Web resources and other freely available resources, services and databases will be selected and provided as links from the Library Web page, the library's Web-based subject directory of Internet resources.

In addition to resources located via Internet directories and search engines, several sources are consulted for current reviews of Internet resources. These sources of selection include Choice, CRL News, American Libraries, Library Journal, and The Scout Report. Several high-quality subject indexes are also regularly consulted, such as the Internet Public Library and The WWW Virtual Library. Duplication of print resources is acceptable for free Internet resources since it provides an additional point of use.

In addition to general selection criteria, the following criteria will be used for selecting general and subject-specific Internet resources for the library Web page directory:

- The resource may support the curriculum, faculty research interests, or the reference collection.
- The resource may enhance the library's collections for community users or specific groups or organizations.
- Access and design considerations include:
  - Size of files; how long do the pages take to load?
  - Is the site open to everyone or does access to most of the site require membership and/or fees?
  - Is it usually possible to reach the site or is the server often down or overloaded?
  - Must you download software to navigate the site?
  - Is the purpose of the site clearly stated?
  - Are author and title information clearly identified?
  - Are there clear instructions for use?
  - Does the site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page?
  - Do all parts of the site work?
  - Is the page stable, or do features frequently disappear or move between visits?
  - Can the user back out of the site, or does one get stuck

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

Online Resources/Internet-based materials will be considered when they provide the most current and/or cost-effective resources. The following online resources will be actively selected:

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Licensed commercial, fee-based resources and databases will be selected when they provide cost-effective means of providing resources for the three campus libraries. These resources may include electronic books; citation, abstracting and full-text databases covering journals, magazines, newspapers or reference materials; and databases providing information portals for specific subject areas. In addition to general selection criteria, the following criteria will be used:

- The product has broad appeal to a large number of LSCC library users or will serve the special needs of a user group

- The product compares favorably with similar products

- Multiple user access is preferred

- The interface is user-friendly

- Appropriate online help is available

- Good technical support is available

- The availability of usage statistics is highly desirable

- The vendor allows a trial of the actual product

- The libraries are not required to subscribe to both print and electronic versions of the product, unless this is desired

- The license agreement allows normal rights and privileges accorded libraries under copyright law

- The license agreement gives the libraries indemnification against third party copyright infringement

- Products available via LINCCWeb are preferred

The libraries will attempt to balance print, electronic and online resources without unnecessary duplication. Print, audiovisual, or electronic resources may be duplicated with fee-based online resources when:

- The resource has significant historical value

- One format is unstable

- A cost benefit for purchasing multiple formats exists

- Multiple formats meet the different needs of user groups

- Usage justifies additional copies

Freely linkable World Wide Web resources and other freely available resources, services and databases will be selected and provided as links from the Cyberlibrary, the libraries' Web-Based subject directory of Internet resources.

In addition to resources located via Internet directories and search engines, several sources are consulted for current reviews of Internet resources. These sources of selection include Choice, CRL News, American Libraries, Library Journal, and The Scout Report. Several high-quality subject indexes are also regularly consulted, such as the Internet Public Library and The WWW Virtual Library. Duplication of print resources is acceptable for free Internet resources since it provides an additional point of use.

In addition to general selection criteria, the following criteria will be used for selecting general and subject specific Internet resources for the Cyberlibrary directory:

- The resource supports the curriculum, faculty research interests, or the reference collection

- The resource enhances the libraries' collections for community users or specific groups or organizations

Access and design considerations include:

- Is the purpose of the site clearly stated?

- Are author and title information clearly identified?

- Is the page stable, or do features frequently disappear or move between visits?

- Is it usually possible to reach the site or is the server often down or overloaded?

How large are the files; how long do the pages take to load?

Is the site open to everyone or does access to most of the site require membership and/or fees?

Must you have or must you download software to use the site?

Are there clear instructions for use?

Do all parts of the site work?

Does the site employ navigation buttons or links, enabling the user to return to an index page or easily locate a particular page?

Can users back out of the site, or do they get stuck looping between pages?

## Maps

Indiana University–Purdue University Fort Wayne  
Walter E. Helmke Library  
Fort Wayne, Indiana

The map collection contains selected topographic, demographic, navigation, raised-relief, and political maps available from the U.S. government through its depository library program. Collection priority is given to maps of the Midwest and Indiana.

Eastern Michigan University  
Bruce T. Halle Library  
Ypsilanti, Michigan

## Maps

Depository maps and non-depository maps covering all geographic and subject areas are collected.

## Microform

Crichton College  
Crichton College Library  
Memphis, Tennessee

## Microform

Though microform as a physical format is considered an audiovisual item, its content is that of a book or periodical. This section will treat microform only as to its physical format. Microfilm are selected for any of the following reasons:

- a. Material is not available in the original format
- b. Low cost
- c. Reduced physical bulk
- d. Original is too fragile

Microforms being considered for addition to the Library's collection should be of standard dimensions and be capable of being read on standard equipment. The microform should possess a high quality of reproduction (i.e., contrast, clarity of print and illustrations), and be of a film type that is not highly flammable. When purchasing large sets of microform, care should be taken that the library does not already possess a large number of the titles in the set. Ease of access to the information contained in the set should be considered as well (Is there an index to contents? Should the library catalog each item in set and how much staff time will be involved with this as opposed to the need for the set?) At this time, the majority of the microforms in the collection are in periodicals.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Lansing Community College  
Library at Lansing Community College  
Lansing, Michigan

### Microfilm Subscriptions

A. The Library subscribes to microfilm as long as print or electronic indexes are available for that title and are readily accessible by clientele of the LCC Library.

B. The LCC Library will not duplicate any microfilm subscription.

C. Periodicals with difficult storage and maintenance format, and those for historical research, are candidates for microfilm subscription providing they remain indexed at LCC.

## FORMS

### Form to Request a Purchase of New Materials

Framingham State College  
Henry Whittemore Library  
Framingham, Massachusetts

#### Request a Purchase of New Materials

Please check the Whittemore Library Online Catalog to verify library holdings before submitting a request for purchase.

\*Name:

\*E-mail:

Phone No:

Status:

- ☐ Undergraduate Graduate Student
- ☐ Staff
- ☐ Faculty
- ☐ Other

#### Bibliographic Information

Please supply us with as much information as possible. Use the Tab key to proceed to the next column.

\*Author:

\*Title:

Publisher:

ISBN (or ISSN):

Publication Date:  Price:

Type of Material: ☐ Book ☐ Journal ☐ Audiovisual ☐ Electronic Resource ☐ E-Journal

Comments (and where you saw this item was mentioned) on purchase.