

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 68.0 ELECTRONIC RESOURCES COLLECTION DEVELOPMENT POLICY

Policy #:	I-68.0
Effective:	2011
Revised:	March 2011
Responsible Dept.:	VPISS

Purpose

To provide guidelines for the selection and removal of electronic material purchased by the Jessup Library. Electronic resources may be defined as any material available electronically and primarily accessed via the World Wide Web (e.g. electronic journals, eBooks, or databases).

Policy

1) Selection Criteria

- a) Selection of electronic resources will generally follow the same guidelines as outlined in the Collection Development Policy for Piedmont Virginia Community College.
- b) Purchase of an electronic resource that is a duplicate of an item already in the collection will be reviewed on a case-by-case basis.
- c) Coverage will meet the needs of most users and high-demand subject areas.
- d) Pricing models will be competitive; potential licensing options include leasing, subscription or perpetual access. Subscription or leasing models can be for one or more years.
- e) Free trial access is preferred.
- f) Vendors with whom we have consortia agreements will be given preference.
- g) If more cost effective, consortia agreements will be pursued.

2) Licensing

- a) Contract will be a standard agreement with clear, concise language.
- b) Authorized users will include students, faculty/staff and walk-ins.
- c) Requirements for the College to monitor and detect abuse will be reasonable.
- d) Fair use of material for non-commercial, educational, and instructional purposes will be explicitly allowed; this includes interlibrary loan, virtual reference and course reserves.

- e) Contract will clearly outline the duration of license and termination terms.
- f) Few or reasonable restrictions will be made on simultaneous users, the number of users or points of access.
- g) Vendor will respect the privacy of all library users.
- h) All licenses will be reviewed by the Vice President of Finance and Administrative Services and the System Council at the Legal Services Department, VCCS.

3) Access and Usability

- a) On-campus access will be managed through IP addresses; off-campus access will be managed through EZProxy.
- b) Installation and use of electronic resources will work with the existing hardware, software and technological capabilities of the College.
- c) Resource will be compatible with both PC and Macs and preferably on other mobile devices.
- d) Platform will be ADA (508) compliant.
- e) Interface will be user-friendly and intuitive; vendor will provide clear instructions and tutorials for end users.
- f) Vendor will place few or reasonable restrictions on printing, e-mailing, saving and downloading.
- g) Vendor will provide persistent links to and MARC records for all materials as necessary.
- h) Access will be reliable and available 24 hours a day/7 days a week.
- i) Vendor will provide sufficient notice for any system maintenance.
- j) Vendor will respond promptly to system queries.

4) Review and De-selection

All electronic resources will be reviewed every two to three years. Special instances will be reviewed on a case-by-case basis. Removal or cancellation of the electronic resource will occur if:

- a) Electronic resource is no longer available, maintained, or current.
- b) Circulation statistics demonstrate that access is no longer required.
- c) Budget reductions require cancellation of resource.
- d) The information is more suitable in another format.
- e) Program or curriculum no longer requires the resource.

5) Policy Review

This policy will be reviewed and revised periodically to reflect changes in the electronic environment.

Procedures

1) Identify potential electronic resource

- a) Librarians identify resource of interest.
 - (1) Contents are useful to most or all of library's users, AND
 - (2) Contents are in support of the highest-demand subject areas, OR
 - (3) Contents cover an under-represented subject area.
- b) Requests for electronic resources from faculty and students are directed to the Coordinator of Library Services.

2) Identify possible vendors who offer the resource

- a) Obtain initial price estimates.
- b) Investigate licensing options.
- c) Research other VCCS colleges who may already have a license with the vendor.
- d) Whenever possible, trial access to the material is arranged. Appropriate persons will be made aware of and given access to the trial subscription.
- e) After the conclusion of the trial period, the librarians will make the decision to purchase or subscribe to the item.
- f) The Coordinator of Library Services will negotiate contracts for the desired materials and services. The contract will be signed by the Vice President of Finance and Administrative Services after review by the System Council at the Virginia Community College System.

- (1) Terms, where possible, will include those items specified in the Electronic Resources Collection Development Policy.
- (2) The billing period is July through June.
- g) Circulation/Access Librarian notifies Director of Library Automation & Learning Resources that a new electronic resource has been purchased and that a linker code is needed.
- h) When the product is activated, the Circulation/Access librarian adds the linker code to the library's Web page under the appropriate subject guides.
- i) If resource requires cataloging, the Circulation/Access Librarian will notify the system office for loading of MARC records into ALEPH.
- j) The Reference/Instructional Librarian will provide training to the library staff and will create tutorials for end users as needed.
- k) Appropriate measures for marketing the new resource will be taken, such as: e-mailing appropriate faculty and/or students, posting on the blog and including the resource in class instruction.

3) The following checklist may be used to evaluate the potential resource:

- a) Audience: Scholarly_____ General_____
- b) For databases:
 - (1) Number of citations or abstracts _____
 - (2) Number of full-text articles _____
 - (3) Number of peer-reviewed/scholarly journals _____
- c) Years of coverage _____
- d) Interface
 - (1) Visually appealing
 - (2) Intuitive, e.g. easily navigable from one screen to the next
 - (3) User-friendly
 - (a) Online tutorials
 - (b) Adequate help files
 - (c) Basic and advanced searching options
 - (d) Browsing capabilities
 - (e) Clearly-worded error messages
 - (4) Limitors available
 - (a) Language
 - (b) Date
 - (c) Publication type
 - (d) Subject headings

- (e) Full text
- (f) Scholarly/Peer-reviewed

(5) Print, e-mail, save and download options available _____

e) Pricing models:

(1) Consortia agreements already in place

(2) One-time purchase

(3) Lease (lease-to-own)

(4) Subscription

(a) One year license

(b) Multi-year license

f) Cost

(a) Based on FTE or number of users

(b) One-time fee or yearly cost

(c) Fees for upgrades