

COLLECTION MANAGEMENT: Electronic Resources

Components of collection management include: **budgeting, collection development, collection evaluation, deselection, collection preservation**, and the development of guidelines and procedures related to these activities. The University Librarian is responsible for managing the collection in collaboration with the librarians.

Kwantlen Polytechnic University Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in [Standards for Libraries in Higher Education](#). In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

Scope

The term "electronic resources" in this document refers to full-text and bibliographic databases; ebook collections; e-reference products; streaming media collections applications, such as mapping software; and various other types of information sources that have been purchased or licensed by the Library from a commercial source, a non-profit organization, a professional organization, or any external institution. Not included are single-title purchased e-books, single title e-journal subscriptions, and catalogued websites.

Selection Criteria

Electronic resources are selected using the same basic principles as print and non-print media in accordance with the KPU Library's Collection Development Procedures. Content, format, technical considerations, cost, and suitability for our users' needs are the primary considerations for licensing of electronic resources. Whenever possible, the library will cooperate with the ELN, COPPUL, CRKN, and other consortia to license e-resources

In general:

- Priority is given to full-text resources.
- Resources must support the overall university curriculum or the instructional objectives of a specific discipline.
- Demonstrated or anticipated demand must be high or the resource must be required to operate the program.
- Conformity to the objectives for quality, functionality, and cost-effectiveness listed below. Exceptions will be considered on a case by case basis but are discouraged

- Resources must comply with user privacy and confidentiality regulations and best practices

Special consideration given to products and licenses that make content open access. The Library will support these whenever possible if the content is relevant to KPU programs. Please see the *Collection Management: Open Access Resources* guiding principles document.

Content:

- Accuracy, relevance, currency, comprehensiveness, and authoritativeness
- The importance of the resource to its discipline
- The extent of overlap (if any) with other KPU resources

User Interface:

- Resources should meet a high standard for user-friendliness and should be well-designed and organized
- Resources should permit stable links directly to content

Functionality:

- Functionality, including integration with the catalogue, discovery layer, ILL system, and link resolver
- Advanced search and thesaurus capability
- Resources should meet relevant standards for accessibility and licenses should support accessibility concerns

Technical:

- Local and remote access
- Multi-campus access
- Off-campus authentication compatible with the Library's current systems
- Ease of installation and maintenance
- Compatibility with current hardware and software available on Libraries terminals
- Web application/online accessibility
- Good technical support
- Stability
- Publisher/vendor reputation
- Availability and content of usage reports, preferably COUNTER compliant.

Cost:

- Cost effectiveness and value for anticipated use, one-time fees, and sustainable ongoing costs

Evaluation Process

Trials are used to evaluate databases. Feedback from relevant user groups (librarians, faculty, and students) will be solicited and analyzed. Along with the criteria above, the analysis will include investigating the size and information needs of the target audience. The analysis and recommendation to subscribe will be presented to the University Librarian, who has the final authority to approve subscriptions.

Retention and Renewal

All e-resources will be evaluated periodically to ensure they continue to meet the Library's criteria and are well-used. The E-Resources Librarian will examine usage statistics annually and consider the criteria listed above in relation to each resource. When cancelling, rationale will be presented to the University Librarian, who has the final authority to cancel subscriptions.

Licensing

The Library strongly prefers to participate in consortia licenses. The management and distribution of electronic information resources will be in strict compliance with licensing agreements and copyright law.

Licenses should:

- Allow institution-wide access and remote user access via IP and proxy authentication. Licenses which restrict access to individual campuses or use password authentication will only be considered under special circumstances
- Reference fair dealing and/or the Canadian Copyright Act
- Permit full integration into course management systems
- Allow printing, downloading, saving, emailing, linking to content, and ILL
- Allow appropriate amounts of content to be included in course packs (print and electronic)
- Have satisfactory conditions of renewal and cancellation
- Have broad or standard definitions of authorized users including faculty, students, staff, and walk-in users. Alumni use is also preferable
- Reflect realistic expectations concerning the Library's ability to monitor use and discover abuse
- Permit an unlimited number of simultaneous users
- Preferably provide perpetual access for subscribed content.