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.

Electronic Resources

Introduction:

These guidelines address management issues involved with the collection of electronic resources, i.e. subscription online databases and open-access databases (free web resources). 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. Because electronic resources have special characteristics as well as ones that they share with traditional information resources, a statement of criteria is needed to guide the selection of electronic resources for inclusion into the collection.

Purpose of Guidelines

The purpose of the guidelines is to provide help in choosing appropriate electronic resources and to establish consistency and priorities in managing this important part of the Library collection.

Scope

"Electronic resources" in this document refer to full-text and bibliographic databases and electronic reference products, including open-access databases and electronic resources 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 e-books, single title e-journal subscriptions, and catalogued websites.

Selection Principles

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.
- 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.

Content:
- Accuracy, relevance, currency, comprehensiveness, authoritativeness, and uniqueness of content
- 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 accessibility, and should be well-designed and organized

Functionality:
- Functionality, including integration with the catalogue, discovery layer, ILL system, and link resolving system
- Advanced search and thesaurus capability

Technical:
- Local and remote access
- Multi-campus access
- Ease of installation and maintenance
- Resources must be compatible with current hardware and software available on Libraries terminals
- Web application/online accessibility. The Library will not normally support other formats, like CD-ROMs.
- Good technical support
- Stability
- Publisher/vendor reputation

Cost:
- Cost per anticipated use; one-time and ongoing costs

Management:
- Availability and content of usage reports.

Evaluation Process:

Trials are used to evaluate databases. Feedback from relevant user groups (librarians, faculty, and/or 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.

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
- Allow printing, downloading, saving, emailing, and interlibrary lending
- Allow copies of individual articles to be included in course packs (print and electronic) or catalogued for e-reserves
- Protect user confidentiality and privacy
- 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

Guidelines on selection of open-access databases

The following criteria will be considered when adding open-access resources to the library's ERM:

- Quality of content (authoritativeness, currency, reputation, etc.)
- Quantity of content (a significant amount of content should be available)
- Stability and reliability
- Usefulness to KPU community