

MINNESOTA STATE UNIVERSITY, MANKATO

MEMORIAL LIBRARY

COLLECTION DEVELOPMENT POLICY STATEMENT

ELECTRONIC RESOURCES

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I. GENERAL PURPOSE

Memorial Library collects, houses, and provides access to information published in many formats. Electronic formats present management issues that more traditional formats do not:

1. They may be significantly more expensive to acquire and maintain;
2. They may physically reside at remote locations;
3. They may be accessible by users outside the library via dial-in or proxy server;
4. They may require additional hardware and software to operate or to use;
5. They present special problems of acquisition, storage, and preservation.

Because these concerns complicate the selection and the accessibility of such materials, the Library has a policy specifically for electronic formats. This policy addresses collection parameters for electronic resources that Memorial Library expects to make available for public access.

II. DEFINITIONS

The Library defines electronic resources as information encoded so that a computer can read it. Examples include html files, pdf files and CD-ROMs. The following specific types of files are included:

- a. Bibliographic files lead users to additional material. They are similar in use to library catalogs or printed abstracting and indexing services. Examples include PsycInfo, Medline, Compendex and WorldCat.
- b. Textual, numeric data, graphics or audio files provide full text, numeric data, graphic images or sound. Examples are electronic journals, electronic books, AccuNet/AP Photo Archive, Encyclopedia Britannica or the Statistical Abstract of the United States. They are like traditional library materials in that they are an end in themselves. However, they may require special software and training to obtain and manipulate the information they contain.
- c. Combination bibliographic/text files provide both indexing and full text information. Examples include InfoTrac Expanded Academic Index, Lexis-Nexis and Education Abstracts Full Text.
- d. Multimedia files involve the use of data, text, graphics, video, voice or any combination of these. The files may or may not be interactive.
- e. The Library will consider the purchase of other types of electronic resources as they are developed, in light of the criteria articulated in this policy.
- f. Exclusions

Types of resources not addressed by this policy include:

1. Applications software purchased by the library for staff use
2. Resources in the K-12 Software Collection. This collection has its own policy.
3. Music compact discs. These are covered in the Music Library Collection Development Policy.
4. Video-recording DVDs. These are covered in the Video/DVD Collection Development Policy.

III. RESPONSIBILITY

Selection of materials within the scope of this policy involves various individuals and groups:

1. Collection developers may select individual one-time-purchase titles within the scope of their subject assignments and budget allocations, subject to the guidelines of this policy.
2. Electronic resources which involve ongoing subscription or maintenance costs are recommended to the Serials Review Committee (SRC) for consideration. The recommendation may come from an individual or from some other group within the library or university. The SRC prioritizes requests for electronic resources, based on the criteria described in this policy, and recommends purchase or lease to the Dean of the Library.
3. The Government Documents librarian, in consultation with collection developers in affected areas, selects or recommends titles from the depository offerings.
4. The Dean of the Library, in consultation with the Systems Librarian, negotiates and signs all licensing agreements.
5. Final responsibility for compliance with licensing agreements rests with the Dean of the Library.

IV. GENERAL SELECTION CRITERIA

Electronic resources considered for acquisition or access should:

1. Follow all current collecting guidelines as presented in the [General Collection Development Policy](#).
2. Represent materials useful and important to a significant segment of the Library's user community, or be pertinent for reference service, and reflect current curricular and research needs.
3. Be available in formats for which the University or the Library owns or is willing to acquire the appropriate hardware and software (unless intended for circulation outside the Library).
4. Be evaluated in light of other potential acquisitions and weighed against other acquisition priorities.
5. Provide improved access to or be an enhancement or enrichment of current Library collections.
6. Reflect the excellence, comprehensiveness, and authoritativeness expected of materials in other formats.
7. Have adequate documentation, print or online, available, such as useful manuals, guides, and tutorials from the producer.
8. Not require excessive amounts of staff time for either learning to use the resource or for training staff and users.
9. Be broadly accessible under current copyright and licensing laws.

V. SPECIFIC SELECTION CRITERIA

1. Electronic resources considered for acquisition by bibliographers should:

- a. Offer some value-added enhancement to make them preferable to, or a significant addition to, other print or non-print equivalents. Examples of such enhancements include wider access and greater flexibility in searching.
- b. If the item is an electronic substitute for a current resource in another format, it should contain or cover the equivalent information to the extent appropriate and desirable.
- c. Meet the usual and customary technical standards in the industry.
- d. Be updated often enough to be useful, if currency is important.
- e. Have back files available if needed, in a format consistent with current file retrievability and maneuverability.
- f. Have the ability to be archived, if necessary.
- g. Demonstrate that production quality is satisfactory for the proposed use.
- h. Be user-friendly.

Some measures of user-friendliness are:

1. The existence of easily understood help screens and/or online tutorials
2. Clear and easily used menus, prompts and search screens
3. Novice and expert searching levels
4. Easy downloading, printing and e-mailing.

2 Consideration should be given to vendor-related issues, such as:

- a. Vendor's reliability and business record suggest continued support for the product via updates or new versions.
 - b. Vendor-produced documentation is thorough and clear.
 - c. Customer support is available from the vendor during the Library's working hours.
 - d. Price penalties, if any, for different formats have been investigated.
 - e. It is clear whether purchasing or leasing the resource is more economical.
 - f. When the title is available from multiple vendors, selecting a format already present and familiar to Library users.
 - g. Availability of usage statistics in an easily understood form
3. The source should be available for a trial period to allow examination for its utility and value before the Library makes a final commitment with the vendor.
 4. If software is offered to accompany book selections, it will normally be acquired subject to the criteria of this policy.
 5. Resource licensing should permit fair use of all information by authorized users.
 6. Research licensing should include permanent rights to access information for which a fee has been paid.

VI. CONSORTIAL PURCHASE

Because consortial purchasing arrangements usually offer substantial cost savings, electronic resources will be purchased in this way whenever possible.

VII. IMPLEMENTATION RESPONSIBILITIES

1. The Library will comply with copyright law and will take measures to promote copyright compliance among its users within the Library.
2. The Library will optimize access to and utility of electronic resources when appropriate through the following:
 - a. Bibliographic control through the cataloging of each resource.
 - b. Storage for the item, if needed.
 - c. Circulation procedures when appropriate.
 - d. The purchase, maintenance, preparation, and loading of software and hardware necessary to use the resource.
 - e. Staff support and training.
 - f. User support and training.

VIII. NETWORKING, DUPLICATE COPIES, COPIES IN MULTIPLE FORMATS

1. Because of campus demand for access to electronic resources, the Library purchases licenses that permit networking of an electronic product whenever possible. Normally, the Library will provide access to as many simultaneous users as demand dictates and funds allow.

2. The Library may provide duplicate access to selected resources by making them available in more than one format, for example, both on the Internet and in print. Such resources are primarily those that have significant historic value or are critical to a university program. The Library may also provide multiple format access to such resources when:

- a. The electronic version is poorly supported by the vendor.
- b. The electronic version is unstable in content.
- c. There is a cost benefit to providing access in multiple formats.
- d. The resource is not archived in a format accessible by current technology.
- e. If resources are available without charge, duplication will not be considered problematic.

IX. REPLACEMENTS

The criteria used in deciding whether the Library should replace an electronic resource will not differ essentially from those used when considering the replacement of books or other materials. These criteria include demonstrated demand for the resource, cost of replacement, and availability through other campus or remote sources.

X. FREE INTERNET RESOURCES

Resources available via the World Wide Web or successor protocols may be added to the Library's online catalog based on the following criteria:

1. The resource provides authoritative factual or original content information, such as the electronic equivalents of research papers or reference tools. Resources which provide only a directory of links to other sites will not be included.
2. Resource content must be easily attributable to an author, editor or reputable publisher.
3. The resource appears to be updated as often as appropriate to assure content is not outdated.
4. The resource has reasonable stability in its location, i.e. a persistent URL.

XI. PRESERVATION

The preservation of electronic materials will be consistent with current preservation policy and practices.

XII. DESELECTION

In general, electronic resources will be deselected using the same criteria as for print resources. Additional considerations will include:

1. Continued usability of the format
2. Continued availability of the hardware and software necessary to access the resource
3. Availability of the information in a more easily accessed format

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