

Appendix One

Book & Electronic Collection Policies

Academic Libraries

Xavier University

Guidelines for Electronic Collection Development

OVERVIEW

Xavier University aims to provide all students with a supportive learning environment. Xavier, while primarily an undergraduate institution emphasizing the liberal arts, is also committed to providing graduate and professional education in areas of its demonstrated competence. As an integral part of the educational process at Xavier, the University Libraries strive to complement and support the University's mission.

The Xavier University Libraries, comprising McDonald Library, Lodge Learning Lab, and Instructional Media Services, provide educational resources that support the curriculum and inform the University community. The Libraries are committed to promoting information literacy and to developing the research skills, traditional and computer-based, of students, faculty, and staff. The Xavier University Libraries provide a core print collection of books and periodical subscriptions in the McDonald Memorial Library. Through electronic and other means, the Libraries serve as a gateway to and as a participant with a range of information providers in the emerging national information infrastructure.

INTRODUCTION

To support the Xavier University Libraries mission to provide appropriate resources irrespective of format, this document is intended to serve as a guideline specifically for electronic collection development. This document is written for the benefit of academic faculty, academic staff, and professional librarians who are engaged in the evaluation, selection, installation, and instruction in the use of electronic resources.

It is our intention to construe "electronic resources" broadly. Some typical categories of information that an academic library might provide in electronic format include bibliographic databases (e.g., indexes and abstracts), bibliographies/reading lists, online catalogs (e.g., OhioLINK), directories, encyclopedias, full-text electronic journals, interactive multimedia programs, tutorials, statistical resources, almanacs and other general reference works.

Consonant with the document "Guidelines for the Collections" (December 1996), all library materials, regardless of whether print or electronic, are selected in the context of communal library strengths whenever possible. The Libraries provide resources that are curriculum-based but which, at times, may serve just one or two classes. Collection policies preclude the acquisition of materials which are solely for the benefit of faculty research.

CRITERIA

The special characteristics of information in electronic format require some additional evaluative criteria. These include content, hardware/software, staffing support, and access issues.

Content

- The resource is professionally done: i.e., accurate, balanced, scholarly, well written, logically presented, as current as possible.
- The resource is generally non-redundant and should not duplicate information that is already available in the library. The same documents may be offered in various formats with adequate justification.
- The resource should be favorably reviewed as to content and format.
- The department liaison and library liaison agree as to the resource's necessity and its quality. A preview or demonstration of the resource may be appropriate under some circumstances, e.g., if the cost is high, or if necessary to fully evaluate before purchase.

Support (Staff and Technical)

- The resource must comply with Xavier University's hardware capability and support capacity.
- Space and technical processes must be or can become available.
- Preference is given to Windows-based formats rather than Mac-based although, presently, there is limited support for Mac-based products.
- The database shows or promises cost-efficient information transfer (in both quantitative and qualitative terms):
 - a) storage costs (cost of shelf space; hardware and software costs; cost of memory);
 - b) time and energy costs to librarians and support staff;
 - c) time and energy costs to the end user. Speed of information transfer is considered in relation to the nature of the information transferred.
- Purchase of the resource should be weighed against other methods of access.
- The product allows for continued, adequate archival capability of item when considered practical, desirable and reasonable.
- Quality, reliability, and continuity of the delivery vehicle, both hardware and software, are satisfactory.

Accessibility

- The resource should be reasonably accessible to the average university library patron (i.e., user friendly).
- If it is a companion or a supplemental resource to an ongoing print subscription, it will be added to the collection if it meets all the foregoing criteria.

FUNDING

All of the preceding criteria refer specifically to electronic resources purchased with a department's materials allocation administered by the Library.

While departments may choose to purchase electronic resources with funds administered by their own departments or college, they are encouraged to consider all these criteria. At minimum, any electronic resource intended to be made available in the Xavier University Libraries "must comply with Xavier University's hardware capability and support capacity."

Loyola Marymount University

SELECTION POLICY FOR NONSUBSCRIPTION ELECTRONIC RESOURCES

January, 1998

I. Role of the Library

The Von der Ahe Library has a central, established role "...to provide information materials and services that will assist the University in achieving its educational and service goals. (Charles Von der Ahe Library. Mission and Goals, December 17, 1992). The Library's top priorities in its mission are: curriculum related materials and services; faculty research materials and services; and administrative support materials and services. The Non-subscription Electronic Resources Committee, comprised of the Media/Reserve Librarian, the Collection Development Librarian and two representatives from Public Services is responsible for recommending non-subscription electronic resources collection policy to the University Library administration and coordinating selection activities for such materials.

II. Purpose of This Policy

The Library collects or provides access to appropriate materials in print and non-print media. Currently electronic formats present libraries with management issues that more traditional formats do not. They may be significantly more expensive to acquire and maintain. They may require additional hardware and software to operate or to access. Because these concerns complicate the selection and the accessibility of such materials within the Library, a policy specifically for electronic formats is needed.

This policy provides the context and guidelines for the Library in the selection, acquisition, provision of access to, and maintenance of such resources. It does not cover specific procedural issues such as funding options or the particular location of the resource after acquisition.

It does not address the issues involved with subscription resources. These are purchased through membership in the Southern California Electronic Library Consortium (SCELC). This group of twenty libraries realizes savings of funds through centralized purchasing of expensive databases. Library directors, and others on that level responsible for fiscal decisions in their organizations can work with commercial vendors within short time frames to craft agreements favorable to their libraries.

III. Relationships with Related Groups

Providing access to electronic resources may involve funding, equipment, data storage, location, and remote access decisions affecting many units both within the Library and outside of it. These include Information Services, departmental offices, dorm rooms, and patrons with remote access to the library web site. The Library seeks to work cooperatively with the above and other concerned groups on such issues as they arise.

IV. Scope of This Policy

A. This policy addresses the selection and acquisition of the following types of electronic materials:

1. *Textual files* - full texts of encyclopedias, dictionaries, electronic journals, e.g., EBSCOHost, Bible Windows, NTDB, etc.
2. *Graphic and multimedia files* - map and art databases.
3. *Courseware/Instructional files*
4. *Linkages to World Wide Web resources through the library's home page.*
5. *Specific applications software needed to utilize the resources listed above*

B. The Library will consider the purchase of other types of electronic resources as they are developed, in light of their relevance and contribution to the Library's mission.

C. This policy does not cover general purpose applications software such as authoring programs, gateway programs, reference management programs, and productivity programs, which are, or may become the function of LMUNet; or integrated library management programs (e.g., Innovative Interfaces).

V. Selection and Acquisition Responsibilities of the Library

A. General Guidelines

1. Conventional collection development criteria should be paramount and should be applied consistently across formats including digital resources. Principle considerations include:

- * establishing a coherent rationale for the acquisition of each resource
- * meeting faculty and student information needs, providing orderly access and guidance to electronic resources, and integrating them into library service programs

2. Priority should be given to such resources when they offer significant added value over print equivalents in such ways as:

- * more timely availability
- * more extensive content
- * greater functionality such as the ability to invoke linkages to local and/or related resources

B. Specific Responsibilities

2. The Electronic Resources Committee will have the responsibility for identifying, selecting, maintaining, evaluating, and weeding non-subscription electronic resources of campus-wide utility, primarily of a reference nature falling under the categories listed in IV.A above.

3. The Subject Bibliographers will have the primary responsibility for identifying, selecting, maintaining, evaluating, and weeding the electronic resources selected for subject areas they represent.

4. The Faculty will have the primary responsibility for identifying and selecting electronic resources that reinforce and enhance the teaching experience; it is not necessary for these resources to reside in the library or to use library hardware.

5. The Electronic Resources Committee will be responsibility for negotiating and coordinating funding for applications programs needed to operate the specific electronic resources stated above.

6. If significant additional expenditures or extraordinary arrangements would be required to make the resource available, such as special hardware, a different operating system or unusual space or maintenance requirements, its acquisition should be justifiable only if it rigorously meets the selection criteria used for all other electronic resources.

7. The public services support required to make a resource available should be given early consideration in the selection process. Reference librarians should consult with staff of other library departments that may be affected. Aspects of public services support to be considered are:

- a. The need for staff and user training.
- b. The availability and usefulness of manuals, guides, and tutorials from the producer.
- c. The ease of production of a brief guide, if necessary, by Reference staff.

If substantial amounts of staff time and effort would be required to make a resource available, its acquisition should be justifiable only if it meets the criteria in Section B below.

B. Selection Criteria

In addition to the criteria in section V.A. above, the following criteria specific to electronic resources should be considered. They are not listed in priority order. Not all of the suggested criteria will be applicable in every case.

1. Policy Concerns

- a. Materials in electronic format should reflect the library's own collection development and acquisitions policies.
- b. The resource offers some value-added enhancement to make it preferable over, or a significant addition to, other print or non-print equivalents. Examples of such enhancements include wider access and greater flexibility in searching.
- c. If the item is an electronic version of a resource in another format, it contains or covers the equivalent information to the extent appropriate and desirable.
- d. User and programmatic needs are a prime consideration. Special attention is given to products that provide coverage of under represented or high-priority subject areas.
- e. Selection procedures and criteria are evaluated and revised regularly.
- f. Before selection, the reputation of the publisher and producer is investigated to make sure of reliability and responsiveness to problems. A list of current customers of the publishers is consulted to verify customer satisfaction.
- g. If currency is important, the resource is updated often enough to be useful.
- h. Reviews are used to assess data's comprehensiveness, scope, and indexing accuracy.
- i. The printed editions of the electronic counterpart will be kept if exact duplication of coverage is not made.
- j. Evaluate the durability of the medium and what the cost/benefit trade off will be between immediate usefulness and potential degradation of electronic data.

k. The subject area and intellectual level shall be suitable to the clientele of the library.

l. Interfaces should be easy to master by ordinary users.

2. Service/Vendor Concerns

a. The selection criteria conform with the institution's general plans for establishing a computerized information environment.

b. Public service staffing and training levels are evaluated in light of the additional information services available to patrons.

c. The user documentation should be accurate, easy to use, comprehensive, cost effective, and in convenient locations.

d. The impact of current library staffing and training, such as cataloging and processing subscriptions in different formats is assessed.

e. Vendor reliability and business record indicates continued support for the product via updates or new versions.

f. Vendor-produced documentation is comprehensive and clearly written.

g. Customer support is available from the vendor during library working hours.

h. A trial period is available for examining the utility and value of the resource before a final commitment is made with the vendor.

3. Technical Concerns

a. It is absolutely necessary to have technical support and maintenance of the product.

b. Software and hardware should be compatible with existing systems in the library and with the systems used by the University so that future networking can be possible.

c. The evaluation of software focuses on issues that include menu-driven vs. command-driven features, override capability in the program's command structure, short initial learning curve, security (tampering and viruses), compatibility with existing hardware and software media.

d. Search capabilities will include reasonable response time and availability of the following:

- the interruption of search processing
- Boolean searches using logical operators
- phrase searching
- truncating, wild card or stem searching features
- nesting
- stored searches for reuse
- purging of stored searches
- searching limited by language
- simultaneous searching of all fields
- sorting and displaying of sets
- printing of multiple records and of selected records
- customized formats for printing
- downloading to floppy disk and DBMS
- direct transfer of a search to the online version of the database

e. Ease of use of the product includes the following:

- introductory screens
- on-screen tutorials
- prompts and menus
- ease of exiting from one point in a search to another, and from the database
- availability of function-specific help
- availability of context-specific on-screen help

f. Hardware related concerns include reliability, maintenance, compatibility with peripherals, flexibility for other uses or networking, security from theft and tampering. Ascertain that the desired information can be run on currently available computers. Check for:

- overall system compatibility. Some products will not run on all types of computers
- hardware configuration - memory, disk storage, processor speed, etc.
- need for software platforms to interface with the data.
- compatibility of current CD-ROM drives
- growth of the database; it may be necessary to add more disk storage, memory, CD-ROM drives.

g. Data formats should follow industry standards and must be fully documented. Data should be platform-independent and available in a multiplicity of formats (e.g., ASCII, PDF, SGML, etc.).

h. LMU must be able to provide access from convenient workstations connected to a network infrastructure which is reasonable fast. System capacity and bandwidth should be adequate to provide response time comparable to that of existing LINUS system databases.

4. Cost and Pricing Concerns

- a. Electronic content should cost less than its print analog, unless there is substantial added value (e.g., Britannica Online; or a bibliographic database enhanced with full text). Publishers should be discouraged from increasing prices to amortize conversion costs over short timeframes. When multiple formats are available, LMU should pay only one price for the use of all.
- b. Content and access costs should be separated. LMU should have flexibility in selecting appropriate access mechanisms (including local or remote server, resource sharing agreements with other institutions, etc.) and should be able to alter these agreements for an existing license, subject only to access and use restrictions in the license agreement. The information provider should inform LMU how much of the total cost is attributable to:
1. Licensing the content
 2. Providing access
- c. Electronic and print costs should be separated. LMU should not be required to purchase both print and digital equivalent.
- d. If there are cost differentials between online and CD-ROM options, the more cost-effective one is chosen.
- e. Purchase or lease options needs are studied to determine the most cost-effective option.
- f. Plans for any additional costs for future updates or upgrades are made at the time of the original purchase. This may include additional start-up and maintenance costs that are not reflected in the invoice for the information product. These could include site preparation and hardware shipping and installation.
- h. The shelf life of the product's storage medium is weighed against replacement costs.
- i. Differences are explored between the availability of vendor/publisher discounts for hardware and software packages (bundles) associated with the product.
- j. The following cost requirements are observed:
- space for the new equipment and additional electrical and telecommunications wiring
 - costs for start-up/site preparation
 - more staff time for technical and training support.
 - costs for supplies such as tables, chairs, printers, paper, ribbons

5. Local Needs

- a. Identify which subject areas have a demonstrated need for specific information products in electronic format.
- b. Identify patron and staff groups that will benefit the most from the use of these products.
- c. Make sure the ease of use and depth of information levels are appropriate for the intended user group.
- d. Compare the product under consideration with the scope and cost of other resources, electronic or not, currently available.
- e. Decide whether the new electronic sources go to reference or similar non-circulating collections or to the stacks.
- f. Specify the conditions and procedures used to circulate this material.
- g. Consider the practical consequences of making the selection such as cancellation of other titles or special equipment needs that may require funding.
- h. The condition of circulation copies of electronic information is assessed for damage or software viruses when the material is returned.

6. Licensing Concerns

- a. The license should include permanent rights to information that has been paid for, in the event that a licensed database is subsequently canceled or removed.
- b. Information providers should employ a standard agreement that describes the rights of libraries and their authorized users in terms that are readable and explicit, and they should reflect realistic expectations concerning LMU's ability to monitor use and discover abuse. Agreements should contain consistent business and legal provisions including, for example, indemnification against third-party copyright infringement liability and permission to use records in personal bibliographic systems.
- c. LMU's "authorized users" include faculty, staff, students and all on-site users of the campus or University. "Users" may include other off-site facilities (e.g. Center for the Study of Los Angeles).
- d. The licensed content, plus any associated features and capabilities, should be accessible from all institutionally-supported computing platforms and networked environments; this access must be based on current standards (e.g., Z39.50) in use by the library community.

e. Licenses should permit fair use of all information for non-commercial educational, instructional and research purposes by authorized users, including unlimited viewing, downloading and printing.

f. Information providers should be able to link their access control mechanisms to LMU's authentication infrastructure; access to their products should not require individual passwords and/or user IDs.

g. Licenses should not limit LMU's rights to enhance or reformat data (if content integrity is preserved) to make it more visible or convenient for LMU users (e.g. by providing links to other LMU holdings, or annotation for use with the LMU community).

h. LMU use data should be available to LMU as part of contractual provisions for a license and confidentiality of individual users and their searches must be fully protected. Use data generated by LMU may be available to the information provider.

VI. Implementation Responsibilities of the Library

A. The library will comply with the copyright law and promote compliance of the law among its users.

B. The library will optimize access to and utility of electronic resources through the following activities:

1. Bibliographic control through the cataloging or inventorying of each resource.
2. Storage for the item, if needed.
3. Appropriate circulation procedures.
4. The purchase, maintenance, preparation, and loading of software and hardware necessary to use the resource.
5. Appropriate staff support and training.
6. Appropriate user support and training.

C. The library will negotiate and comply with vendor licensing agreements.

1. In general, it is the responsibility of the University Librarian to negotiate and sign licensing agreements. His/her office will maintain a file containing copies of all licensing agreements.

2. Final responsibility for compliance with licensing agreements and day-to-day oversight rests with the University Librarian.
3. The lease will clearly delineate the terms of ownership or lease agreements, including a description of what backfiles are acquired, the ownership of these backfiles, how often updates are to be received, and the disposition of superseded files.
4. All licensing, usage, or copyright restrictions are indicated so as not to interfere with rights reserved by the publisher.
5. If hardware is included in the purchase, the agreement will state whether the machinery is leased or purchased, whether the seller or buyer is responsible for maintenance, and the terms of service.
6. Product warranties are clearly stated and understood.
7. Before entering into any license local protocols are properly followed to ensure the legality of the contract. Items to be noted are:
 - a. Restrictions on the use of the data in regard to the copying, printing, or downloading from the database.
 - b. Restrictions on the number of simultaneous users, or the use of the product in local (LAN) or wide (WAN) networks
 - c. Restrictions on the method of access, such as dial-access or Internet.
 - d. Conversion of the database to other media.
 - e. Limits on use to internal or non-commercial activities.
 - f. Limits on the ability to transfer, resell, or reassign the product.
 - g. For software, limiting the program to use on one machine by one user at a time.
 - h. Restrictions that limit access to the subscriber's patrons and staff.

VII. Duplicate Copies, Copies in Multiple Formats, and Networking

- A. Duplicate copies of electronic resources will be purchased only in cases of clearly demonstrated need when networking or other alternatives are not available or practicable.

B. The Library may protect access to selected resources by making them available in more than one format, for example, both on CD-ROM and in print. Such resources are primarily those that have significant historic value or are critical to a university program. Multiple format access to such resources may be provided when:

1. The electronic version is poorly supported by the vendor.
2. One format is unstable.
3. Hardware or software necessary to use the resource in a particular format is limited or unreliable.
4. There is a cost benefit to providing access in multiple formats.
5. Different formats are necessary to meet the differing needs of user groups.
6. The resource is not archived in a format accessible by current technology.

C. The Library purchases licenses that permit networking or "multiple launches" of an electronic product whenever resources permit.

VIII. Replacements

The criteria used in deciding whether an electronic resource should be replaced 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.

IX. Gifts

The Library will accept, evaluate and process gifts of electronic resources consistent with the criteria stated above. All other issues regarding electronic materials received as gifts shall be handled in accordance with the University Library's Gift Policy.

Deselection

Electronic resources will be reviewed periodically by the Electronic Resources Committee to assess their continuing value. It shall be the prerogative of the Committee to weed from the collection those electronic materials determined to be no longer of value.

LMU should retain authority for selecting and deselecting materials; sound decisions should not be compromised by provider-defined linkages between print and digital products.

Drafted by Marcia Findley, AUL Collection Development, Loyola Marymount University, Los Angeles, California. Assistance in developing this draft policy was derived from the following sources, and is gratefully acknowledged:

Guide to Selecting and Acquiring CD-ROMS, Software, and Other Electronic Publications. Chicago: ALA, 1994

Draft Policy for Electronic Resources Management. Iowa City, IA: University of Iowa Libraries, 1993

Policy for Electronic Resources Management. Iowa City, IA: University of Iowa Libraries, Revised, June 1996

Foulds, M.S., and Foulds, L.R. "CD-ROM Disk Selection and Evaluation." *Reference Services Review*, 18, no.2:27-38 (1990)

Principles for Acquiring and Licensing Information in Digital Formats. University of California Libraries, May, 1996

Virginia Polytechnic Institute and State University

GUIDELINES FOR THE SELECTION, ACQUISITION AND IMPLEMENTATION OF PUBLIC USE DATABASES

DEFINITION: Public use databases are those databases queried directly by Library users or those databases queried by the staff in providing reference services. These databases fall into several categories, including CD-ROM, software and online (including bulletin boards, Internet databases, commercial vendors, etc.). Examples: COMPENDEX on CD-ROM, Oil Market Simulation Model software, LEXIS/NEXIS online service, Dept. of Commerce Economic Bulletin Board.

They may be physical items like diskettes, optical disks, or magnetic tapes, but may be less corporeal like passwords and a set of logon instructions.

Unsolicited trail offers are to be treated like solicited databases and the procedures outlined below should be followed.

SCOPE: These guidelines are intended to simplify and standardize the selection and implementation of public use databases and are not intended to usurp the responsibilities of individual subject librarians, collection management teams, the Principal Bibliographer (PB) or any other Library staff person. The intent is to encourage communication and consultation between peers.

Questions about site licenses frequently impact a wide variety of library functions or require a wide variety of expertise. So that we can maintain continuity and corporate memory, as well as consistency of policy, we should maintain a small working group to convene, as needed, to review our agreements with vendors. The membership of our task force would be appropriate to this function. Therefore the incumbents of the following positions should serve as a standing body, which should not have regular meetings but which should be convened as the need is identified by the Principal Bibliographer or the Head of the Acquisitions Department:

- Principal Bibliographer
- Head, Acquisitions Department
- Head, Humanities and Social Science Reference Department
- Head, Science Reference Department
- Electronic Reference Services Librarian
- Programmer, Systems Support-Network

I. STEP ONE - CONSULTATION

1. Preliminary Research -- Before any database is obtained, whether on trial, on subscription or as a permanent addition to our collection, the requesting subject librarian will consult with the Electronic Reference Services (ERS) Librarian. The ERS Librarian will contact the vendor, Library Automation Division personnel, or other persons or groups as needed to discuss hardware and software compatibility.
2. Departmental Colleagues -- The subject librarian will prepare a brief report for the appropriate Collection Development team and appropriate Reference Department which discusses the following considerations: hardware, software, license limitations, cost, target audience, an overview of the contribution to and impact upon services and a designation of an "expert" or "experts" who will be primarily responsible for learning the software, writing documentation, teaching departmental colleagues and publicizing its availability. The PB will be invited to the discussion. Assuming no objections from either the department head, ERS Librarian, PB or departmental colleagues, then the next step is for the requesting subject librarian to arrange for access.
3. Government Documents Librarians -- When new government electronic products are received, the Office Services Specialist in charge of receiving government documents will notify the ERS Librarian, who will review the product to determine its location. He will assign a designated expert when the product is received in Reference.

II. STEP TWO - ARRANGING ACCESS

1. Whenever possible, the conventional ordering procedures will be followed, with an order placed through the acquisitions department. In those cases where there

are no up front acquisition costs and the matter can be handled most expeditiously by the ERS Librarian, in consultation with the subject librarian, a direct call to the vendor may be in order. The Acquisitions Department will be informed of any transaction.

2. The requesting librarian will consult with the ERS Librarian to arrange a suitable location for access; e.g., in the Electronic Consulting Services room (ECS, room 2010), on the network or in the ERA.
3. Depository electronic products are received based on a prior selection of GPO item numbers. They will be handled as described above.

III. STEP THREE - ACQUISITIONS AND NEGOTIATIONS OF SITE LICENSING

It should be our goal to make any electronic resource the University Libraries acquire available to help all our clientele. We will therefore seek to establish an inclusive, not an exclusive, definition of our authorized user group for any site license we enter. Specifically, we will define authorized users as "currently employed faculty and staff and currently enrolled students, all of whom will be served without regard to the nature of their use, as well as all library patrons using resources on site in the libraries."

The intent of this language is to allow remote access to electronic resources by any member of the university community, regardless of other affiliations or purposes an individual may have, and to allow service to all patrons entering the Libraries. We recognize that we may need to negotiate more restrictive terms in order to acquire some resources, but this will be our starting point.

It is also important that the concept of site be defined carefully and as liberally as possible. We should insist that vendors whose contracts use this term define it. We will seek, whenever possible, to define the physical site for our electronic resources as coterminous with the university population.

Any contract we enter must be approved by the University Counsel. Contract negotiation is a time of opportunity for us, and must be seen as such. We need not sign contracts as they are written, but are free to make amendments, thus implicitly entering a negotiation process.

In addition to defining the user group as liberally as possible, we should make sure that terms are clearly defined and mutually understood. It is particularly important to define what is meant by the number of allowed users. We must carefully distinguish between a) concurrent users -- the number of simultaneous users to which access is limited and b) work stations, the number of devices with potential access to the network. Within the second category, it may on occasion be important to distinguish between hard-wired access and dial-in access.

It is the responsibility of the Acquisitions Department to maintain records of our site license agreements and limitations. We must recognize that the entire domain of networking is volatile and that technological changes can introduce ambiguity into what had been clearly understood agreements. The Acquisitions Department will proactively seek interpretation from, or suggest interpretations to, our vendors whenever technical changes in either our networking capability or the nature of electronic products raise possible questions about what is allowed.

IV. STEP FOUR - PROCESSING

1. All permanent databases (i.e., excluding those received on a trial), whether actual physical items or not, will be checked-in using normal procedures.
2. Trial databases will either be returned at the end of the trial period by the requesting subject librarian and the Acquisitions department will be informed, or, if accepted:
 - Taken by the requesting subject librarian to a pre-order searcher, who will prepare an ORF with a note indicating "piece in hand."
 - Taken by the ERS Librarian to be checked-in using normal procedures.
3. All permanent databases, whether actual physical items or not, will be cataloged using normal procedures, with a note directing users to the appropriate location (ERA, ECS, SERA).

V. STEP FIVE - PUBLIC USE PREPARATION

1. Designated Expert (DE)
 - Reads available documentation and begins the process of learning its features.
 - Provides training & demonstrations to departmental colleagues as needed.
 - Prepares documentation. LIArranges for publicity. The announcement of availability may occur through several channels, including: E-Mail, library-wide committees like LAC or Library Forum, campus publications like Spectrum, and INFO.
2. ERS Librarian announces its availability as soon as:
 - "Sufficient expertise" has been developed. Note that sufficient expertise may not be very sophisticated and may be as little as knowing how to start the system.
 - "Adequate documentation" made available. Note that adequate documentation may not be very extensive and may be as little as instructions for logon and logoff.

Used with permission of Dr. Paul Metz, Principal Bibliographer, University Libraries, Virginia Polytechnic Institute and State University.

Available at http://www.lib.vt.edu/Facilities/coll_dev_policies/publicuse.html

Public Libraries

County of Los Angeles Public Library

Materials Selection Policy

Selection Policy

The County of Los Angeles Public Library serves one of the nation's most culturally, economically and socially diverse regions. The Library selects materials which best serve the needs of its varied and complex public.

The Library makes available a broad and relevant collection for information, education and recreation, in formats that include over 5,000,000 books, magazines, videos, cassettes and compact discs.

The Library makes a positive effort to provide materials of interest to people of differing ages, ethnic groups and lifestyles, in English and other languages.

The Library affirms the public's right of access to a broad spectrum of reading, listening and viewing materials. In compliance with the American Library Association's Library Bill of Rights and its Freedom to Read Policy, the Library makes available sound factual data and honest opinion representing all points of view on topics of public interest and importance.

Method

The County of Los Angeles Public Library selects materials based on recommendations from the public, reviews in the media, examination materials from publishers, and the subject knowledge and expertise of library staff.

Librarians purchase materials for each community based on their knowledge of the diverse needs of their customers and the local library's collection. Resource centers and special collections enhance the Library's ability to provide information.

No materials are excluded or removed from the library on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials dealing with controversial views are judged as entire works, not on isolated passages or sections.

The Library selects materials that are pertinent, representative of divergent needs, and responsive to customer demand. The Library provides current materials as well as standard authors, titles and subjects.

Criteria

The County Library staff considers these and other factors in selecting materials:

- Accuracy and impartiality
- Appropriateness for age
- Availability of the subject in the Library
- Cost
- Currency of information
- Inclusion in standard bibliographies or indexes
- Permanent value as a standard work
- Physical durability, attractiveness and technical merit of the format
- Popular interest or demand
- Quality of organization, readability and style
- Relevance
- Reputation of the author, publisher, or producer
- Social significance
- Uniqueness or special features

Formats

The Library purchases many types of materials:

- Books
- Magazines and Newspapers
- Cassettes
- Books on Cassettes
- Compact Discs
- Videos
- Laserdiscs
- Software
- Microforms
- Pamphlets and Maps

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.

Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2.Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3.Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4.Libraries should cooperate with all persons and groups concerned with resistant abridgment of free expression and free access to ideas.

5.A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6.Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Feel free to contact Phyllis Young, Collection Development Coordinator at phyllisy@colapl.org with your questions and comments.

Adopted, 1980
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American Library Association 1992

School Libraries

Special Libraries

Special Library Association's

INFORMATION RESOURCES CENTER ACQUISITIONS POLICY

I. Policy

It is the policy of the Special Libraries Association to have an acquisitions policy for the Information Resources Center(IRC) with regard to building and maintaining a representative and current collection of resources.

II. Purpose

The purpose of this policy is to ensure that the IRC serves the professional reading and reference needs of SLA staff and the elected leadership of the Association in the performance of their duties for the association, the membership of the Association, and the general public. The purpose of the acquisitions policy of the IRC is to enable a collection to be developed containing those resources which best serve the objectives of that clientele with emphasis on practical (rather than theoretical) and current (rather than historical) resources. With due regard to the availability of the resources of nearby libraries and information services organizations in the area, it is the aim of the IRC to build, in the field of special librarianship and information services management, a comprehensive current collection of the highest degree of excellence, both qualitative and quantitative, that its monetary resources can provide.

III. Practice/Procedure

The resources to be selected for IRC acquisition should be those items which promise to be of greatest use to SLA staff, members, and the elected leadership of the Association. Judgement as to whether specific resources meet this criterion is exercised most frequently by consulting the opinions of Association staff, members and other experts in the field of library and information science. Titles published in standard bibliographies, dependable review journals, and in lists of publications considered to be outstanding by authorities in the field, will form the basis for selection.

Specific considerations applicable to IRC purchase include:

The timely value of the resources, for interest, information or enlightenment;

The accuracy of the resource;

The authoritativeness of the resource and/or its author.

The usefulness of the resource with respect to other resources already in the collection or easily available from other collections, including:

The representation of all sides of controversial issues;

The avoidance of resources which merely duplicate, either outright or substance, resources already held;

The avoidance of expensive resources which merely duplicate, either outright or substance, resources already held;

The scarcity of information on the subject;

The cost of the resource in comparison with other equally useful resources;

The format of the resource in comparison with other available formats of the same information.

At appropriate intervals, the collection or a selected portion of it is weeded by the application of the selection policy in reverse. Resources judged of no further use to the clientele of the IRC are then withdrawn.

IV. Responsibility

The Manager, Information Resources is responsible for implementation of the acquisitions policy, with the oversight of the Assistant Executive Director, Programs and Development.

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American Health Care Association

Electronic Collections and Special Libraries

One of the more interesting collection decisions for all libraries, but in particular for special libraries with a need for very current information, revolves around the vast universe of electronic resources. Decisions must be made to locate items available in electronic format, to download or copy these items from the Internet or CDROMS to paper format, and then to provide access to these copies. In addition, it may be necessary to archive the CDROMs or discs themselves and that raises other issues about machine compatibility and obsolescence.

One way to locate items of interest on the Internet is to periodically logon to various search engines and look for topics of interest. Another is to do searches in commercial databases such as Lexis/Nexis and Dialog and download or print a copy for informational purposes. Additionally, searches can be done in government sites such as the General Accounting Office and reports can be viewed in Adobe Acrobat and then printed for the collection. It is important to remember that a newspaper article from an Internet site or a Dialog article has the same copyright protection afforded to an article from a printed resource.

We have developed a policy for our special library that helps us keep the collection current. On a weekly basis we discuss materials mentioned in newspaper

clippings, journal articles, online resources, and others and decide which are important enough to obtain for the permanent collection. We then assign the task of electronic retrieval, put the item in a white folder, and send to the cataloger for cataloging. Once the item is returned, it is indexed and the file loaded into the OPAC. When possible, for example, with a Lexis/Nexis result or a Dialog search, we try to locate the article from the original journal for the collection, due to copyright concerns. In the meantime, we may print one copy and route it to interested parties.

Because of the long life cycle of books and journal articles, newspaper articles, press releases, financial reports, and other information available on the Internet is assuming a larger role in SDI services. Keeping up with the vast amount of information available, and providing this information in a more useful and permanent format will continue to be an ongoing challenge for special libraries and others.

ACQUISITIONS POLICY
WARNER, NORCROSS & JUDD LIBRARY

900 Old Kent Building,
111 Lyon Street N.W.,
Grand Rapids, MI 49503-2487
<http://www.wnj.com/>
Email: calvinml@wnj.com

INTRODUCTION

The purpose of an acquisitions policy is to provide for structured development of the library collection in accordance with defined goals. As such, it can have an impact on the future direction of the library, its research capabilities, and its reference services. It also can assist in the budget and space planning process.

It is the goal of the acquisition process to provide quality research resources for the firm's legal staff within the constraints of the budget, and to effectively coordinate the book collection with the non-book materials and outside resources.

SELECTION CRITERIA

In order to control unnecessary and or duplicative purchases, all publications which are to be paid for by the firm must be ordered through the library. The librarian will evaluate all requests for new purchases and submit a recommendation to the library committee. The library committee must approve all new purchases. Office copies are paid for by the practice group but are ordered and monitored by the library. They must be approved by the head of the practice group and by the library committee.

The library will review its collection continuously in conjunction with the selection of new and replacement volumes.

All subscriptions and looseleaf services up for renewal are evaluated yearly. Input is solicited from all the legal staff members if there is some question as to continued usefulness of a publication.

With budgetary and space limitations it is impossible to purchase all requested library materials. Therefore, the following criteria are used in the selection process.

1. Need

The major reason to acquire a new publication is that it is necessary to an area of practice of the firm. Proposed acquisitions are evaluated based on the significance of the subject area to the firm, the projected use of the material, and whether the material is duplicative.

Those titles acquired for a specific client or case and not generally relevant are usually charged to that client.

2. Cost

Cost factors considered in connection with proposed new purchases include the cost of the original title, the cost of supplementation, staff time required to update the publication, and shelf space required. The cost is also evaluated compared to other similar resources and as part of the total library budget.

3. Quality

The quality of library materials is judged by a review of the contents, and the qualifications and reputation of the publisher, author, and editor, compared to similar works on the subject. We have found that endorsements in the publishers' advertising material are not always reliable. Accordingly, we also consider: whether the item appears on one or more "recommended titles" lists or critical selective bibliographies; whether the item has been favorably reviewed in scholarly legal periodicals or similar evaluative tools; and whether the requested item is a standard work in the subject area which is frequently cited in court cases, briefs or scholarly legal writing.

4. Duplication

Duplication within the collection will be avoided unless there is a demonstrable need for additional copies. Each publication is evaluated in relation to the other materials in that subject area to avoid duplication.

5. Currentness

The currentness of the publication is judged by the publication date and by the publisher's projected supplementation schedule and the efficacy of the supplementation format (looseleaf, pocket parts etc.).

While both current and retrospective materials are essential to the needs of the legal researcher, current materials will generally receive higher priority.

6. Availability

For less frequently used or very costly materials the decision to purchase will also be evaluated in terms of how quickly and conveniently the material can be borrowed from area libraries, and how easily and/or economically it can be accessed via an online database.

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Send comments to: Mary Lou Calvin