Voskuyl Library Electronic Resources Collection Development Policy
May 2021
Additional Section of Voskuyl Library Collection Development Policy 2016

Adapted by Kyndal Vogt from Key Issues for E-Resource Collection Development: A Guide for Libraries
produced by IFLA (August 2012)

1. Selection of new resources

1.1. Cost will be considered when determining resource format.
1.1.1. Unless explicitly requested, books will be purchased in physical format.
1.1.2. The library provides lower-cost access to e-journals through consortial packages, subscriptions to databases, and large collections.
1.1.3. Individual e-journal subscriptions will addressed on a case-by-case basis.
    1.1.3.1. An individual subscription will be considered if specifically requested by faculty.
    1.1.3.2. When possible, access through a larger package or consortial discount will be sought.
1.1.4. Unless explicitly requested, media resources will be purchased in physical   format.

1.2. E-resources will be evaluated from a content perspective using the same collection development policy as physical resources.
1.2.1. The resource should support the main research aims and curriculum needs of the college.
1.2.2. The resource should complement the existing collection.
1.2.3. The resource should be peer reviewed and produced by a reputable publisher.
1.2.4. The resource should generate an acceptable level of use.

1.3. Perpetual access to content will be a selection factor.
1.3.1. Perpetual access to content purchased during a subscription will be valued over subscriptions without perpetual access after deaccession.
1.3.2. Vendors will be asked to provide a clear archiving policy for information being licensed during the length of the library's subscription.
1.3.3. Resources without guaranteed perpetual access will be avoided.

2. Technical requirements

2.1. Authentication
2.1.1. Where possible, IP authentication will be the preferred mode of access.
2.1.2. Access via proxy server is necessary for selection. Students and faculty must be able to access e-resources while off-campus.
2.1.3. Access via personal login is less preferred but acceptable.

2.2. Compatibility
2.2.1. Resources must be compatible across a range of platforms and should be compatible with existing software and hardware supported by the library.
    2.2.1.1. Specialized resources requiring additional support not already offered by the

library or IT department will be considered on a case-by-case basis.

2.2.2. Resources requiring a particular web browser will not be considered for accession.

2.2.2.1. Resources must be compatible with several web browsers to be considered.

2.2.3. Content format

2.2.3.1. Whenever possible, PDF, XML, or JPEG formats are preferred.

2.2.3.2. HTML format is acceptable but not preferred.

2.3. Functionality and reliability

2.3.1. Interface

2.3.1.1. A user-friendly interface is required.

2.3.1.1.1. Features such as online tutorials, navigation aids, and personalization options are preferred.

2.3.1.1.2. The screen design should be easy to follow.

2.3.1.1.3. Consideration will be given to the similarity of the interface to other resources in the collection.

2.3.2. Search and retrieval

2.3.2.1. Search features should include keyword and Boolean searching, full-text searching, truncation, browsing, relevancy ranking, and search history.

2.3.3. Exporting and downloading

2.3.3.1. Exporting through email, printing, and downloading should be supported.

2.3.4. Response and reliability

2.3.4.1. The system should be available at all times with limited unscheduled downtime.

2.3.5. Integration

2.3.5.1. The content should be indexed in discovery tools to facilitate effective discovery and delivery of local and remote resources.

2.4. Vendor support

2.4.1. Resources providing a trial period and/or product demonstration will be preferred to those without.

2.4.2. Initial and ongoing user training and technical support will be preferred.

2.4.3. Statistical reporting is required.

3. Licensing considerations

3.1. Access concerns

3.1.1. "Authorized Users" and "Authorized Sites" should be defined as broadly as possible.

3.1.1.1. "Authorized Sites" should include different geographic locations such as home offices or other remote locations through the use of a proxy server.

3.2. Use of the e-resource

3.2.1. Interlibrary loan should always be permitted.

3.2.2. Users should be able to download and print copies of single articles for their own

personal use.

3.2.3. Electronic copies of articles or a discrete portion of an ebook should be permitted to be included in the library's course reserves in either print or electronic format. 4. Review and renewal process

4. Renewal and cancellation of electronic resources

4.1. Review of usage data

4.1.1. Before reevaluating resources for renewal using the selection criteria in Section 1, the library will review available usage statistics to determine the use of the resource. Usage statistics combined with cost analysis will be helpful in determining:

4.1.1.1. If the resource is still relevant to library users

4.1.1.2. Usage trends in specific areas such as increasing or decreasing use compared to previous years

4.1.1.3. If the resource continues to represent value for money

4.1.1.4. The relevance of current content vs backfile content

4.1.2. Consideration should be given to how effectively the resource has been promoted within the library and to the Westmont Community, and if training for users is required to support effective use of the resource.

4.2. Other renewal considerations

4.2.1. If the resource is worth renewing according to the considerations in Section 4.1, it must be reevaluated against the selection criteria below.

4.2.1.1. Has the information provider changed?

4.2.1.2. Have major changes occurred to the operating platform?

4.2.1.3. Have access provisions changed in a notable way?

4.2.1.4. Has pricing changed?

4.2.1.5. Has access to backfiles changed?

4.3. Deaccession of resources

4.3.1. After reviewing a resource in accordance with Sections 4.1 and 4.2, the Electronic Resources & Serials Coordinator will make a recommendation for renewal or deaccession.

4.3.2. The Electronic Resources & Serials Coordinator will consult with the appropriate library liaison, who will reach out to the academic department(s) most greatly affected by deaccession to determine perceived need.

4.3.2.1. If the academic department requires access to a resource that is not being heavily used, recommendations for alternate access options will be made, such as Interlibrary Loan, Open Access, and pay-per-view options.