

**Indiana University South Bend
Franklin D. Schurz Library
Electronic Resources Collection Development Policy
2005
Approved 7-5-05**

I. Purpose

The Electronic Resource Collection Development Policy serves as a written guideline for the acquisition and maintenance of electronic resources in the Schurz Library collection. Due to the unique collection development issues inherent in selecting, managing, and providing access to electronic resources, a separate policy is warranted.

II. Definition

For selection and collection management purposes, e-resources are defined as works electronically accessible and may include but are not limited to electronic journals, government publications, e-books, or electronic indexes more commonly referred to as databases. They are given the same consideration for selection as all other formats.

The Schurz Library considers all types of electronic resources. The library collects content-rich electronic resources and bibliographic management software (i.e. Endnote, Refworks). Application software such as word processing is purchased and supported by the IUSB campus Information Technologies Department.

III. Mission

Electronic resources are collected according to the existing collection development mission and policy: to acquire and maintain the information resources necessary to support the teaching and scholarly mission of the campus.

IV. General Selection Principals

Selection Responsibility: Electronic collection development decisions are made by the Collection Development - Electronic Resources Subcommittee whose membership includes: the Director of the Library, the Head of Electronic Resources, the Head of Collection Development, the Head of Reference, the Head of Technical Services, and the Head of Government Publications. Additional input will be sought from librarians and, as appropriate, other library staff and/or departmental faculty.

Government Publications: Electronic government publications are selected by the Head of Government Publications according to the Schurz Library Collection Policy for Government Publications.

The Head of Electronic Resources is specifically responsible for the financial maintenance of subscription accounts, for bringing new products to the attention of the library staff for consideration, for coordinating trials to electronic resources, for negotiating site licenses and user agreements, and for maintaining current subscription lists as well as a wish list of desired items.

The Head of Collection Development is responsible for ensuring the timely disposition of orders for electronic resources and for ensuring an appropriate allocation for the purchase of electronic resources.

Funding: The electronic resources of the Schurz Library are an integral part of the reference, reserve, government documents, and general collections. Funds for electronic resources are administered as part of the general library material budget, and in most cases are not assigned to academic departments' library allocations.

Free Electronic Resources: Free electronic resources such as online journals or databases are added to the online catalog or linked from the library's web page by librarians and/or subject specialist and are not generally considered by the Collection Development - Electronic Resources Subcommittee. Free electronic resources are selected according to the Library's Collection Development Policies.

Specific selection criteria: In addition to the general selection criteria used for adding resources to the Schurz library, the following criteria are considered when evaluating electronic resources:

- Provides web access
- Employs a user-friendly interface familiar to library patrons or consistent with the interface(s) of resources currently in use in the library, and if possible conforms to developing interface standards
- Cost is reasonably in line with projected use and is not contingent on subscribing to or purchasing a print product
- Provides accurate content
- Mandates few or reasonable restrictions on number of users, simultaneous users, or points of access
- Fills gaps in the collection, or appropriately balances the collection in accord with the collection conspectus
- Offers value-added features over a similar print product, such as the ability to search by keyword, download content to disk, or access full text (PDF more valued than html when appropriate for the resource)
- Updates are run in a timely manner
- Available from a reliable vendor with a proven track record
- Acceptable licensing requirements (see section VII on Licensing Agreements)
- ADA Compliant
- Adheres to standards (NISO)

V. Organization

Electronic resources may be cataloged in IUCAT or linked from the Library's web pages.

Most electronic resources will be cataloged with Library of Congress Subject Headings, searchable by subject, title, and keyword search in the online catalog, and also accessible from the catalog record through the URL field.

VI. Licensing Agreements

The following provisions should be considered when negotiating and reviewing contracts with vendors:

Patron Use: Normally, there must be provisions in the agreement that all patrons of the library can use the resource, including members of the public. Under exceptional circumstances a resource will be considered which limits use by password or some other device to certain members of the IUSB community.

Cost of Access: The cost of access points and number of simultaneous users should be appropriate to the projected use of the resource. Consortial agreements may receive special consideration by the Electronic Resources Subcommittee.

Access: Agreements which allow access from remote networked locations such as homes or businesses with authentication through a proxy server are preferred.

Archiving: Strong preference should be given to agreements that allow the library to have access to, or own the content of, the last-held version of the database in perpetuity.

Fair Use: Fair use as defined by University and Library guidelines must be permitted within the context of any agreement. It is preferable that fair use provisions include interlibrary loan privileges.

Confidentiality: The confidentiality and privacy of all library patrons must be protected.

Multiple formats: Licensing Agreements should not force the Schurz library into additional purchases of the printed version of the product.

Negotiations: With the exception of resources jointly negotiated with the IU system or other consortia, agreements with electronic resource vendors are negotiated by the Head of Electronic Resources. Contracts are maintained with the Head of Electronic Resources or the Electronic Resources Administrator's office in Bloomington.

VII. Access and Support

Access and ownership policies - The Schurz Library provides access to most of its electronic resources to all students, faculty and staff, as well as the general public of the Michiana area. However, some resources are only available to faculty, staff and students of IUSB. These include commercial services which incur a cost for each search done and therefore typically require a librarian to conduct the search.

Technical Support: The Schurz Library is committed to providing the budget and personnel for equipment and technical support of the non-print materials added to the library. The Head of Electronic Resources, the Head of Library Information Technology, and the Coordinator of Web Services are responsible for informing the library staff of current technologies and electronic trends and for ensuring that access to electronic resources is reasonably reliable, convenient, timely, and secure. The library director will inform the university of electronic resources and equipment which may need to be purchased.

VIII. Intellectual Freedom, Censorship and Copyright

The Schurz Library accepts and adheres to the principles of intellectual freedom as endorsed by the American Library Association. The Schurz Library complies with all laws governing fair use and copyright. Fair use issues can become complex in electronic environment and the Schurz Library uses the guidelines established by the University to govern its use of materials. The Schurz Library supports the liberal interpretation of current fair use law, and supports the extension of maximum protection of these rights into the electronic environment.

IX. Policy Review

Because of the changing and dynamic nature of electronic resources, the Electronic Resources Subcommittee will need to review this policy at least every two years.