Piedmont Virginia Community

Policy Section I – Instruction & Student Services Policy

I – 79.0 Electronic Resources Collection Development Policy
Betty Sue Jessup Library

Policy #:	I – 79.0
Effective:	2011
Revised:	October 2022
Responsible Dept:	VPISS

1. **Purpose**

   To provide guidelines for the selection and removal of electronic materials purchased by the Betty Sue Jessup Library. Electronic resources may be defined as any material available electronically and primarily accessed via the World Wide Web (e.g., electronic journals, eBooks, or databases).

2. **Policy Statement**

   The selection of electronic resources will follow the same guidelines as outlined in the Piedmont Virginia Community College Collection Development Policy.

   In addition to the selection criteria outlined in the College's Collection Development Policy, ll electronic resources will adhere to licensing best practices and allow for broad use of the content with few restrictions on user access. License terms will include interlibrary loan, walk-in users (users not affiliated with the College), little to no unplanned downtime with prior notification of planned downtime, availability of usage data that adheres to latest standards, and the ability to save, print, and download material. All electronic resources must meet accessibility standards issued under Section 508 of the Rehabilitation Act. Preference is given to materials that allow for unlimited, simultaneous users.

   All electronic resources will be reviewed annually. Removal or cancellation of the electronic resource will occur if:

   a) electronic resources are no longer available, maintained, or current
   b) circulation statistics demonstrate that access is no longer required
   c) budget reductions require the cancellation of resources
   d) information is more suitable in another format
   e) program or curriculum no longer requires the resource

   Policy Review

   This policy will be reviewed and revised periodically to reflect changes in the electronic environment.

3. Procedures for Implementation

3.1 Identify potential electronic resources

    a. Librarians identify resources of interest.

        i. Contents are useful to most or all the library's users, AND

        ii. Contents support the highest-demand subject areas, OR Contents cover an under-represented subject area.

    b. Requests for electronic resources from faculty and students are directed to the Director of Library Services.

3.2 Identify possible vendors who offer the resource

    a. Obtain initial price estimates.
    b. Investigate licensing options.
    c. Research other VCCS colleges who may already have a license with the vendor.

3.3 Whenever possible, arrange trial access. Appropriate persons will be made aware of and given access to the trial subscription.

3.4 After the conclusion of the trial period, the librarians will make the decision to purchase or subscribe to the item.

3.5 The Director of Library Services will negotiate contracts for the desired materials and services. The contract will be executed and signed by VCCS Shared Services in accordance with state regulations. Terms, where possible, will include those items specified in the Electronic Resources Collection Development Policy.

3.6 Access Services Librarian activates the new electronic resource and adds the resource to the library's Web page.

3.7 Training is provided for library staff, and tutorials are created for end users as needed.

3.8 Appropriate measures for marketing the new resource will be taken, such as: emailing appropriate faculty and/or students.

The following checklist may be used to evaluate potential resources:

    1. Audience: Scholarly _____General _____

    2. For databases:

        a. Number of citations or abstracts
        b. Number of full-text articles
        c. Number of peer-reviewed/scholarly journals

    3. Years of coverage _____

    4. Interface

        a. Visually appealing
        b. Intuitive, e.g., easily navigable from one screen to the next
        c. Accessible, i.e., resource is compatible with Assistive Technology.

5. User-friendly

    a. Online tutorials
    b. Adequate help files
    c. Basic and advanced searching options
    d. Browsing capabilities
    e. Clearly worded error messages

6. Limiters available

    a. Language
    b. Date
    c. Publication type
    d. Subject headings
    e. Full text
    f. Scholarly/Peer-reviewed

7. Print, email, save and download options available

8. Pricing models:

    a. Consortia agreements already in place
    b. One-time purchase (perpetual access)
    c. Lease (lease-to-own) (4) Subscription
    d. One-year license
    e. Multi-year license
    f. Demand Drive Acquisition (Patron Driven)

9. Cost

    a. Based on FTE or number of users
    b. One-time fee or yearly cost
    c. Fees for upgrades
    d. Hosting fees