Policy Timeline

Initial Effective Date: 3/1/2020

Frequency of Review:

☐Semiannually (twice per year)

XAnnually

☐Biennially (every two years)

☐Other: _____

Date(s) Revised:

Policy Overview

The policy allows the library to ensure that library budgets are spent on electronic resources (e-resources) that support the mission and objectives of the institution and are relevant and cost effective.   This policy will establish procedures to evaluate both requested new resources and existing resources.

To establish if a new e-resource is appropriate for the library's collection and to help determine the true and hidden cost implications of acquisition, storage, maintenance, preservation and other issues, detailed information regarding the item is reviewed.

Established e-resources will be reviewed closely to identify legacy resources that are no longer providing adequate value.

The College's Contract Administration and Signature Authority Policy identifies those positions which are allowed to enter into an agreement on behalf of the College. Individual faculty and staff may not enter into an agreement to purchase or lease library information resources on behalf of the College.

Applies to: (examples—Faculty, Staff, Students, etc)

All faculty and staff requesting new e-resources to support a new course, program, major or degree, and all faculty and staff requesting new e-resources to support an existing course, program, major or degree.

Table of Contents: (optional; suggested for policies > 8-10 pages)

Definitions: (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition
Electronic Resource	Database or Electronic Journal or Electronic Book

Policy Details

I.   Selection and Evaluation of New Content for New Offerings
   a.   Faculty submit a "New **Course** Proposal Library Questionnaire"
      i.   Library will evaluate the needs of a new course in advance of its adoption.
         1.   Suitability of existing resources
         2.   New resources required to support the course
            a.   Library will apply "Criteria for Purchase and Renewal Decisions" to specific resources.
         3.   Estimate funds needed for library materials and services
   b.   Faculty submits a "New **Program** Proposal Library Questionnaire"
      i.   Library will evaluate the needs of a new program/major/degree in advance of its adoption.
         1.   Suitability of existing resources
         2.   New resources required to support the program/major/degree
            a.   Library will apply "Criteria for Purchase and Renewal Decisions" to specific resources.
         3.   Estimate funds needed for library materials and services
II.   Selection and Evaluation of New Content for Existing Offerings
   a.   Faculty submit a "Library Acquisition Request"
      i.   Library will apply "Criteria for Purchase and Renewal Decisions" to requested resource(s).
      ii.   Estimate funds needed for library materials and services
III.   Review and Renewals Process

a. Review of usage data
    i. Determine if the use of the resource, when considered alongside the associated costs, justifies retention and renewal of the resource.
b. Review of Content and Curriculum
    i. Determine whether resource continues to add value to the institution.

Procedures

I.   See "Criteria for Purchase and Renewal Decisions"

Responsibilities

Position/Office/Department	Responsibility
Library Director	Oversee management of print and electronic resources
Electronic Resources Librarian	Statistical analysis

Resources (required for any resource referred to in the policy)

Contract Administration and Signature Authority Policy
Criteria for Purchase and Renewal Decisions
Library Acquisition Request
New Course Proposal Library Questionnaire
New Program Proposal Library Questionnaire

Policy Contacts

Name	Contact Information
Jill Nissen	Jill.nissen@stlcop.edu

Policy Owner (receives update reminders – not visible online)

Name	Email
Jill Nissen	Jill.nissen@stlcop.edu

POLICY APPROVALS

POC: ☐ **Approved as to Form** ☐ **Not Approved**
POC Chair Signature:
Date:

Policy Sponsor: ☐ **Approved** ☐ **Not Approved**
Signature:
Date:

President: ☐ **Approved** ☐ **Not Approved**
Signature:
Date:

John A. Pieper
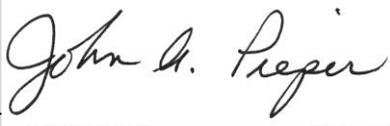
Board of Trustees: ☐ **Approved** ☐ **Not Approved** ☐ **Not Applicable**
Chair Signature:
Date:

Criteria for Purchase and Renewal Decisions

COLLECTION DEVELOPMENT

To establish if an e-resource is appropriate for the library's collection and to help determine the true and hidden cost implications of acquisition, storage, maintenance, preservation and other issues, detailed information regarding the item is required.

As a reminder, the College's Contract Administration and Signature Authority Policy identifies those positions which are allowed to enter into an agreement on behalf of the College. Individual faculty and staff may not enter into an agreement to purchase or lease library information resources on behalf of the College.

SELECTION AND EVALUATION OF NEW CONTENT

Content

Does it support the goals of the College?

Does it add depth or breadth to the existing collection of eResources?

Are its standards high (peer reviewed, reputable producer?

Does it support teaching, research, or professional development?

Can the demand be satisfied with existing resources?

Does overlap analysis show coverage and duplication in other areas?

Could it generate an acceptable level of use?

How is currency and frequency of updates?

Technical Requirements

What is the method of access? Is it configurable with EZProxy and Active Directory?

Compatibility: Any special hardware, software, multimedia or audio requirements?

Functionality and Reliability

Interface: is it intuitive to use?

Search and retrieval: does it have full-text, Boolean or truncation searching? Relevance ranking?

Exporting and downloading: email, printing, downloading, exporting to citation management software?

Response, reliability and availability: 24/7 access, capable of handling unlimited users.

Integration: Can it be integrated into web-scale discovery tool or full-text linking?

Vendor Support

Trial evaluation and product demonstration

User training and support: initial and ongoing? Documentation provided?

Technical/customer support: will vendor agree to service levels in terms of system availability and response times for resolution of technical issues?

Customization: what are the options for library branding?

Bibliographic data provision: Are machine-readable cataloging (MARC) records available, and what is the quality and cost?

Statistical reporting: Does it have COUNTER (Counting Online Usage of Networked Electronic Resources) Reports available?

What kinds of administrative control are available to the librarian on the publisher's platform?

Supply

Purchase models and pricing: FTE based?

Back files, archiving, and post termination rights: is there perpetual access to data? At termination of license agreement, perpetual access to previously subscribed content should be guaranteed.

Invoicing: transparent, with separate invoice for products licensed as part of a consortium.

Renewals: notification by vendor two months before subscription renewal date.

LICENSING CONSIDERATIONS

Access Concerns

Authorized users and sites: Is it defined as broadly as possible? Make sure walk-in use is there.

Methods of access: IP authentication only.

Use of the Electronic Resource

Interlibrary loan: should always be permitted.

Pay-per-view

Viewing, downloading, printing: should be permitted in license.

Course packages: should be permitted, as compiled for a restricted set of authorized users.

Course reserves: should be permitted as requested by an instructor for a restricted set of authorized users in conjunction with specific courses.

User statistics: information provider should provide statistics for the library's use, or if through a consortium, aggregated statistics to the consortium.

Liability for unauthorized use: License should reflect realistic expectations regarding the library's ability to monitor and trace unauthorized use.

Privacy and confidentiality of user information: license should ensure the privacy and confidentiality of the users' information when accessing the e-resources, including information that is collected from users to create a personal account on the resource.

REVIEW AND RENEWALS PROCESS

User activity, in relation to e-resource content, needs to be continually assessed to ensure that money is spent as productively as possible. Established resources should be reviewed closely to avoid legacy resources that are no longer providing sufficient value.

Review of Usage Data

Determine if the use of the resource, when considered alongside the associated costs, justifies retention and renewal of the resource. Usage statistics should be helpful in determining:

If the resource continues to be relevant to library users.

Usage trends in specific areas – Is usage increasing or decreasing as compared to previous years or in comparison to other products in a similar area.

How the resource compares to other resources in terms of cost per use.

If the resource continues to represent value for money.

If other options for access might be more cost effective (e.g., pay per view, selected content vs. package deal).

If the number of simultaneous users is set at the appropriate level.

Other Renewal Considerations

How effectively has the resource been promoted within the library?

Has training and/or documentation been provided to users to support effective use of the resource?

How reliable has access to the resource been over the period covered by the usage data?

Are the statistics from a reliable source following recognized standards such as COUNTER?

Is there a better information provider for the same resource? Lower cost, more features, better interface?

Has the access or license changed?

Has the price changed?

Does the e-resource satisfy the purpose for which it was selected?

Has the College's mission or objectives moved away from the e-resource?

Does the Library need to look elsewhere on campus for funds if it cannot support a resource that is valued by certain sectors in the community?

Library Acquisition Request

Requests for new library resources will be evaluated using the "Criteria for Purchase and Renewal Decisions" tool. The objective of the STLCOP Library is to work with faculty to evaluate new resources and identify the needs filled by a new resource. Assessment includes the suitability of existing resources, and the budget required to acquire and retain a new resource.

When submitting a Library Acquisition Request, please fill out the brief questionnaire below.

Faculty Name:

Course or Program or Major or Degree supported by new resource:

How does this new resource support the above?

What is your proposal for funding this resource?

New Program Proposal Library Questionnaire

The objective of the STLCOP Library is to work with faculty to evaluate the needs of new programs, majors, or degrees in advance of their adoption. Working proactively, we may assure that our collections and services provide the support necessary for our students in all programs. Planning for new programs, majors and degrees allows the Library to identify budget requirements for implementation of new programs.

Before submitting your course for approval, please submit to the Library the following:

1. Complete the brief questionnaire below.
2. Attach a copy of the new program proposal.

Faculty Member:

Name of New Program:

Main Subject Areas to be Included in the New Program:

What is the projected growth of this program for the future?

Please provide a brief summary of the courses you anticipate over the next 3-5 years.

What are the critical journals, books and electronic resources in the field that the Library must have in order to support this new program?

Will students in this program conduct research?

If yes, please describe the range of assignments or attach copies.

What is your proposal for funding library resources?

New Course Proposal Library Questionnaire

The objective of the STLCOP Library is to work with faculty to evaluate the needs of new courses in advance of their adoption. Working proactively, we may assure that our collections and services provide the support necessary for our students in all courses. Planning for new courses allows the Library to identify budget requirements for implementation of new courses.

Before submitting your course for approval, please submit to the Library the following:

1. Complete the brief questionnaire below.
2. Attach a copy of your proposed syllabus.

Course Master:

Name and Course Number of the Proposed Course:

Main Subject Areas in the Course:

Will your students be conducting research in the course?

If yes, please describe the assignment in detail or attach a copy:

What are the critical journals, books and electronic resources in this field that the Library must have in order to support this new course?

What is your proposal for funding library resources?