



St. Philip's College

Learning Resource Center

Electronic Resources Collection Development Policy

OVERVIEW

PURPOSE

St. Philip's College Learning Resource Center (LRC) supports the instructional programs of St. Philip's College. In supporting these programs, the LRC will provide access to information in multiple formats including electronic. The LRC is committed to taking a leadership role in collaborating with academic departments in providing electronic resources to support instruction. This document provides guidelines for the provision of access for electronic resources and their selection, acquisition, deselection, and preservation.

SCOPE

This policy will guide the selection, acquisition, deselection, preservation and provision of access for electronic materials including both online and offline resources. These resources include information and software available on CD-ROM, DVD, magnetic tape, floppy disk, online and via the Internet. It excludes all other magnetic media.

SELECTION RESPONSIBILITY

Primary responsibility for the selection of all electronic materials for public use rests with the appropriate subject selector. For resources that are intended primarily for reference use, the subject selector will coordinate selection with the reference librarians. Software placed on the public computers for security, to access resources or manipulate data, is requisitioned by the network administrator in accord with the librarians.

SELECTION CRITERIA FOR RESOURCES IN ELECTRONIC FORMAT

The Learning Resource Center (LRC) will acquire resources in electronic format according to current subject collection development policies. They will meet the same high standards expected of all materials acquired by the LRC as ascertained by evaluating an item's scope, relation to similar works, authority, treatment, arrangement and special features. In addition, resources in electronic format must also be evaluated according to criteria peculiar to the digital medium as outlined in "Unique Evaluation Criteria."

UNIQUE EVALUATION CRITERIA

For each electronic resource, consideration will be given to compliance with current selection criteria as described in the subject and area collection development policies, copyright, licensing issues, and future access to data to compatibility with existing hardware and software including operating systems and networking requirements at the LRC and its branch library at Southwest Campus.

The item's ease of data manipulation and transfer capabilities, such as printing and downloading

The item's ease of use, "user-friendly" guidance via help screens or tutorials, and a pleasing visual display

The item's ease of access to information, preferably utilizing search capabilities, updating frequency, content (bibliographic or full-text), appropriateness, and impact on public service.

COMMITMENT TO DIGITALLY STORED INFORMATION

LRC commitment to the preservation of information available in electronic format will determine whether it will be archived, mirrored, served, licensed, linked, or a combination of these options. The levels of commitment to the information are defined as:

Archived - The information resides with the LRC and the LRC is committed to providing access to it on a permanent basis.

Served - The material resides with the LRC but the LRC is not committed to providing access to it in perpetuity.

Licensed - The LRC has an agreement allowing it to provide its users access to this information, but the information does not permanently reside with the LRC.

Mirrored - A copy of material residing elsewhere is hosted at the LRC. The original creator of the information is responsible for its content and preservation.

Linked - The material is hosted elsewhere and the LRC provides a pointer to its location. The LRC has no control of, or commitment to, the information.

POLICY REVIEW

The Electronic Resources Collection Development Policy will be reviewed once a year. The frequency of review is demanded by the dynamic nature of electronic resources, particularly Internet resources.

ELECTRONIC RESOURCES ACCOMPANYING PRIMARY MATERIAL IN PAPER FORMAT

This portion of the "Electronic Collection Development Policy" provides guidelines for the provision of access and the selection of materials in paper format with accompanying electronic resources. The hybrid nature of these resources necessitates a separate portion of the "Electronic Resources Collection Development Policy" addressing procedural concerns.

SCOPE

This portion is limited to those resources where the primary vehicle for information is paper and supplementary information is delivered via electronic format. These electronic formats are presently CD-ROM, CD, DVD, and floppy diskette. It excludes all other magnetic media and those resources where the primary vehicle for information is in electronic format.

BACKGROUND

In the past, the practice was to create a surrogate for circulation. During this period, floppy diskettes were the prevalent format. The original item in electronic format was retained by the LRC and did not circulate. The circulation of a surrogate was possible because all supplementary information in electronic format arrived on floppy diskettes. The copyright restrictions for these items allowed for copying of the information in order to create a back up of the diskette. They were easy and inexpensive to duplicate. As CD-ROMs are now the prevalent format and, in general, copyright restrictions do not allow any copies to be made, this practice is no longer the policy.

LOCATION

A supplementary electronic resource which accompanies a primary information resource in paper format shall be shelved with the primary resource in the stacks.

GENERAL SELECTION PRINCIPLES

SELECTION RESPONSIBILITY

The individual librarians acting in their capacities as subject bibliographers are charged with the responsibility of collecting these materials in their areas of collection development.

COLLECTION DEVELOPMENT GUIDELINES

The purchase of materials in paper format with accompanying resources in electronic format should adhere to the chronological, geographical, language, and date of publication guidelines as specified in the subject and area collection development policies.

SPECIFIC FORMAT CRITERIA

Selectors should pay close attention to the enhancement, if any, that the accompanying electronic resource provides.

PROVISION OF ACCESS

Bibliographic access will be provided as part of the main record for the primary resource in the Alamo Community College

District learning resource centers' Online Public Access Catalog. As some patrons may not have access to computers with CD-ROM drives outside of the LRC, every effort will be made to accommodate the use of supplementary electronic information in the LRC, when needed.

REPLACEMENTS

In the event of loss or damage, the LRC will replace these items at the discretion of the selectors with consideration for cost, availability and patron demand. The loss or destruction of the electronic resource will require the replacement of the entire item, as the electronic resource is seldom available separately. Replacement fees and fines will be calculated accordingly.

SUPPLEMENTARY ELECTRONIC RESOURCES

Supplementary electronic resources are evaluated according to the same guidelines for weeding as described in the general and subject collection development policies. As they are housed with the resource in paper format that they accompany, they are evaluated and weeded along with that resource.

PURPOSE

This portion of the "Electronic Collection Development Policy" provides guidelines for the provision of access and the selection of offline electronic information resources.

SCOPE

It is limited to items available on CD-ROM or floppy disk. It does not include software that must be loaded onto a computer in order to communicate or access information. It also excludes supplementary electronic resources which accompany primary information resources in paper format. Other applicable types of offline formats, which develop in the future, will be added when the "Electronic Resources Collection Development Policy" is updated during the scheduled review.

LOCATION AND PROVISION OF ACCESS

The LRC and its branch library at Southwest Campus will be the locations of these resources. Patrons may check out electronic resources for the length of time specified in the LRC Circulation Policy. These include videos, C.D.'s, DVD's, and C.D. Rom's.

GENERAL SELECTION PRINCIPLES

The selection of offline electronic resources should adhere to the chronological, geographical, language, and date of publication guidelines as specified in the subject and area collection development policies.

SELECTION RESPONSIBILITY

Librarians, acting in their capacities as subject bibliographers, are charged with the responsibility of collecting these materials in their areas of collection development.

SPECIFIC FORMAT CRITERIA

Criteria unique to offline electronic resources include compatibility with existing LRC network software and hardware and amiable vendor licensing agreements which permit networking.

COLLECTION MAINTENANCE AND EVALUATION

The offline electronic resource collection must be monitored for outdated material. Guidelines for weeding offline electronic resources follow the same guidelines for weeding as described in the general and subject collection development policies. In addition, the criteria for evaluating electronic resources as stated in "Unique Evaluation Criteria" should be applied.

INTERNET RESOURCES

PURPOSE

In order to support the instructional programs of St. Philip's College, the LRC provides access to the Internet for its patrons. Telnet, software for accessing the World Wide Web, Usenet Newsgroups and files in portable document format (PDF). In addition, those patrons with an Alamo Community College District email account may access their accounts in the LRC. Selection of significant Internet resources by the librarians will provide our patrons with timely pertinent access to useful

sources of information.

SCOPE

This portion of the "Electronic Collection Development Policy" is limited to online resources available through the Internet. It includes bibliographic databases, electronic serials, reference tools and electronic texts accessible through the Internet.

LOCATION AND ACCESS

Selected resources will be listed, linked and annotated on the LRC Web site. In addition, resources which require a subscription will be cataloged and their records, including LTRL'S, will be available through the Alamo Community College District's OPAC.

GENERAL SELECTION PRINCIPLES

Selection of Internet resources that do not require a paid subscription may be linked by the librarian selecting the resource, or submitted to the LRC Web architect for linking. In addition, areas of the LRC Web site shall provide links to useful sources of information for the librarians and staff of the LRC. Any member of the LRC may suggest useful Internet sites for inclusion. All suggestions must include complete bibliographic information (Title, Author, URL) and an annotation. Suggestions should be submitted to the proper selector for that subject area or the LRC Web architect.

SELECTION RESPONSIBILITY

The subject selectors are responsible for gathering and annotating Internet resources according to their areas of collection development.

SELECTION GUIDELINES

Selectors will use the criteria set forth in the subject or area specific policies in the general "Collection Development Policy" for selecting Internet resources.

SPECIFIC FORMAT CRITERIA

Selectors should ensure that all software necessary to access a site's resources are available on the public Internet computers in the LRC. If additional software is needed, the request for download and/or purchase should be submitted to the Network Administrator.

COLLECTION MAINTENANCE AND EVALUATION

Guidelines for weeding Internet resources follow the same guidelines for weeding as described in the general and subject collection development policies. In addition, the collection of Internet resources must be monitored for sites that are no longer maintained and links which no longer point to the correct location for a particular resource.