

## Electronic Resources

This policy offers guidelines for the selection, acquisition, and licensing of electronic resources. Electronic or digital resources are those resources requiring computer technology for access. This currently includes indexing and abstracting databases, full-text article databases, electronic books, electronic journals, numeric data, online graphics, audio, and video collections, and software. Most are currently accessed via the Web, but also included are resources installed on and delivered by a local network server, installed on an individual PC, or stored on a CD-ROM. Some electronic resources are purchased, others are licensed for access during a specified period of time, and still others are freely available on the Web.

Optimum integration of electronic and software resources into the library collection is relatively new, dynamic and complex. The library is currently exploring various methods to purchase, access, and maintain these resources. As methods evolve, the library will address and revise the relevant policies.

### Responsibilities

Electronic resource selection, acquisition, and administrative responsibilities are as follows:

- The Library Director approves and signs license or purchase agreements.
- The Resource Development Librarian initiates license negotiations, evaluates new and reviews existing resources for how well they satisfy the criteria outlined in this document, maintains copies of each signed license and is responsible for the day-to-day oversight of licensing requirements.
- The Librarians responsible for collection development in the specific subject areas addressed by an electronic resource should be involved in its evaluation and selection.

### Selection Guidelines

The content of the electronic resource should meet the same overall standards as print or other non-electronic resources. Once it has been determined that a given electronic resource would support the library's mission, then the additional selection criteria listed below should be considered. Priority will be given to electronic resources displaying the following characteristics:

- Licensed content is consistent and stable.
- Indexing covers the journals (electronic and print) to which the Library subscribes.
- Content is unique and does not significantly overlap the content of other resources already licensed.

- Licensing agreements guarantee the library permanent rights to the electronic information.
- The licensor provides MARC records and an up-to-date delimited journal or book title list that includes titles, ISSNs or ISBNs, coverage or publication dates, and any embargo periods.
- Current journal articles are available from the electronic resource no later than the print publication date, with any embargo periods clearly identified in title lists.
- The format is appropriate for the content (for example, color images are rendered with equivalent color and clarity in both print and the electronic and versions).
- The resource is compatible with university-supported adaptive technologies.
- The resource is compatible with a range of personal computer platforms (Windows, Macintosh, and Linux), uses standard data formats (e.g., HTML, PDF, ASCII, XML), and uses commonly installed and freely available applications to access the data (e.g., Web browsers with standard plugins).
- Both the access technology and the resource license permit remote, authenticated access to all members of the EOU community. Acceptable access alternatives (in priority order from most to least desirable) are:
  - IP recognition.
  - a license allowing campus-wide network access.
  - Product installation and use on stand-alone computers.
  - The resource is available 24 hours a day, seven days a week, with the exception of routine maintenance.
  - The license permits "walk-in" access.
  - The number of simultaneous users licensed should be sufficient for the anticipated use. Where the number of simultaneous users licensed is too few for hands-on classroom instruction, the licensor should be asked to consider making alternative provisions for class sessions.

If electronic content duplicates a print subscription, EOU Library will consider canceling the print subscription. Factors taken into consideration for print cancellation include the importance of the title, the sustainability of electronic access, the need to maintain archival access to back issues, and any savings and/or added-value anticipated.