

DUNEDIN PUBLIC LIBRARIES

ELECTRONIC RESOURCES COLLECTION POLICY 2016

SCOPE

This policy will guide the selection, acquisition, deselection, preservation and provision of access to electronic materials, including both online and offline resources, provided by Dunedin Public Libraries for the use of members of the library and the general public. It covers both free resources and electronic resources purchased or licensed from a commercial source, a non-profit organisation, professional organisation or any external institution. The policy does not include DVDs or Blu-rays. These formats are covered by the Audio Visual Collection policy.

1. Collection Scope

An electronic resource is defined as materials or services that require a computer for access, including, but not limited to, e magazines, e books, e audio books, bibliographic or full-text databases, and internet resources.

2. Collection Purpose

The electronic resources collection aims to provide materials in electronic formats where this is the only, or best way of presenting the content, and to complement materials held in print and audiovisual collections.

The electronic collection provides a virtual library to a customer which complements the Library's physical collections. The provision of library resources in electronic form offers numerous advantages including convenience, simultaneous use of the same resource by multiple users in some circumstances, and savings on the costs of housing, issuing, preservation, and replacement.

Useful features include ease and speed of locating information, hypertext links to relevant information, and the ability for text sizes and other on-screen content to be manipulated to suit individual needs. The concept of the "hybrid library"¹ is furthered by the inclusion of selected online resources in the Library's catalogue.

3. History

Dunedin Public Libraries first provided customers at the City Library with access to CD-ROM databases in 1994, and since 1999 library staff and customers in all libraries have been provided with access to the Internet. Initially, this access was restricted by limitations imposed by filtering software, and access to email was a fee based service. The development of the Library's InfoStation web pages in 2001 provided free customer access to selected websites and access to on-line databases not always available to the general public. The adoption of RPA (Remote Patron Authentication) software in 2004 allowed Library members to access databases remotely. In February 2010, the participation of Dunedin Public Libraries in Aotearoa People's Network Kaharoa (APNK) provided free, unmediated internet access and word processing facilities to library members and the general public. The simultaneous provision of broadband wireless connectivity enables the public to use their internet enabled devices within the library. In 2016 the public face of Gig City was established on the Ground Floor of the City Library in addition to gig speed wireless being made available on all public floors of the City Library and at Mosgiel and Port Chalmers community libraries.

¹ The term generally refers to libraries which provide access to resources in a variety of formats, with access made as seamless as possible.

4. Description of Collection

4.1 On-line Databases

Dunedin Public Libraries subscribes to a number of information databases / e-resources accessible within the Library or by library members from outside the Library. Electronic Purchasing in Consortia (EPIC) is an initiative of the National Library which allows libraries across the country to choose a range of packages most suited to their libraries. Access is negotiated on their behalf by the EPIC Governance Group. Dunedin Public Libraries subscribes to a selection of the databases offered nationally through this scheme.

4.2 Downloadable e books and audio books

The Library is committed to providing an expanding range of e books and e audio books from several suppliers.

4.3 Electronic Magazines

The Library subscribes to downloadable e magazines through the Zinio distribution service. Some titles are duplicated in the print collections.

5. Housing

All electronic resources are housed on publicly accessed terminals with the exception of small numbers of CD-ROMs belonging to the Heritage collections containing information not otherwise accessible. Electronic resources are hosted via the Dunedin Public Libraries' website accessible to the public within the library and most resources are available to library members at home or work by using their library membership.

6. Valuation

Generally electronic resources are not "owned" in the same sense as most other library materials. Ownership rests with the providers of these resources. Access to some resources is free via the Internet, and availability to others is subject to the payment of fees. One supplier charges an additional fee to enable the Library to own the e-books they have purchased.

Database resources are funded from the Library's operational budgets, while e books, e audio books and e magazines are funded from capital budgets.

7. Collection Management

Electronic resources are selected by the Collection Development Team Leader and the Collection Development Team. The selection of electronic resources complements the selection of print and other resources. The Manager Collections and Access is responsible for checking and negotiating license agreements, where necessary.

The Use of Filtering Software

The Library's Internet terminals are in public places where children have access to them. For this reason and due to possible offence to library customers and staff, the Library uses appropriate filtering software to minimise access to pornographic and profane materials.

7.1 Selection Tools

Selection tools include:

- Recommendations from the public
- Reviewing journals
- Publishers' information and websites

7.2 Selection Guidelines

Criteria include:

- Vendor's reputation for technical support including cost of ongoing support and training programmes
- Good design with visual appeal and ease of navigation within the site
- Enhanced contents and additional functionality advantages over print format
- Cost effectiveness, eg subscription savings, lower handling and overhead costs, number of simultaneous users included in licence terms
- Demand
- Ease and reliability of access including ability to offer remote access
- Compatibility with current hardware used by Dunedin Public Libraries and its customers
- Reputation of the persons or organisation providing the resource (educational, governmental, organisational, personal, or commercial)
- Quality and presentation of information
- Coverage and timely availability of material
- Provision of instructions for use and any other necessary documentation
- Level of technical expertise required for effective use
- Currency and validity of information and updates
- Archival access

Licensing agreements are carefully scrutinised and the following factors taken into consideration:

- Rights to information
- Archival issues – availability, cost, limitations on use, storage etc
- Unusual copyright limitations or restrictions on fair use
- User confidentiality
- Availability of usage statistics for collection management purposes
- Restrictions on the accessibility of the resource as defined by licensing agreements (eg Restrictions on multiple simultaneous use, ability to offer remote access to customers), and the effects which such restrictions may have on the library's network
- Stability of the server or servers

7.3 Deselection

Links will be discontinued, and subscriptions allowed to lapse if:

- The resource is no longer available or maintained
- No longer current, reliable or relevant
- Overlaps another resource which offers comprehensive coverage or treatment of subject
- The resource is under-utilised and no longer represents good value for money

8. Formats

Information should normally be purchased in the format most likely to be of benefit to customers. Where appropriate, the Library will investigate and test new formats as they are offered.

In some cases electronic access may prevent or reduce wear and tear on fragile print materials already held, such as historical materials.

In other cases and for particular reasons, such as superior access and speed of delivery, reduced cost, changing customer behaviours or global trends the Library may decide to discard or to cancel the subscription for a print resource and to replace it with an electronic one.

9. Acquisition and Purchasing

Where applicable, access to electronic resources is obtained directly from the producer of the materials or via specialised vendors/aggregators. When necessary, the Library negotiates with the suppliers of digital resources to obtain the best possible terms. By using co-operative and consortia purchasing arrangements it is hoped to keep the costs of access to electronic resources as low as possible.

10. Standing Orders

Not applicable

11. Donations

Not applicable

12. Preservation and Repair

Not applicable

13. Review

This policy will be reviewed within three years.

Approved by Senior Management Team, 2016