

## E- RESOURCES COLLECTION DEVELOPMENT POLICY

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***Abstract** - Information technology and internet have created lot of opportunities and challenges for the library professions. Due to information technology most of the libraries are involved in the sharing of the resources by many ways. Library users are widely depend on the electronic resources which are subscribed by libraries in the world. Electronic resources are having lots of features which make it convents to access desire information around the world without any chronological and geographical boundaries. Libraries are involved in the subscription of electronic resources form the various publishers, aggregators, consortia etc. which create complexity in the collection development. The libraries should have the collection development policy for the smooth function of the library which helps in the e-resource collection development. This paper deals with the basic concept of the e-resources, type of e-resource, collection development, collection development policy etc.*

**Keywords:** E Resources, E Journal, E Books, Collection

### **Introduction**

Information is a valuable asset in any organization. We all know that, library called as an Information center where we found from traditional documents to modern documents. The advent of ICT Information is increase day by day in different forms and formats especially-version. Initially library was acquired only print documents but now days the Users are changed simultaneously demands are changed. They are using not only print materials for their research works or any desire information but they are totally changed their thoughts. They are going for quick and fast access to their desire information.

The information seeker has a limited amount of time and they want to make a good use of it, rather than spending their time in searching for the relevant information. They don't want to spend much time in searching the book or other print materials they search for E-version of the document which is hassle free, easy to use and in less time taking.

So that library has change their policy of acquiring only print materials, now they are moving towards- contents to provide good and quality service to their users. According to the demands of the user, we must acquire the resources but the information must valuable and reliable. In present scenario library are spent huge amount of money for acquiring E-resources. So that, Library has follow some certain policy for development of E resources.

In recent years, library and information centers are acquired large number of E-resources such as E-books, Journals and E-databases, CD Rom databases. Now the acquisition policy of documents has changed. To procuring Print document is not a very difficult task for libraries but when we are handling E resources the collection development policy is totally different.

## **What Is Collection Development?**

The term “collection” is the relevant recorded knowledge in the form of books, journals reports, microfiche, cassettes, floppy disc etc. collected for use in the library. Collection development is one very intellectual task for library. The ‘Collection development ’is used synonymous with the terms ‘selection’ and ‘acquisition’ .But collection development is more comprising term since it involves more than just selection of and acquisition .Building a collection may occasionally involves selection and acquisition of recorded knowledge. But exact meaning of the term collection development is planed systematic development of an existing collection) Quality development (Nair, 1992).“Collection development is the selection, acquisition, evaluation, and maintenance of a collection of materials and resources that meets the needs of the people it is intended to serve” (Alvin Sherman Library, Research and Information Technology Center, 2014).

According to *Encyclopedia of Library and Information Science* says “ Library Collection is the sum total of library materials – books, manuscripts, serials, government documents, pamphlets, catalogues, reports, recordings, microfilm reels, micro cards and microfiche, punched cards, computer tapes, etc. – that make up the holdings of a particular library” (Bates & Maack, 2010). Collection development is an ongoing process, where libraries are very careful to selects materials for their user for utilizing their knowledge. Library is to serve the users a broad choice of materials to meet their informational, educational, social and cultural needs. Library has different types of users and their demands are different according to user needs the library select the appropriate materials. So we can say that collection development process is very sensitive task for library. Every library wants to build a good collection for their user. Collection must be reliable. We all are known library is growing organism it is continuously growing day by day. From early days to today library deals with print materials very frequently. They familiar with the print material and acquire policy and procedure. But E resources are still remains fluids.

So when library select material for their collection they see the user demand first. A collection development process is that which permits the library to develop collection of materials as per information needs and service requirement of the users (Khan, 2010).

## **What Is Collection Development Policy?**

American Library Association states that the collection development policies are documents which define the scope of a library's existing collections, plan for the continuing development of resources, identify collection strength and outline the relationship between selection philosophy and the institutions goals, general selection criteria and intellectual freedom (ALA, 1987)

According to ODLIS "A formal written statement of the principles guiding a library's selection of materials, including the criteria used in making selection and deselection decisions (fields covered, degrees of specialization, levels of difficulty, languages, formats, balance, etc.) and policies concerning gifts and exchanges. An unambiguously worded collection development policy can be very helpful in responding to challenges from pressure groups" (Reitz, 2002). Collection development policy is effective tool for collection management. It define how to acquire materials, guide to staff for selecting of materials. It defines the parameters of the collection and a framework for its development of library materials. Collection development policy states the principles and guidelines to the Library will adhere to when considering, or purchasing electronic resources. Its primary focus is on fee based electronic resources. (Giorgetti Library, 2015). Collection development policies are written statements of goals and evaluative parameters to guide decision-making when adding material to a library collection (Lastres, 2011)

## **Scope of Collection Development Policy**

It offers a strong reference collection that supports an extensive and in-depth reference service. A broad choice of circulating non-print materials is selected to accommodate the diversity of tastes, reading levels, languages and interests of users (Pasadena Public Library, 2015). It aims to providing a comprehensive collection of materials relating to Scholarly and highly technical or specialized materials. The collection development policies are guiding the staff of library technical section. It is not comprehensive in its provisions and not every item considered for acquisition will be exactly included or excluded by the policy. The policy is an inclusive statement of aims rather than a description of the collections which have been built up in the past on an individual's knowledge, experience, common sense or intuition. The collection development policy is accompaniment these qualities.

It is designed to give information to staff, vendors and to users about the principles on which the collections are acquired, to create an awareness of the objectives and to form the basis for future developments and modifications as circumstances require.

- It is act as path finder for selecting material for the library.
- Inform users and other libraries of the nature and scope of the collection.
- It identify the selection tools and process
- It helps to maintained consistency and communication between the collection development staff

- Set the principles and criteria for management of the library's electronic materials and resources
- Allocate the materials budget and perform selection in a systematic manner that maximizes coverage, minimizes gaps, and avoids unnecessary duplication (University of Georgia Library, 2014).

## Why E resources?

“Electronic resources” refer to those materials that require computer access, whether through a personal computer, mainframe, or handheld mobile device. They may either be accessed remotely via the Internet or locally (Johnson et al., 2012). User feels comfortable to access of the information by self rather than guided by the staff. A lot of space can be saved by subscribing E resources in the Library. For example It is not possible for library to subscribe thousands of magazine or newspapers whether E- Resources provide access to all these.

**Accessible:** It is easily access although any computer within the campus or may require User authentication ID.

**Easy Searchable:** Search facilities of electronic documents are very easy and it has highly index by web and other indexing abstracting database. So that user can search by Keyword or any other search too their require documents. User can search e-Resources at the same time they do not need go each article or search on by one only a single click they find the desire result.

**Speed:** E documents are very speed as compare to print version of the documents. E documents are published before a Print version of the document. It has easy to comments

**Links:** It has stable URLs for individual articles .Hypertext format should be exploited and it gives extra facility like email alert, it also give other information like author information and author article written by the same other.

**Added Value: it gives** advantages with the help of web and gives extra output as compare to the print version of the article like, chart, animation, virtual reality etc.

**Inexpensive:** It is cost effective and it distribution costs and extra costs by new features.

**Flexibility:** It has very easy and use and flexibility. You can easy to email, export, save it. It has 24/7 access to the contents of documents. E-journals evolved quickly. They are not tied to a format, printer, and distribution network.

## Types of Electronic Resources

In the advent of Information technology the large numbers of Electronic resources are available in the market.

**Electronic journals:** There are large numbers of publisher are providing E-journals to the library. The Electronic Journals are key resources for any academic Library. E Journals are often referred to online journal, electronic publishing and electronic serials. Library intended to purchase those journals which are highly impact factor and necessary for their patron.

*Electronic books:* As we know, an eBook is an electronic version of a print book that can be read by using a computer or by using an eBook reader. We have found variety of E-books on web some are open-access, free e-books exist and can be added to the collection with a nominal cost. Generally E-books are purchase through the proper review of the product and carefully understanding terms and conditions that the publisher has given.

**Electronic databases:** the library shall acquire databases for their user with a view to satisfy need of the user. There are variety of databases found these are CD Rom, Full Text, Indexing and Abstracting databases. Library has full right to review of the product before purchase the database within minimal cost.

## Selection Criteria

The libraries and Information Centers are like to develop a rich and comprehensive collection. They select materials keeping view of the user needs and demand so the content is vital elements for selecting materials for the library. But in case of E resource, we have to attention about quality, Pricing, Technical support, Accessibility, format, licensing.

## Content & Coverage

The primary aim of any library is to gives the exact and relevance information to their user. When library is going to procurement of E-resources for their patrons have to analyze the coverage of the resources. Contents must be reliable, authentic and meet the specific needs of the users. The coverage must be meet the user needs .the Information must be High demand of the uses. It must be provide currents, updated and accurate information.

## Accessibility

Accessibility is the one of the important parts of collection development, whatever material library procures how the users are access. There are verities methods for access of E-resources that library consider before select E-resource.

- Access through the library website
- Access through Authentication User ID
- Access though they Deliver by Web
- Is the vendor provide remote access to their product

## User friendly

Whatever resources acquire by the library it must be user friendly it means the format of the resources must easy to retrieve the information, easy to navigation. The library always prefers e-resources that are:

- The database should have the option to print, save, download and email the articles.
- The database should have facilities to extend the search, narrow the search term, refine and easy to retrieve the search result.
- The database should Offer on-screen help and tutorials.

**Cost :** Cost is one of the most important factors when selecting resources. Before taking subscription of the product the Libraries have brief study of product and try to negotiate with the publisher. Avoid duplication of the product if libraries have available print version of the books then they should not buy the e version of the product unless there is generous added value (for ex. a bibliographic database enhanced with full text).

**Vendor Consideration:** Vendor should be reputed and well known company who provide satisfying product and services. He is willing to support the entire requirement that, a Library want to subscribe the product. It must be provide quick response to the customer quires and give the technical support the library. Vendor must provide training programs to the library staffs and users. Vendor should give user statics of the readily available to the libraries. The vendor must be make available bibliographic records or other metadata which is requiring by the library. The documentation must be clear and straight forward. The advance notification is necessary for the vendor for changing the content and platform.

**Technical Support :** The vendor should give full support to the library in a matter of technical. It should be prime consideration during selection process. Product must be compatible with library existing hardware. The vendor should give for the local customizations via system administration access for the library. The resources acquire by the library product must be compatible with standard web browser if accessible by the web.

**Licensing:** The license agreement should straight forward and evaluates the technical terms. The terms of license is another important matter that lead to the selection criteria of the electronic resources. The most important feature of Licensing is:

- Uninterrupted supply of resources
- User friendly
- Access of more journal in less amount
- The database should give full permit of access including Printing, downloading and sharing
- The database should permit all library users use of the E-resource.
- The vendor should define 'Authorized Sites' as broadly as possible.

- Reasonable restrictions are mandatory for the users or points of access.

## **Duplication of Materials**

We know the value and cost of resource. So when we select an E-resource we must confirm that it should not be duplicate one.

## **Evaluation of Electronic resources**

The library should critically evaluate the resources that are acquired by the library. The technologies are change day by the new tools are coming in new feature from the existing. So library always updating and review the resources regularly to ensure the resources that we have already are relevant and the usages of the database are increase or decrease

## **REVIEW OF ELECTRONIC RESOURCES FOR CANCELLATION**

Review of e resources is the task of acquisition process. Given the rapidly changing nature of technology, the emergence of new offerings from information providers in terms of the pricing and packaging of content, and continued pressure on library budgets, it is essential that libraries regularly review their electronic resources to ensure they continue to be relevant and provide demonstrable value for money.

Before renewal, electronic resources are reviewed and reevaluate if we find and deficiency a resource may be withdrawn from the collection when:

- The resource no longer supports the research needs of the users.
- The resource is no longer available or maintained.
- The resource is no longer reliable or relevant.
- The resource imbricate or alike material in another resource which provides more extensive coverage of the subject.
- The availability of information in a more suitable format.
- Usage statistics shows a declining level of interest.
- Cost is not comparable with usage.
- The current product is not in good condition or damaged
- The cancellation of products depend the budget.

## **Conclusion:**

Collection development is a continuous process at any organization so we have to check carefully the utility of the item and subscription costs. To escape the duplication it is suggested that the purchase of new items should happen only after the consideration of library officer and relevant faculty of the organization. From the above study it has found that, Collection development policy has guide to the library staff to decide what is good or bed. Now days E-documents are highly cost effective so selecting E resources for the library is very critical task.

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