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# **An Analysis of E-Collection Management in an Academic Library: A Case Study**

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## **Abstract:**

The important work of the library is to select, maintenance and provide access same and represent information e- resources. Nowadays, academic libraries are in the position to change from their holdings to strategies of access due to technology developments. Hence, e-collection management and its policies are needed for meeting the changes and spreading the broad information. An e-collection policy statement is one of the frameworks and fix of parameters within the working of staff and users. This helps to act as an important role for the selection of the e- collections. The purpose of this article is describing the basic knowledge of E-Collection policy statement, Selection Criteria for E- collections, Bibliographic Considerations for E-Collections Management, Digital Preservation, and Perpetual Access, Relation to the E-Collection Management and The Wider Context. Finally, this article gives statements for challenging in user and education of personnel to responding to this e-environment and increasing information literally user communication and explains the importance of e-collection managements can be followed at all levels.

**Key words:** E-Collection Statement Policy, E- Resource, Database Management, Bibliographic Considerations, Digital Preservation, Perpetual Access, and Wider Context

## **1. Introduction:**

The library is one of the knowledge resource centres for every academic institution. Academic libraries enhancement the instructional working of teaching space

and it leads to forward the thoughts of education. Thus education can be only reached through it. The library e-collection is measured as the sum of total of library's materials such as all the digital resources, which making up in the holdings of a specific library. The improvement of e-collection is one of the process that building up and increasing the e- collection of a library. The purpose of the e-collection management is organize operating helps for the formal planning improvement of a quality of e-collection to share the needs of educational users in the academic institutions. For allocation of funds and selection criteria of formulated objective is provided by the e-collection management policy (Rahman, M. M., Choudhury, T. A., & Barooah, P. K. (2019). The e-collection management includes a number of actions associated with the improvement of the library's e-collection encompasses the finding and cooperation of policy selection, appraise of present and strategy of user's needs, using studies about collection, evaluation, planning to provide resource sharing, maintenance, and weeding (Sasikala, C., Nagaratnamani, G., & Dhanraju, V. (2014). The heart of the library's responsibility is mainly, collections of the materials and their management. When librarians had acquired resources to help present research and programs of teaching, and their responsibility is expected to the preservation of those collections for use in the future. Simultaneously, this is the double responsibility of librarians for preservation and provides access to information.

## **2. E - Collection Policy Statement:**

The policy statement of the e- collection is needed for every academic library for smooth functioning. This policy helps to the development of e-collection management and e-information services in academic libraries. Currently, users belong to electronic resources which possess a lot of benefits turning to access for desired information in the academic libraries at the world level without any chronological and topographical limits. The process of e-resources has acquired the demands of the user, but it must valuable and reliable for the information. Now, the E-resources are acquired to the library and information centres such as E-books, e-journals, e-databases, CD ROM databases, and so on. The handling of these types of e-resources is different when compared to printed materials. Hence, the e-collection policy is needed for the academic libraries for procuring (Srivastava, P., Parabhoi, M. L., & Sonkar, S. K. 2016).

## 2.1 Selection Criteria for E- collections:

The selection criteria have needed consistency with academic library's planning to create the environment of management policy and e-information services. Some important criteria for e-collections are given below (<https://www.lib.umd.edu/collections/policies/electronic-resources>):

- According to the discussed proper guidelines in the academic libraries, the acquisition process should be considered.
- Special attention on e-resources should focus on the requirements of user community within present academic needs and the mission of the institution. These limits of selection may be low or high level in the curriculum of the institution.
- Some e-resource has different types of compiling products. So the availability of electronic materials must be important. If additional requirements are needed for running, this factor should be distinguished.
- If original e-resources already available in the libraries are duplicated to another resource, it should be added some value for enhancements. When it involves any changes to the format, it should be appraised in the appropriate manner making for selection or retention decisions.
- If any unknown amount for e-resource, it must be noted such as fees for licensing of the product, software, hardware, expenses for training of staff and continuing practices, cataloguing, duplicated support materials, updating process, maintaining charges, and so on.
- E-resources has a relationship with user-friendly which is provided to ease and help the user through help screens, tutorials, and particular menus.
- E-resources should reveal the quality of expected the same materials in another format.

Fig 1. Shows the explanation of the preparation of the selection process of the criteria for maintenance of the e-collection management.

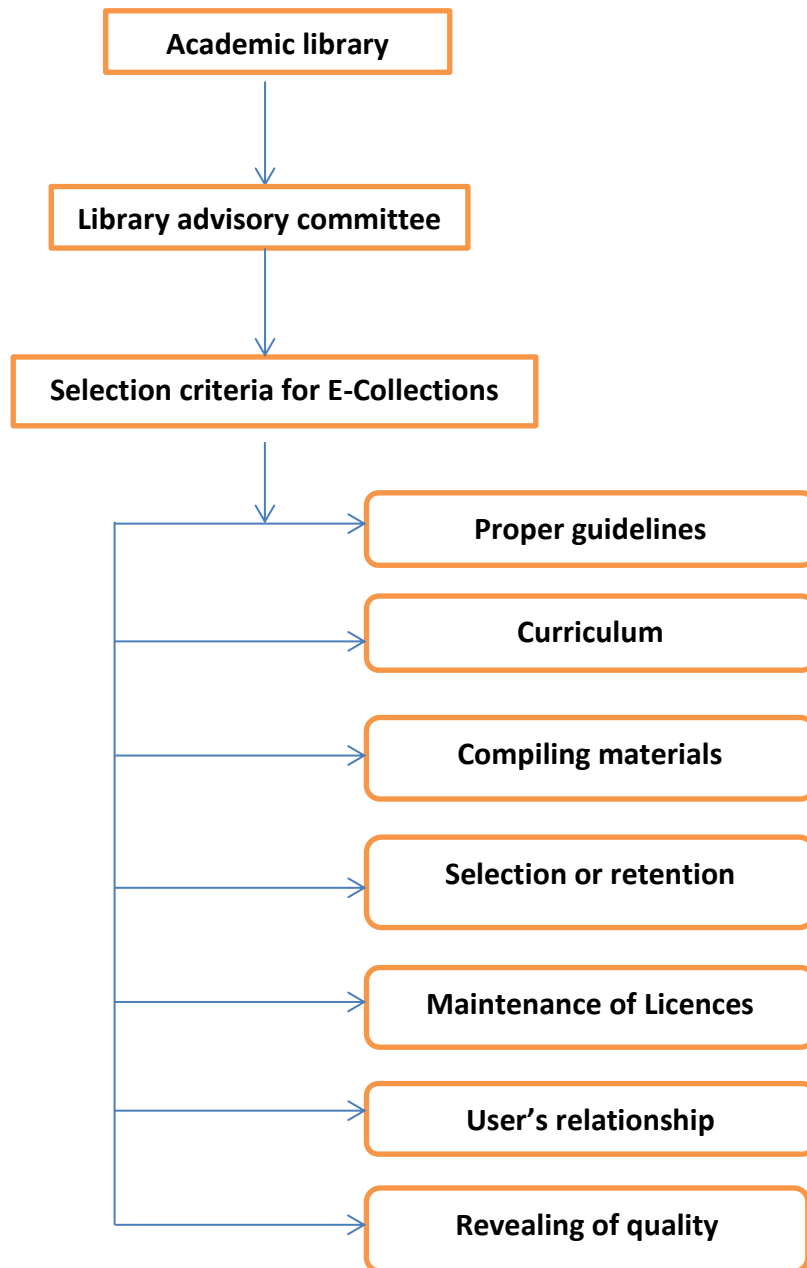


Fig.1. Organization diagram for Selection Criteria for E- collections

## 2.2. E-Collection Management policy:

In the present context collections have a wider connotation largely including in the electronic or digital form. At the same time its availability in different forms and formats accessible through different vendors, and quick access by the users has put the library professionals in a doll drum. Equally the two divisions in terms of its access free versus, paid have become a concern for library professionals. These issues can

probably be addressed through certain guidelines, to the extent in a format and written form which is technically called collection management policy (<https://www.youtube.com/watch?v=Wqapgx09M>).

### **2.2.1. Planning:**

Any academic library has a policy that provides a vital foundation for purchasing any e-resources in the future. When limitations of budget, It has had planned for assisting in determining priorities. This planning helps on the basis for real allocation of e-resources and lets to save the funds of the library by an explanation of the reasoning behind acquisitions offers. The formal publication possesses to indicate ensuring continuous and avoiding confusion. Aggregation of a proper document is helpful in itself, in that it includes getting information on existing the strengths of collections, and obliges staff to think about the library's objectives. The expressed points help other collections of e-resources related exercises, for example, cataloguing, safeguarding, and capacity to frame a clear plan, and backing per user administrations, for instance by distinguishing regions that are ready for deselection, or more appropriate for interlibrary loan, archive conveyance or Web access than for procurement (Biblarz, D., Tarin, M. J., Vickery, J., & Bakker, T. 2001).

### **2.2.2. Acquisition:**

The purchasing of e-resources for academic libraries and information centres has strictly maintained the ISBN, ISSN for e-journals, e-books, other e-documents, and cataloguing-in-publication. The process of selecting materials is in all formats of digital collections and should maintain the important records related to acquiring. As per academic library norms, the process of selected materials should be done. After purchasing e-collections, the following matters compulsory maintenance such as checking quality, proforma invoices, transaction payment to vendors or individuals, and also important records in this regards of acquisitions (<https://www.librarianshipstudies.com/p/acquisitions.html>).

### **2.2.3 Storing:**

The highest quality materials are required for storing digital contents such as hardware, software, and high-speed networking because storage is one of the important techniques required. The optimizations of drives for bursting of data possess different

requirements of engineering for continuous operation through drives and database management software. The big repositories of digital are needed for multi-level of media of storage for example disk, tape, etc, and also mechanical robots to find and mount the media. Most of the computer centres have tape robots which are used to store and access most terabytes of data. Today, digital libraries may be used the technology for storing e- collections (Nazim, M. (2009).

#### **2.2.4. Utilization:**

The usage of e-resources supports to confirm comprehensive and determining information. User and library management are gaining the various options of searching themselves from the e-resources. Through using e-resources empower to save area of library and timing of users. A variety of information getting from e-resources is gaining to libraries as well as global users. Nowadays, the technique of information and communication services are used to make handsome changes to operate the library functions. High-speed network and wi-fi in the premises and Lan portals are helping to the betterment usage of e-resources (Baskar A (2017).

#### **2.2.5. Safeguarding:**

In the modern situation, the publisher giving the content digitally to users directly is technically possible. Hence, the library role is acting between publisher and user which give highly advantages that it should be safeguarded. These types of services in the digital libraries must safe the communications between owners of the contents and users. This process is not only consisting the safeguard of the content, but also consists of payment, declaration of copy and rights of usage, and safeguard of privacy. There are two types of different security technology that is secure connections and secure packages. The most useful type is secure packages for e- collections of digital library (Kohl, U., Lotspiech, J., & Kaplan, M. A. (1997).

#### **2.2.6. Suggestion:**

The maintenance of e- collections in libraries is a very difficult one. For better utilization of e- collection facilities, the library gets feedback from the users in a certain span of time. Based on the actual feedback received, necessary actions are taken to improve the e- collections for best library services. For applying important policies of building e-resources for any remaining collection and suggesting strategies to overcome the challenges of e-resources should be supported in order to construct the remaining

collection of e-resources. (Okogwu, F. I. (2020).). Also, the various types of suggestions may be obtained from the users like on the basis of planning for collection development, to determine the best methods for acquisition, supporting and assisting for justifying the choice of an e- collection, to contribute given valuable ideas for preparing the annual budget, to receive ideas making the good uses about e-collections, to facilitate to mutual understanding between the library of sisters institutions like interlibrary loans, sharing of resources and networks., to help in creating for systems reviewing e- resources before purchasing of the materials, to give some ideas for which types of materials to be stored, weeded and rejected (Patel, S. (2016).

### **3. Bibliographic Considerations for E- Collections Management:**

The compilations of all bibliographic records are fed into computerized for benefit of librarians and users. In particular, users depend on librarianship only. Hence, all the academic libraries focus the evaluating and monitoring the management of e-collections. This process intends to overview the main issues and practical training of the librarians. The selection of the items has included highly concerning all e-contents, as contrasted to indexing and databases. The arrangement of the bibliography has been made in line and with the typical workflows involved in the management of e-collections. The providing references gives new e- collections to librarians on basis of downloading on main issues, and introducing key concepts of e-collections management (Jennings, L. I. Z. Z. (2010).). Databases of e- collections are needed for increasing their technical capabilities. These are providing bibliographic records and accessing of full-text to e-information collections. These types of databases have increased and content in the volume of e-information that is now available from the desktop is amazing. All databases are available running through the internet. For managing e-collections information to proliferate, the delivery services of filter and push/pull are needed (Cotter, G., Carroll, B., Hodge, G., & Japzon, A. (2005)).

### **4. Digital Preservation and Perpetual Access:**

A repository would store all the e-collections of content made by humans promptly and continuously. Most of all, these types of stored contents perfectly preserved all the information that would be created in form of bibliographic records and made available for users. There are two types of the core of digital preservation such as



data loss and technological obsolescence. Mostly, data can lose through some causing. The permanent risk is the deterioration physically. When the stored contents of the physical medium of a file had decayed, one or more bits lost their definition. These types of files are partially or wholly unreadable. The data had been lost due to other causes of software bugs, and human activities, and dangers environmental. Ensuring an archive of digital content can overcome the facing of physical problems. In particular, all the digital contents were involved to stay the leading of deterioration and obsolescence by copying the data from older to new generations from file formats and media of storage Kastlelec, M. (2012).

Perpetual access means that all the e-collections get access to licensed materials permanently paid for during the agreement periods. This is for concerning to increase the significance of librarians in academic libraries. In the future, the challenge of a confirmed perpetual access subscription to all the e-collections is dependent on the research of the academic institutions. Hence, all the libraries should give the issues and clearly make their policies which should possess to all for seeing and holding them. Simultaneously, the preservation of e- collections, maintenance, and creation of various studied projects of e-collections should have in the libraries. A repository will create the preservation of e-collections available in libraries on basis of conditions to negotiate with publishers.

All the academic libraries can preserve to making for moving to all e-collections without any risking long-term access. This helps to need for a clear guarantee of perpetual access rights of the licenses should permit to libraries cancel the subscription. The policies generated from all the academic libraries and consortia require that perpetual access should be assurances even when a single title terminates publication or is moved to another publisher (Stemper, J., & Barribeau, S. (2013)).

## **5. Relation to the E-Collection Management:**

The librarians of the academic libraries have been working in constantly changing technological environments. They are providing access to e-collections, creating and maintaining the digital contents, helping e-learning, offering real-time e-reference, contracts of negotiation and license agreements, and struggling with the economics of e-information. Also, advanced development in ICT and utilizing the libraries have contributed on librarians and adaptation to novel tasks and activities of

interconnection with globally. The university libraries are paramount to explain belonging issues related to the advantage of ICT in working activities, operations and services like librarians have reacted to technologically challenges, their feelings, confidence and behaviours regard the impact on technology in the libraries. Furthermore, the ability is to cope with new technology in a good way. Today, the aims of the library are providing information services and accessing information of e-collections is highly improved by the use of ICT. This helps to services of ICT are taking on the impact of new technology (Omosor, U. A. (2014).

## **6. The Wider Context:**

The world of academics is under processing a span of transformation, involved in the new paradigm of research processes and divided by intensive data and networking collaboration. Simultaneously, academic libraries are adjusted itself to a corporation with more e-collections and try to improve further in the academic processing of research. Nowadays, the academic world has been occupying discovery of information and managing the e- collections and their development, training of information literacy. This is playing with each other for the best part in the process of research, in particular, management, curation and safeguarding of data of research and also in communication in scholarly and effectively spreading outputs of research. With the updating of e-collections safeguarding expertise, librarians are being spoken technology and subject of research languages, and design and implement assets of e- collections management systems (Wang, M. (2013, April).The new digital technologies have been required for academic libraries for both developing the strategy in quality of e- information service and for increasing productivity of operations. Nowadays, all kinds of libraries in the world are expected to the new technologies for using e-resources due to its strategy for savings of amount in operations and e- collection management (Pawar, R. R., & Moghe, G. S. (2014).

## **7. Conclusions:**

This study of articles had analysed the usage of library e-collection and e-information services to users. Both statements of the e-collection policy and selection criteria of e- collections for consistency has needed to the easy functioning of every academic library. The important conclusion of this article shows that Planning, acquisition, storing, utilization, safeguarding, and suggestion about the e-collections

and their management. In the meanwhile, this article has explained the uses of the bibliographic and preservation of the e-collections, perpetual access, and relation to the e-collection management. The academic library has made a change of structure of the information constantly included in its e-collection and updates its infrastructure for coming modern technologies. For that, a wider context has needed for everyone. The main mottos of the staff of the library have provided the good resolution of users' problems and afford the best services available in the library. Also, this article is mostly helping to analyse the importance of e-collections and their management for future research scholars and users for good usage of library e-resources.

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