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1-1-2022

## COLLECTION DEVELOPMENT POLICY FOR E-RESOURCES

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Baruah, Santana and Chanda, Dr. Anupam, "COLLECTION DEVELOPMENT POLICY FOR E-RESOURCES" (2022). *Library Philosophy and Practice (e-journal)*. 7004.

<https://digitalcommons.unl.edu/libphilprac/7004>

## COLLECTION DEVELOPMENT POLICY FOR E-RESOURCES

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### Abstract

Collection development is a most important process of a library. This process increases the reading materials of the library for the satisfaction of the reader approach. Collection development policy acts as a guide for selecting library materials. It helps to maintain library cooperation and communication between library staff. This process increases the reading materials of the library for the satisfaction of the reader approach. Collection development policies are written statements of goals and evaluative parameters to guide decision-making when adding material to a library collection. A large number of e-resources collection has become a challenge to libraries as a lot of information is now available to the public without having to visit and use the traditional library. American Library Association states that the collection development policies document which defines 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 institutions goals, general selection criteria, and intellectual freedom. In electronic environment collection development policy select tools and processes, set the principles for the management of electronic resources, allocating the budget for buying of e-resources. Due to information technology, most of the libraries are involved in the sharing of the e-resources in many ways. The Collection development policy must indeed be clear whether the collection is in print or electronic form and also it should full fill the user's demand. This article tried to explore the different collection development policies for e-resources. The information provided in this article is based on secondary data. The information available in this article is a general kind of information and it is applicable in all kinds of libraries.

**Keywords:** *E-resources, Collection development, ICT, E-books, E-journals.*

## **INTRODUCTION:**

Information is a foremost component in any institution as well as any organization. Due to the rapid changes of information generation, the task of collection, organization, and retrieval of information has become very difficult. In the 21<sup>st</sup> century, we all know that the library is a piece of knowledge as well as an information center where we get or acquire traditional to modern information.

Before in ICT era, libraries were collected only print materials which took a large space to organize or manage these resources. Also, the information seeker has a lot of time to evaluate or analyze their relevant information. In general information, the seeker is not preferred much time in searching their relevant information from print materials. So that with time the way of acquiring information changes from print to e-version which is easier and more convenient and also takes a lot of time to access the information.

A few years ago library's collection development policy was restricted in material selection and elimination, preservation, replacement, or removal of deteriorating and outdated or irrelevant materials in the collection. But in the ICT era library have changed their collection development policy. Acquiring print materials is not a difficult task for a library. But to procuring different e-resources such as e-books, e-journals, e-databases, etc are different from print materials which involve different cost issues, vendor selection methods, technical support as well as licensing issues.

### ***Objectives of the study***

Following are the objectives of the study

- To ascertain the types of policies guiding electronic resources collection development practices;
- To identify the tools used in making sound electronic resources collection development;
- To determine the criteria considered in the evaluation of electronic resources.

### ***Statement of the problem***

The researcher has chosen the study because nowadays there is a huge requirement for e-resources. The emergence of ICT has led to an information explosion in libraries. A large number of e-resources collection has become a challenge to libraries as a lot of information is now available to the public without having to visit and use the traditional library. The need for

libraries to build their collection with e-resources to the benefit of the libraries as well as the users is of great importance. As such, there is a need to transform and adopt policies that will promote the better building of electronic resources.

### ***Research methodology***

The researcher has collected information from secondary sources. After collecting the information the researcher has analyzed the information and based on the analysis the researcher has written the article. The article is based on a theoretical perspective so there is no data related to any library. The entire theory based on how the libraries can implement the policy regarding the collection development of e-resources.

## **REVIEW OF LITERATURE**

**Srivastava, Parabhoi and Sonkar (2016)** in their research paper E-resources collection development policy mentioned that Information technology and the internet have created a lot of opportunities and challenges for the library professions. Due to information technology, most of the libraries are involved in the sharing of the e-resources in many ways. Library users are widely dependent on electronic resources which are subscribed by libraries in the world. Electronic resources are having lots of features that make it convenient to access desired information around the world without any chronological and geographical boundaries. Libraries are involved in the subscription of electronic resources from the various publishers, aggregators, consortia, etc. which create complexity in the collection development.

**Okogwu and Ekere (2018)** conducted an empirical study on Collection Development Policies of Electronic Resources in University Libraries in Southeast Nigeria. In this study, they mentioned the collection development policy of electronic resources in university libraries in South East Nigeria. The study ascertains the types of policies guiding electronic resources collection development practices; identifies the tools used in making sound electronic resources collection development; and determines the criteria considered in the evaluation of electronic resources of university libraries in South East Nigeria.

**Kaur (2007)** conducted a study on E-resources and collection development: emerging issues for the academic libraries mentioned that the academic libraries today are reorienting their collections and their collection development policies in the light of e-resources. Not only are the collections changing so are the role of librarians. The dual print and electronic environment are posing a challenge to the librarians. How best to balance the available budget

between the two and in the process provide easy access to relevant information to the users without any delay, is the Mantra of Librarianship today. E-journals and e-books are here to stay. In the light of this fact how to provide access, which is the best source, how to index and catalog them to provide quick access as well as training of the staff for their new role are the various issues that have been discussed in this article.

**Natarajan (2018)** wrote an article on Collection Development Policy for E-resources in University Libraries: A Study. This article describes the Collection Development Policies in University libraries. Collection Development Policy included for Electronic Resources in University libraries. Major Roles in the Selection of Library Collections and the important Selection Tools for Print and Electronic forms, Criteria for Selecting the Book suppliers and Order of Books and Details of the collections in the library for the preceding five years. The Interlibrary lending/ resource sharing facility for books with others and Subscribe to e-resources.

### **COLLECTION DEVELOPMENT:**

Collection development is a most important process of a library. This process increases the reading materials of the library for the satisfaction of the reader approach. The collection development process is that which permits the library to develop a collection of materials as per the information needs and service requirements of the user. In Encyclopaedia of Library and Information says “ Library Collection Development is the total of library materials-books, manuscripts, serials, government documents, pamphlets, catalogs, reports, recording, microfilm reels, micro cards and microfiche, punch cards, computer taps, etc. – that make up the holding of a particular library”. All we know is that according to the fifth law of library science “Library is a growing organism” and it shows that the collection of libraries is increasing day by day. Hence we may call collection development is an ongoing process but collection must be reliable, authentic as well as appropriate.

### **COLLECTION DEVELOPMENT POLICY:**

A policy is a kind of statement and set of the portfolio through which staff and users work. According to ODLIS, “A formal written statement of principles guiding a libraries’ selection of materials, including criteria used in making selection and deselection decision (fields covered, degrees of specialization, levels of difficulty, languages formats, balance, etc American Library Association states that the collection development policies document which

defines 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 institutions goals, general selection criteria, and intellectual freedom. (ALA, 1987).

According to Harrods librarians glossary, "Collection Development policy as a term which encompasses a number activities related to the development of library collection, including the determination and coordination of selection policy, assessment of users needs and potential users, collection evaluation, selection, and intellectual freedom".

Collection development policies are written statements of goals and evaluative parameters to guide decision-making when adding material to a library collection. Collection development policy plays an effective role to acquire materials, a guide to library staff that how to select reliable and authentic materials or documents.

### **COLLECTION DEVELOPMENT POLICY FOR E-RESOURCES:**

The primary aim of the policy is to describe collection which has been constructed based on a post on an individual experience, knowledge, and common sense. In the same manner, collection development policy also follows these qualities.

Collection development policy acts as a guide for selecting library materials. It helps to maintain library cooperation and communication between library staff. In electronic environment collection development policy select tools and processes, set the principles for the management of electronic resources, allocating the budget for buying of e-resources.

#### ***Importance of electronic resources:***

Electronic resources are resources in which information is stored electronically and which are accessible through electronic systems and networks. The phrase "electronic resources", has broadly been defined as information accessed by a computer, may be useful as bibliographic guides to potential sources but, as of yet, they infrequently appear as cited references in their right. We all know that, in this ICT era, most libraries subscribe to electronic resources rather than print materials. Electronic resources take a lot of space. Also, the users are mostly preferring e-materials rather than print materials.

Some of the major features of electronic resources are:

**a) Accessibility:**

Users can access electronic resources from any remote location to /her desktop.

**b) Networking capability:**

Electronic resources have full networking capability. It may maintain and utilize the relationship among the electronic information. Effective searching can be possible to retrieve particular information.

**c) Easy to handle:**

It is also easy to revise, manipulated, and merge. Presentation of information through digital resources can be done within a response time with speed and ease. It develops a distributed learning environment by which all the users can be benefited at any time.

**d) Storing Capacity:**

Electronic resources can be easily copied, stored, and disseminated. The large volume of data can be stored in electronic resources and made accessible to the user.

**e) High speed:**

The addition of information to the collection of digital resources is faster. Electronic resources can be done the cataloguing, editing, referring, indexing, etc in a very speedy way. It is also the ability of speedy delivery.

**f) User friendly:**

The electronic collection can save the user's time. They also generate satisfaction among the users. It promotes interaction with remote users. Education and training can be provided through digital resources effectively.

**g) Online capability:**

Electronic resources have the feature of online user tracking. Buying and selling of e-resources are available on World Wide Web.

**h) Additional value:**

With the help of the web, it gives extra output as compared to the print version of the article like chart, animation, virtual reality, etc.

**i) Inexpensive:**

It is cost-effective. It has distribution cost and extra cost by adding new features.

***Types of electronic resources:***

Broadly electronic resources are divided into two types. These are online electronic resources and offline electronic resources. Online resources are those which are found electronically and

also available on World Wide Web (e.g. Online News Paper, Online electronic journal, etc) and Offline electronic resources are those which are found electronically ( e.g. CD-ROM based e-resources, offline e-dictionary).

In the ICT era, a large number of electronic resources are available in the market. These are

- *E-books:*

An electronic book (or e-book) is known as a digital book and e-edition. E-books are usually read through some specific e-book reader or tablet using an e-reader application. Variety of e-books available on the web, some are freely accessible, some are open access and also some have a minimum cost. Generally, e-books are purchased through the proper review of the product and carefully understanding the terms and conditions that the publishers have given.

- *Electronic journal:*

Electronic journals (e-journal) are scholarly journals that can be accessed using computer and communication technology and they are usually published on the web. Most of the publishers are providing of accessing e-journals online to the licensed users. Some of them publish both electronic and print versions. But library must attention to subscribe to those journals that have high impact factors and for user demand.

- *Electronic databases:*

An electronic database is a searchable electronic collection of a library. The library acquires two basic types of databases; indexing or bibliographic databases and full-text databases. The library purchases the product through the proper review within minimum cost.

***Selection criteria of e-resources:***

We know that traditionally, the selector or acquisition librarian decides to acquire print material, only the limited consultation, and other departments follow the established policies and guidelines. But in the case of electronic resources, the librarian and library staff must intention on the following important points.

- *Content:*

When the library is going to the procurement of e-resources, the library authority has needed to be evaluated and reviewed these resources. Contents of these resources must be authentic, current and updated, reliable, and also support the requirements of the targeted audience. Several additional content criteria, unique to e-resources, need to be considered. These criteria

are equivalent in both print and electronic resources which help to determine the preferred format.

- *Technical requirements:*

Several technical issues are involved in accessing electronic resources. The service provider should give full support in technical issues. The library should have the capability to provide and effectively maintain access to resources on an ongoing and cost-effective basis. When libraries access e-resources via the web, the service provider should provide some extra facilities such as updating, optimum access, reduce burden in terms of storage, preservation, and maintenance. Besides these, the library that accesses the electronic resources should be authentic, compatible. The web browser that installs by the library for accessing these resources should be updated, standard, and support all kinds of databases.

- *Functionality and reliability:*

The e-resource interface should be user-friendly, easy to navigate, and intuitive. The resource should offer a powerful, flexible, and user-friendly search engine. The system should give the facility of keyword and Boolean searching, full-text searching and truncation, etc. A range of export options such as e-mail, printing, and downloading should be supported. The system should be available at all hours of the day.

- *Vendor support:*

The vendor should be reputed, well established, and reliable. The resources that are subscribed by the library through the vendor should first be evaluated and trialed. The vendor should be willing to provide training to library staff and users. The service levels in terms of system availability and response time for the resolution of the technical issue should be provided by the library. Additionally, the vendor should be willing to customize and branding of the product backed up the system data, should provide user statics, and make available bibliographic records or other metadata.

- *Cost:*

While library selecting e-resources, cost plays an important role. The cost must be reasonable. The price of e-version should be the same or less than the print equivalent. If the price of these resources is increasing then functionality and accessibility should be increased.

- *Licensing issue:*

For purchases, the e-resources usually require a license agreement. The license must be reviewed and negotiated to inform and support the evaluation process.

The most important features of licensing are-

- It should be user-friendly.
- Authorized users and authorized sites should be defined as broadly as possible.
- The database should give full permit of access including printing, downloading, and sharing.
- The service provider should provide statics for each library's use directly to the library participating individually or as a member of the consortium.
- The service provider should have the liability for unauthorized use of the resources.
- While accessing the e-resources, the license should ensure the privacy and confidentiality of the user's information.
- The license should have the provision of fair use (or fair use), termination, refunds, period of the agreement, and also some language issues.

- *Supply:*

If e-resources are compared with print materials, there is no standard model for the packaging and pricing of these e-publications. The selector should carefully review the pricing model which includes purchase, subscription rate, pay per view, and rental. The service provider should permit the access option for both single as well as multiple users. They should also maintain the cost. The selector might be canceling several deals and moving to the selected contents.

- *Duplication of material:*

We know that the costs of electronic resources are high. So during the time of selecting the materials, the selector must confirm that resources should not be duplicated.

### ***Review and renewal process:***

Due to the rapid growth of technology, the review and renewal process become complicated. Like other continuing resources, e-resources will not always have a uniform renewal date, as subscriptions or leases may run for one or more years from any particular date and calendar. So the vendor should provide advance notification or alerts for renewal and effective review

of the resources to the library. Before re-evaluating the resources, the library should review available statistics which will help in determining the relevancy of resources for library users, increasing and decreasing rate as compared to previous years or in comparison to other products in similar products.

### ***Cancellation process:***

Before renewal of e-resources these resources should be reviewed and re-evaluated. If the selector gets any difficulty, the selector has to cancel these resources. The cancellation of resources depends on the budget. The main features of cancellation of resources from the collection are-

- If the resources are no longer available or maintained.
- If the resources are no longer reliable and relevant.
- If the service provider is not able to provide more extensive coverage of the subject.
- The cost of the product is not comparable with usage.
- The current product which is provided by the service provider is damaged or not in good condition.

### **CONCLUSION:**

Collection development is an ongoing process of any organization or institution. In recent years the utility of traditional resources such as books, microfilm has been decreased. The information has been accessible electronically with the help of different techniques. So the selection criteria and selection procedure of the e-resources for the library have been changed. Collection development policy has a guide to library staff and identifying and selecting the resources that what is good or what is bad. Through the collection development policy, the library staff has to check the duplication of materials, subscription cost, and utility of the item. The Collection development policy must indeed be clear whether the collection is in print or electronic form and also it should full fill the user's demand.

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