

PLAN Electronic Collection Development Policy

Introduction

The purpose of the Panhandle Library Access Network (PLAN) Electronic Collection Development Policy is to provide guidance for the selection and management of electronic resources that will be shared by all libraries in the cooperative. While collection development should stay primarily at the individual library level, all libraries recognize that cooperative selection and purchase of eBooks and digital audiobooks will provide access to a broader array of resources than could be acquired by individual libraries.

E-Collection Development Committee

The PLAN Electronic Collection materials are selected through recommendations of the E-Collection Development Committee (ECDC), which reviews products for PLAN and solicits and reviews input from member libraries. Membership in the ECDC is representative of PLAN member libraries.

Materials

The PLAN electronic collection is selected through recommendations of the ECDC, which reviews materials for the cooperative and solicits and reviews input from member libraries. Ebook selection guidelines are developed to ensure a diverse and balanced collection based on:

- Usage statistics;
- Participating library input; and
- Reviews from other general interest media outlets and professional literature.

Types and Formats of Electronic Resources Collected

- eBooks
 - Adult Fiction & Non-Fiction
 - Young Adult Fiction & Non-Fiction
 - Juvenile Fiction & Non-Fiction, as requested
 - Children's Easy, as requested
- Digital audiobooks
 - Adult
 - Young Adult
 - Children's, as requested

Responsibility for Selection

The ECDC is responsible for selecting the materials purchased for PLAN's electronic collection. Suggestions for electronic materials may be submitted to the ECDC via Carol DeMent (cdement@plan.lib.fl.us) for consideration. Committee members will review suggestions and facilitate the final decision to make additions or changes to the collection.

Criteria for Selection

Criteria for selection may include:

- Content (i.e. accurate, balanced, well-written, current, credible author);
- Favorable reviews (or other quality indicators) of content and format;
- Need for content (i.e. availability and currency of existing similar holdings);
- Perpetual access; and
- Cost relative to available funds.

Perpetual Access vs. Metered or Time-Limited Titles

Perpetual access to eBooks is usually desirable, but not always required. Metered or time-limited titles may be considered by the ECDC, under special circumstances.

Guidelines for Weeding Electronic Resources

Librarians use weeding criteria derived from selection guidelines, including relevance, demand, cost, accuracy, currency, access, format, and ease of use. Weeding of electronic material is the responsibility of the ECDC. Suggestions for removal should be submitted to the ECDC for review.

Appendix 1 - Fund Allocation:

This year the committee plans to allocate that money across several genres. The committee will use half of the money to purchase books for an opening day collection according to the following allocation:

General Fiction: 25% (\$3,000)
Nonfiction—General: 20% (\$2,500)
Nonfiction—Development: 16% (\$2,000)
Mystery-Suspense: 12.5% (\$1,500)
Inspirational: 5% (\$500)
SF-Fantasy: 8.25% (\$1,000)
Young Adult: 8.25% (\$1,000)
Romance: 5% (\$500)

For the remainder of the year, the committee will spend 75% of the funds allocated monthly on new titles and 25% on additional copies of previously-purchased titles. The committee will consider purchasing an additional copy when the hold list is greater than 10 people, and will purchase no more than 4 copies of any one title. The committee will aim to mirror the opening-day allocation when spending the second half of the money, and will do that by tracking the amount spent in each category each month.

Appendix 2 - Circulation Policies:

Five (5) titles may be checked out at one time per cardholder, and titles are returned automatically. The standard loan period for ebooks is 21 days, with one renewal if the item is not requested by another borrower. Holds may be placed on up to 10 items at a time. Because multiple users may download audio books at the same time, there are no restrictions on renewals or holds for these items.