



## **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, digital audiobooks, and electronic magazines will provide access to a broader array of resources than could be acquired by individual libraries.

### **E-Collection Development Committee (ECDC)**

The PLAN Electronic Collection materials are selected through recommendations of the E-Collection Development Committee, 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. Electronic resource 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**

- Formats
  - eBooks
  - Digital audiobooks
  - Magazines
- Audience
  - Adult Fiction & Non-Fiction
  - Young Adult Fiction & Non-Fiction
  - Juvenile Fiction & Non-Fiction, as requested
  - 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 PLAN staff (projects@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);
- Cost relative to available funds.

While perpetual access to electronic resources is usually desirable, the committee will consider metered or time-limited purchases to meet demand. Determination of number of copies, and lending model will be based on anticipated longevity. The committee will consider purchasing an additional copy when the holds ratio exceeds 5 holds per copy.

## **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.

## **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.