

COLLECTION DEVELOPMENT POLICY FOR THE CCL SHARED E-BOOK COLLECTION

I. Introduction

This collection development policy is a statement of the principles and guidelines used by the CCL-EAR E-book Selection Committee in the selection, acquisition, evaluation and maintenance of a collection of e-books shared by participating community college campuses. This document will be used to promote consistency among those responsible for developing the collection and to communicate the goals and policies to faculty, staff, students and other interested parties.

This document will be revised in response to evolving information needs of the California community college community, the information marketplace and technology in general. The Council of Chief Librarians in consultation with the CCL-EAR Committee reviewed and approved this document on 7/22/09.

CCC Profile

Community colleges are two-year public institutions offering a mix of programs and certificates: Transfer Education; Basic Skills and English; Language Proficiency; Economic and Workforce Development; Lifelong Learning; Associate Degrees and Certificates. The colleges serve more than 2.6 million students.

II. CCL Shared E-book Collection and the Goals for Community College Libraries

CCL Shared E-book Collection

Titles and collections of titles selected for the CCL-EAR Shared E-book Collection will support a common core of curricula offered in the community colleges. Core curricula are defined as academic and vocational education at the lower division level; education, training and services that contribute to continuous work force improvement; remedial instruction; instruction in English as a second language; adult noncredit instruction; support services which help students succeed at the postsecondary level; and community services.

III. Access

Access strategies will be selected that are most appropriate for the subject content and expected usage, and will consider all delivery options as well as the number of simultaneous users appropriate to the title or collection. Resources will be selected which are appropriate for delivery through campus online catalogs whenever possible. MARC records capable of being loaded in campus online catalogs will be available to enhance usability of the selected titles.

E-books must be accessible on the major hardware platforms in wide use in California community college libraries, without special technical requirements such as plug-ins or proprietary systems.

IV. Funding & Budget

The CCL Shared E-book Collection is available to all students, faculty and staff of participating institutions. In addition, individual campuses may establish unique, locally funded collections that support the instructional, reference and research needs of their campus communities not met by the CCL Shared E-book Collection.

V. Selection

Selection processes for the CCL Shared E-book Collection include participation by the CCL-EAR Committee and the E-book Selection Team, under the general oversight of the Council of Chief Librarians.

CCL-EAR Committee

The CCL-EAR Committee is responsible for the review and selection of e-book vendors. Some vendors offer the option to purchase e-books on a title-by-title basis while others offer only the option to purchase a collection of

titles. When the vendor selected offers the option to select e-books on a title-by-title basis, the E-book Selection Team will do selection.

E-book Selection Team

The E-book Selection Team is comprised of 7-10 members representative of the CCL membership who are appointed by the Chair of the CCL-EAR Committee. Membership is comprised of a chair who is a member of the CCL-EAR Committee; other members serve as selectors for specific subject areas; they may or may not be CCL-EAR committee members. The chair usually serves a two-year term. The other members of the team may be appointed to serve staggered two- or three-year terms. Vendor liaison is the responsibility of the Community College League Library Consortium Director.

The E-book Selection Team Chair coordinates the team's activities and reports to the CCL-EAR Committee on the team's activities. The selectors are responsible for the selection of titles within their defined subject areas.

The E-book Selection Team Chair will inform the California community college library constituency via the EARINFO listserv of vacancies in the selector team as they occur in order to encourage statewide participation in defining and adapting the shared collection.

The team will use the selection practices and guidelines set forth in this document and consider feedback and suggestions from all California Community College librarians.

Selection Calendar

The Selection Team will work on an annual cycle (January – early December), selecting titles throughout the selection year. The Selection Team will solicit lists of forthcoming titles from CCL-EAR approved vendors to form the basis of the selection process. The annual selection cycle is outlined below:

Annual Selection Cycle

January 1	Annual selection cycle begins
January - November	Selection Team evaluates titles for selection and formulates collection list
December	E-book Selection Team Chair finalizes collection list and submits to vendor

Selection Principles

The Selection Team will be responsible for selecting titles for the CCL Shared E-book Collection. The selection of e-books should conform to guidelines set forth in this document.

1. Selection practices will focus on the acquisition of titles that support the instructional and research needs of the California community college campuses.
2. Selection practices should create and maintain a balance among disciplines and programmatic needs of all California community college campuses.
3. Selection practices should support the inclusion of diversity and multiculturalism on subjects and issues.
4. Selection practices should support an electronic marketplace that encourages all segments of the publishing community--commercial, association and nonprofit--to be sensitive to the needs and funding constraints of the academic environment.
5. As a general practice, e-books will be selected when the advantages of the shared digital resource and added value of the electronic format include one or more of the following:
 - Greater access because they can be delivered more rapidly and remotely at any time
 - More extensive content
 - Increased functionality such as the ability to link to additional resources

- More timely availability
- Resource sharing among community college libraries
- Readily available collection use information
- Economies of scale
- Greater flexibility in searching including the ability to search for topics across titles, chapters and paragraphs
- Supports online education

6. As a general practice, selection should complement and enrich current community college print and electronic holdings.

7. As a preferred practice, selection will be of individual titles, rather than collections. Collections will be selected when their selection brings substantial amounts of new material or functionality to the community college libraries in a cost-effective service.

8. Titles selected should be accessible in perpetuity.

9. Titles selected should be user friendly. They should not require unusual authorization procedures, configurations, clients, or disruptions to existing technological infrastructures. Their use should not require special knowledge or skills.

10. Titles should be broadly accessible under current copyright and licensing agreements.

Selection Criteria

To ensure the quality of the CCL Shared E-Book Collection, titles will be selected based on the following criteria:

- Relevance to community college curriculum and appropriateness to the user
- Authoritativeness of the author, issuing body and/or publisher
- Timeliness
- Currency where important to the subject
- Comprehensiveness and completeness of topical treatment
- Archival value of the information for purchased titles
- Presentation style
- Special features: detailed, logical, accurate index and/or bibliography; footnotes; pictorial representations
- Strength of present holdings in the same or similar subjects
- Demand and frequency of use of titles on the same or similar subject
- Price/relative cost of materials in relation to the budget and other available materials
- Format and information delivery medium appropriate to the content
- Completeness when compared to print editions

Specific Selection Criteria

- Dummies and Idiots series titles may be included.
- Fiction should not be selected.
- Foreign language titles should not be selected.
- Books with accompanying media in the print format may be selected if the selector believes that the book is still valuable absent the accompanying media (eg/ language books without their audio CDs or computer software books without their CD-ROMS)
- Generally, conference proceedings should not be selected.

Deselection Criteria

At the present time there is no deselection policy for the shared collection. Deselection is complicated by two factors:

- 1) Collections have been sold to libraries with the guarantee that they would have access in perpetuity.
- 2) Not all libraries have purchased all collections offered. If a decision were made to deselect a title in a particular collection with a newer edition from a subsequent collection, a library that had only purchased the earlier collection would not have access to either edition.

Given these factors, the CCL-EAR Committee recommends that libraries wishing to delete titles remove the MARC records from their OPACs. The Committee is open to creating a list of superseded titles based on recommendations from CCC librarians. Librarians wishing to contribute recommendations are encouraged to contact the E-book Selection Team Chair.

VI. Collection Evaluation

The Selection Team will evaluate the use of the shared collection by gathering and reviewing reports on a regular basis to determine use by title and by subject area or discipline. Also when available, the team will review reports on titles not used during a set time period to inform selection processes. Use reports should be a service feature provided by the vendors whose titles are selected.

The team may also conduct surveys to elicit feedback from users and community college librarians and staff when appropriate.