

# Collection Development Policy

## eBooks and eBook Collections

### Introduction

In order to meet the mission of supporting student success through collections and services, Library Services is committed to utilizing technology as a means of enhancing educational quality and access to information for all. The following guidelines address certain issues that are unique to acquiring eBooks. eBooks require additional guidelines since electronic publications are often treated and/or regulated differently from printed publications by publishers and vendors.

### Definition and Scope:

An eBook is a book in a digital format. It is searchable, and is able to be enhanced with cross-references. When possible, it is linked to other sources and multimedia.

### Criteria

eBooks considered for acquisition must:

1. Meet current collection policies and procedures for the Board,
2. Meet current copyright and licensing laws,
3. Enhance and enrich current collections and academic needs of various disciplines. Such needs encompass, but are not limited to, the following:
  - monographs exclusively available in electronic form
  - electronic duplicates of print monographs in heavy demand
  - monographs that undergo frequent revision and must be kept current
  - materials that incorporate multi-media aspects or involve interactive text modification,
4. Be available 24/7, both internally and externally,
5. Be available with unlimited access (except when purchased for specific levels, such as ebooks purchased specifically for secondary or for a specific school),
6. Be accessible through the library software (i.e., must be compatible with the library software),
7. Allow printing,
8. Provide statistics on usage. These statistics must be available not only to the specific location (in the case where a school does their own purchase) but also the manager of Library services for the Board,
9. Be compatible with current technology available in the board.

## **Constraints**

**Archiving** -- eBooks should be purchased with the right to maintain access in perpetuity.

**Access and Usage** -- Accommodation of multiple users and access from remote sites should be a provision in agreements and licensing

**Technical Support** -- Necessary hardware and technical support must be available

## **Other Considerations**

Issues of currency, access and availability of eBook materials will, as a rule, determine the proportion of eBook resources that will be selected to support the research and curricular needs.

eBooks purchased at the school level must be approved by the manager of Library Services.

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