Ithaca College Library
Collection Development & Management Policy

Purpose

The purpose of this policy is to provide a framework for the development and maintenance of online, print, and media content acquired by and/or accessed through the Ithaca College Library. Content management includes the selection of new materials as well as the ongoing review of existing collections and resources. The main objective of collection development and maintenance is to provide access to an active, useful collection that reflects the curricular, research and cultural needs of the students, faculty, and staff of Ithaca College. This policy will continue to be developed and modified in response to the changing information needs of the College and the evolution in information delivery and access models.

Community Profile

Ithaca College is a private, coeducational comprehensive college offering undergraduate and graduate programs in business, communications, health sciences and human performance, education, and music. Undergraduate programs are offered in the humanities and sciences, and interdisciplinary studies.

Mission of the Library

The Mission of the Ithaca College Library is to enhance teaching and learning at Ithaca College through the provision of flexible, diverse, and user-centered information services and resources.

The library fulfills its mission via the following activities:

- Developing access to content that meets the diverse needs of the various programs across the College.
- Developing and delivering high quality, personalized information services that are based on user preferences and a connection to academic programs.
- Engaging in outreach and collaborative activities that enhance teaching and learning at the College and expand possibilities for productive partnerships.
- Developing multiple opportunities for students to acquire information literacy skills and for faculty to enhance their research skills.
- Engaging users in continuous dialogue about library services and resources.
- Monitoring the allocation and organization of personnel and other resources on a continuous basis.
- Maintaining and preserving the history of the College.

Responsibility for Collection Development

The library has established a liaison program whereby individual librarians work collaboratively with faculty and students in academic departments to develop appropriate library collections and services. In this capacity, each liaison librarian strives to maintain an awareness of departmental projects, programs, and initiatives that have implications for the library collection and services. The liaison also keeps the faculty aware of library services and materials of interest to the department. Each liaison librarian communicates on a regular basis with departmental faculty, forwarding new titles for their consideration for purchase and receiving requests for new titles. Liaison librarians also provide acquisitions reports to assigned departmental faculty on an ongoing basis. *For more information on the liaison responsibilities, see Appendix A.*

Faculty are encouraged to communicate with their liaison librarian in regard to recommended titles for inclusion in the collection. Liaison librarians are responsible for the general balance and quality of the

resources acquired. Collection development funds are used to select general and interdisciplinary materials and reference materials in all formats. Acquisition requests from faculty members are reviewed and considered for purchase at the appropriate liaison librarian's discretion, using allocated funds. Requests for electronic book titles will be considered if they are available on a supported vendor platform. Subscriptions are reviewed on an annual basis.

Librarians consider reviews in library publications, standard bibliographies, interlibrary loan requests, circulation data, and user requests in selecting circulating and reference materials for purchase. Orders for all materials must be encumbered and expended by library acquisitions staff, in the library's unified resource management system, utilizing the College's tax-exempt status. Per standard College procurement procedures, the library does not reimburse individuals for the purchase and delivery of materials. Individuals wishing to donate materials to the library should review the Gifts in Kind Policy in Appendix D of this document.

General Guidelines

Materials needed to support the current instructional and general information needs of students and faculty members are given highest priority. Also important are basic reference works not specifically related to any one college discipline but essential titles in an academic library. The library will develop its collection in a way that supports those subject areas that relate essentially to the curricular goals of the individual schools and programs at the College. The library will also collect and preserve materials related to the history and development of Ithaca College. The library also serves the entire college community through the lease of current literary titles in print.

The library supports off-campus programs (London, Los Angeles, New York City) principally through the development of the main library collection, providing electronic access to it, and supplying materials from it to the students enrolled and faculty teaching in off-campus programs. Procedures are in place for students to secure materials from the main library collection.

Selection Guidelines

Specific considerations in selecting individual items beyond the general guidelines include:

- Timeliness and continuing value of material
- Relation to present holdings in the same subject area
- Price of material relative to available funds and other available material

Additional Guidelines:

- The library generally purchases single copies of materials; mutlple copies may be purchased at the discretion of the liaison librarian.
- A report of lost or missing item reports is generated on a monthly basis; replacement copies are ordered when appropriate.
- Out-of-print and secondhand materials may be ordered depending on availability and sufficient funding.
- All materials purchased must be housed in the library and/or accessible via equipment available in the library.
- Titles are primarily purchased in the English language, except when needed for foreign language instruction, basic reference purposes, or multicultural courses.

Selection Calendar

Requests for purchase of materials from the current fiscal year's book and media allocations are accepted from July 1 to April 15. This time period insures the orderly purchase and receipt of materials within the fiscal year. Per the directive from the Budget Office, uncommitted funds remaining at the end of the fiscal year cannot be carried forward to the next year's budget. Encumbrances for items not received before the close of the budget year are considered for ordering in the next year's budget. Any order requests received after April 15 will be placed in the next fiscal year.

Each liaison librarian is encouraged to encumber her/his allocations on a regular schedule throughout the year.

Librarians observe the following order deadlines:

October 1
25% of a department's allocation should be encumbered

December 15
50% of a department's allocation should be encumbered

March 1
75% of a department's allocation should be encumbered

April 15
100% of a department's allocation should be encumbered

Gifts

The library welcomes and encourages gifts in support of the College's academic programs. For the specifics of the gift policy, *see **Appendix D**.*

Format Statements

Monographs, Scores:

Books and scores are acquired for appropriate disciplines. Print or electronic format is selected at the discretion of the liaison librarian. When appropriate, the library provides duplicate access to material in print and electronic formats. The library does not support password access to online materials accompanying print books. The library will not license print materials nor sign away Fair Use or First Sale privileges for them.

Subscriptions:

As subscriptions represent a continuing expense, recommendations for new resources are reviewed with more scrutiny than is the case with requests for books. Print subscriptions are considered when this format is preferred (e.g. fine arts journals) or when the publication is only available in print format.

Selection criteria for new subscriptions include: indexing or abstracting in sources that the library owns, demonstrated need, scholarly reputation, ongoing cost, and previous Interlibrary Loan requests. Requests for new subscriptions are reviewed on an annual basis through a process outlined in ***Appendix G***.

Audio and Video Media:

Audio and video materials are evaluated on the same basis as monographs, with an additional emphasis on the suitability of the format as well as the quality and quantity of equipment available for access/utilization. Audio recordings of monographs are not acquired. *For details of the Collection Development Policy for Media,* **see Appendix C.**

Microforms:

Microforms are acquired by the library when necessary to preserve materials and to provide access to current or back volumes of serials that are not available in print or online format.

Electronic Resources:

The identification of electronic resources and the establishment and maintenance of linkages for these resources are addressed in the Electronic Resources Development Policy **see Appendix B.**

Other Formats:

The Library does not collect activity guides, curricula, games, kits, manipulatives, models and realia, or tests.

Collection Maintenance

A primary goal of the library is to maintain an active, useful collection that reflects the overall mission of the library. As an integral and ongoing aspect of collection management, the library staff in consultation with the faculty evaluates the collection periodically. The library staff continuously evaluates the general reference and serial collections in all formats.

1. General Collection

Criteria to be used to determine the suitability of deselecting general materials:
- The importance of the work: its inclusion in standard subject and comprehensive bibliographies or rare book lists
- The appropriateness of the subject matter to the curriculum
- The quantity and currency of patron use
- The physical condition of the publication
- Number of copies in the collection
- Language of the publication
- Outdated, inaccurate information
- Availability in more current stable format (e.g. as an e-resource)
- Potential future use

Evaluation procedure:

Superseded editions of general collection titles are reviewed for possible withdrawal when new editions are ordered. Decisions to withdraw are made on a title-by-title basis.

All damaged general collection titles are reviewed for possible withdrawal. The list of lost and missing items is reviewed on a monthly basis. Material deemed suitable for continuing inclusion in the collection is replaced. Liaison librarians continuously review assigned areas of the collection.

2. Subscriptions

Criteria used for deselecting subscriptions:

- Significant price increases
- Low use
- Availability of alternative resources which better meet selection criteria
- Unfavorable changes in format interface and/or content
- Changes which impact access

The Ithaca College Library does not track access rights for or maintain access to backfiles for cancelled electronic journal subscriptions.

3. Electronic Resources

The evaluation of these resources is addressed in the Electronic Resources Development Policy, *see Appendix B.*

4. Multimedia

The evaluation of these resources is addressed in the Collection Development Policy for Multimedia, *see Appendix C.*

5. Archival Materials

The scope and collection priorities for the College Archives are outlined in the Archives Collection Development Policy, *see Appendix E.*

Interlibrary Loan & Document Delivery

Interlibrary Loan serves as an adjunct to local collection development. Document delivery and interlibrary loan services are available to provide supplementary access to specialized materials that support faculty and student research.

Cooperative Agreements and Consortial Agreements

Agreements with the members of the South Central Regional Library Council, SUNY libraries, and the RapidILL/Rapido community provide preferential interlibrary loan arrangements.

Legal Principles

Intellectual Freedom

The Ithaca College Library subscribes to the tenets expressed in the American Library Association's "Library Bill of Rights" and complies with New York State CPLR 4509 which sets forth state law in regard to the confidentiality of library records.

Copyright

The Ithaca College Library complies fully with all provisions on the U.S. Copyright Law and its amendments. The library strongly supports the Fair Use section of the Copyright Law (17 U.S. C 107), which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research. The library also strongly supports the First Sale doctrine of the Copyright Law (17 U.S. C 109), which provides that "an individual who knowingly purchases a copy of a copyrighted work from the copyright holder receives the right to sell, display or otherwise dispose of that particular copy, notwithstanding the interests of the copyright owner." (U.S. Dept. of Justice).

Approval and Review of Policy

This policy and all related policies included in the appendices are reviewed and revised as appropriate on a periodic basis.

Revised 03/22

Appendix A: Library and Departmental Liaison Responsibilities

Responsibilities of the Liaison Librarian
The liaison library has two major responsibilities: (a) to develop and oversee that part of the collection which supports the curriculum of her assigned departments and (b) to work with faculty in her assigned departments as they develop the collection. The degree to which these responsibilities are accomplished depends upon the support and active involvement of department liaisons and are carried out through activities that may include but are not limited to:
- Serve as key contact person between the academic department and the library.
- Identify the key areas of the collection that are most closely associated with the department, evaluate these areas of the collection, and select materials to meet the needs of the department and of the college community
- Identify obsolete materials to be withdrawn
- Maintain familiarity with courses offered by department by reviewing course descriptions in the course catalog, consulting course syllabi, and through regular contact with the department liaisons.
- Keep informed of projects, programs, and initiatives within the department
- Collaborate with the department on any issue that has implications for library resources and services, e.g. New Course Proposals

Appendix B: Electronic Resources

Ithaca College Library
Electronic Resources Collection Development Policy

Collection Parameters

For the purposes of this policy, "Electronic Resources" are defined using the RDA carrier type definition for online resources: "a digital resource accessed by means of hardware and software connections to a communications network."

Electronic resources covered by this policy fall into the following categories:

- **Bibliographic databases:** Electronic indexes and abstracts
- **Full Text/Image/Numeric databases**
- **Combination databases:** Index/abstract with some full-text; generally, packages indexing one set of titles and providing full-text to another set of titles, bundled by the provider
- **E-Journals:** Full Text online individual journal titles.
- **E-Books:** Full Text online equivalents or enhanced versions of print books, in collections or individual titles, free, perpetually licensed or by subscription.
- **Streaming media**: Individual audio or visual titles free or perpetually licensed hosted via Ithaca College or through the vendor's platform. Also, sound or video databases.
- **Hybrid services:** Combinations of any or all the above, plus other services such as multimedia resources, e-books, directories, news feeds, web link lists, etc.
- **Websites**

Selection Parameters

The same criteria apply to the selection of electronic resources as those outlined in the general content development policy. Additional criteria for electronic resources include access, functionality/usability, interoperability, stability, archiving, documentation, customer support, format appropriateness for the content. All electronic resources acquired by the Library must be accessible in the Library and, except when technically or contractually prohibited, must also be remotely accessible through the Library's electronic systems (discovery layer and/or webpage).

General Selection Criteria

Content: In addition to meeting the criteria outlined in the general collection development policy for content, full-text/sound/numeric/image resources are preferable to bibliographic-only resources.

Platform: When considering a title on a new platform, ongoing costs and other cost-based obligations will be taken into consideration.

Access/Technical Preferences:
- IP address recognition, no password required
- Platform-agnostic
- Browser-agnostic
- ADA-friendly
- No special additional software required
- Administrative module available
- Customization of interface possible
- Accurate and up-to-date holdings information, downloadable in multiple standard formats
- OpenURL capable
- Unlimited simultaneous users preferable to single or limited simultaneous users, except when limiting users is cost efficient and also meets usage needs
- Usage statistics available, preference for COUNTER-compliant statistics, downloadable in multiple standard formats
- The technology and staff to deliver and support the resource are available at Ithaca College

Archival Access Preferences: Ithaca College Library may purchase available backfiles of an electronic resource if affordable and deemed bibliographically essential for the collection. Adequate arrangements for continuing access to backfiles should be possible, when appropriate.

Electronic Books: In addition to the General Criteria for any electronic resource, the following additional criteria are considered in selecting e-books:

Clearly understood rights to access to the book across time:
- Subscriptions, with no rights after cancelation
- Perpetual license, with a separate access fee after cancelation (if applicable)
- Perpetual license with access fee included
- Continuing access to perpetual content after cancelation or if the company ceases to be able to provide access (For example, delivery of content in PDF, or through a different provider retaining the same contract)

Streaming Media: In addition to the General Criteria for any electronic resource, the following additional criteria are considered in selecting streaming media:

Clearly understood rights to access to the resource across time:
- Subscriptions, with no rights after cancelation
- Perpetual license, with a separate access fee after cancelation (if applicable)
- Perpetual license with access fee included
- Continuing access to perpetual content after cancelation or if the company ceases to be able to provide access (For example, the ability to host media locally)

Freely Available Online Resources: Freely available online resources are reviewed for reliability and stability of the website.

Downloadable Content Files: Ithaca College Library will consider purchasing downloadable content files when the content is deemed essential, no other alternative is available, and the College has the ability and the legal right to provide either physical or hosted access to the content.

Collection Access

Databases are delivered through the Database list on the Library's website. The Electronic Resources Librarian is responsible for the maintenance of links and descriptive information for the databases, including subject assignment. Individual e-journals may be accessed through the Journals A-Z list on the Library's website and through the discovery layer. E-book collections are delivered through the discovery layer. When possible, databases and e-journal collections are activated in the discovery layer to make content discoverable (i.e. articles, images, reports).

Revised 10/21

Appendix C: Library Media

Ithaca College Library
Collection Development Policy for Media

This policy serves as a guide to the Ithaca College community for the selection and management of video and audio media.

Collection Parameters

For the purposes of this policy, Audio media is used to store recorded sound while Video media stores moving or still images, both designed for use with a playback device. (RDA, Glossary) The Ithaca College Library currently acquires video in DVD and Blu-ray formats and audio in Compact Disc and Blu-ray format. Purchase of digital content will be considered. The evaluation of these resources is addressed in the Electronic Resources Development Policy, *see Appendix B*.

Selection Parameters

The same criteria apply to the selection of video and audio as those outlined in the general collection development policy: materials are evaluated and selected in support of the college's mission and the curriculum. The media formats require the consideration of additional criteria including usability, stability, customer support and other issues.

All media acquired by the Library must be accessible via hardware and software offered in the Library. Items in the collection circulate as liberally as the nature of the material, copyright restrictions, and demand allow. Items may be placed on course reserve or used by faculty in class instruction if all the criteria for fair use have been met. Within the limitations of copyright, the collection is also available for educational purposes to the College community as a whole. Public Performance Rights (PPR) may be secured for video at the time of purchase. Campus entities are required to pay for PPR fees for items not originally acquired with group viewing rights. The media acquired by the library may not be used for events for which admission fees are charged. The Library does not acquire resources requested by departments, schools, or colleges for use solely in their facilities, nor for individual faculty, staff or students for their sole use.

Selection Criteria

The Library prefers to purchase physical materials with perpetual ownership but will consider the feasibility of new content delivery methods as they become available.

English subtitles are preferred for foreign-language videos, but the Library will acquire films without subtitles upon the request of the faculty. The Library generally does not collect dubbed videos. Audio titles are acquired in the appropriate language.

Blu-ray is the preferred format for video. Widescreen format is preferred; standard format is acceptable when the preferred format is not available.

Compact Disc is the preferred format for audio.

Region free and region 1 DVDs are preferred, but titles may be purchased in another region for instructional use. The library will not purchase other region DVDs to circumvent a scheduled U.S. DVD release date. Blu-rays are purchased with Region A coding only.

NTSC is the preferred format. The Library will purchase PAL format when the preferred format is not available.

CD-ROMS are purchased if they are compatible with existing hardware and software offered in the Library and can be used without downloading files onto a hard drive.

From time to time it will be necessary for the Library to migrate this collection from a superseded format to the current one. In deciding to take on this costly process, the Library will be guided by the following: the pedagogical importance of the new format, the degree of penetration of the new format in the entertainment and education marketplaces, staff expertise, wide availability of the appropriate viewing equipment or technology on campus, and the availability of funding.

Collection Maintenance

Identification, evaluation, selection and collection of visual materials are ongoing. Review of noncirculating materials for space concerns and obsolete formats is performed annually by the Multimedia Services staff in consultation with the liaison librarians.

Deselection

Considerations which should prompt review for deselecting video and audio media:

- Low use
- Availability of alternative resources which better meet selection criteria
- Unfavorable changes in format interface and/or credible content
- Updated format of the material
- Physical condition

Removal from Collection

Withdrawal of video and audio media result in removal of the bibliographic record associated with the resource.

Collection Strategy

Liaison Librarians identify, evaluate, select and deselect video and audio media. The Multimedia Services Manager and the Music Librarian are responsible for format migration decisions.

Collection Organization and Access

All video and audio materials are shelved in Multimedia Services and the call number is included in the online record.   The call number consists of the format followed by an accession number.

Revised 10/21

Appendix D: Library Gifts

Ithaca College Library
Gifts-in-Kind Policy

Ithaca College welcomes gifts to the College for the Library of books, journals and other materials suitable for the Library's collection. The Library's mission is to enhance teaching and learning at the College. Priorities related to this mission include strengthening the library collection, both print and electronic, and

enhancing library space to facilitate research and study including collaborative activities and delivery of user-centered services.

Donations to the collection or to improve the setting or services are to be referred to the College Librarian, who consults with the Library staff on the acceptance and use of the offered gift. Not all gifts of materials or services are suitable for the collection. Gifts are added when they enhance the existing collection and support the teaching and research programs of the College. They must also be relevant to the curriculum, of appropriate academic level and quality, and in good physical condition. If proffered donations require special preservation or conditions of display to which the Library cannot commit, the donor will be strongly encouraged to consider a gift to support the preservation or display.

Gifts are accepted with the proviso that the Library becomes the sole owner of the donated material and therefore determines retention, location, cataloging procedures, preservation format, and conditions for access and/or publication.

When the Library cannot use donated materials it may arrange to donate them to other institutions or sell them and use the income to purchase other materials. Donors should be aware that sale of donated items may affect the value of the gift for tax purposes, and should consult their tax adviser as well as confirming the College's intended use.

Donors will receive an acknowledgment of the gift from both the Library and the Office of Institutional Advancement, which will issue a gift receipt. If the value of the gift is over $5,000 and tax credit is desired, it is the responsibility of the donor to obtain an external professional appraisal, which a College development officer co-signs (form 8803). In other instances it is the donor's responsibility to determine fair market value. Appraisal of the monetary value of the gift for tax purposes is the responsibility of the donor. Materials added to the collection may be identified with bookplates when the donor so requests.

Revised 11/07

Appendix E: College Archives

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Ithaca College Archives
Collection Development Policy

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This policy serves as a guide to the Ithaca College community for the collection development and maintenance of the College Archives.

"The collection must contain those basic, permanent records of the institution which will demonstrate an organic unity and reflect the structure and activities of the whole institution."
From the "Guidelines for College and University Archives" Society of American Archivists, 1985, 1997.

Collection Parameters

The Ithaca College Archives is the repository for all records of enduring value officially made or received by the College and for other materials of historical value related to the functions of the College. Criteria for retention include enduring historical, legal, fiscal or administrative value.

Types of records to be collected include the following:

- Board of Trustees - Minutes, correspondence, memos, reports, etc.
- Administrative records -- correspondence, subject files and reports (including electronic formats) of Presidents, Vice Presidents, Deans, Provost, some directors
- Accreditation reports
- Annual budget and audit reports
- School and departmental records: minutes, reports, select syllabi
- Personnel records, inactive only (older than 80 years)
- Registrar records -- non-current
- Alumni records
- Reports and appropriate documentation from appropriate academic and administrative Support offices
- Records of student organizations and student publications
- All publications of the institution, including newsletters, promotional material, magazines, programs.
- Faculty papers, organizational records, etc.
- Security copies of microfilms of campus records
- Maps, plans, etc. of buildings and campus
- Committee records and reports
- Artifacts of the institution (memorabilia)
- A V materials documenting the institution, including photographs, films, videos
- All records of the Ithaca Conservatory of Music and the ICAS
- The original or prime copy of any thesis or project accepted by the College in partial Fulfillment of requirements for any advanced degree
- Published materials about the College from any source
- Records mandated as permanent by governmental authority

Collection Priorities

As much of the administrative staff of the institution has turned over frequently during the past years, emphasis will be placed on acquiring the records created by those few individuals who have created continuous series over a period of years.

Critical to the life of the institution are decision-making processes and the decisions made. These are documented in formal minutes, correspondence, memoranda, email and in other forms of records. These records are a high priority for accessioning into archives.

16mm microfilm is not considered to be an adequate substitute for the original format, which is preferred for archiving.

Access to Archival Materials

Materials from the archives do not circulate outside the department. Various levels of access are in place as copyright and confidentiality restrictions must be observed. The Archives staff must perform all photocopying of archival materials. Fees may apply.

Policy is based on "Guidelines for College and University Archives" Society of American Archivists, 1985, 1997.

Revised 09/04

Appendix F: Library Website

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Web Site Policy and Procedures
Ithaca College Library

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Purpose: The Library web site is the primary vehicle used to distribute Library information and materials to Ithaca College students, faculty, and staff. The web site is intended to enhance teaching and learning through the promotion of scholarly resources. All material on the site must be directly related to the Library's services and resources.

Administration

The Web Content Team is charged with making decisions about the content of the site, as well as periodic usability testing. This includes oversight of material generated by staff members through SubjectsPlus.

The Web Services Librarian is charged with the maintenance of the web site and the creation of new web features. He also installs and manages third-party software (e.g., SubjectsPlus, Omeka, MediaWiki) on the Library's shared hosting accounts. The web services librarian is solely responsible for the coding of the home page and secondary level pages.

Decisions about the visual design of the web site also lie with the Web Services Librarian, though it is expected that he will collaborate with the library technology specialist and possibly other members of the Web Content Team.

Design and Coding

The Web Services Librarian codes all web pages unless otherwise agreed.

Coding of the web site should reflect current best practices in the industry. The site should strive to be ADA-compliant and usable on a broad range of hardware and software.

Revised 04/12

Appendix G: Subscription Evaluation

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Ithaca College Library
Databases and Serials Subscriptions Evaluation

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The Library's database and serials subscriptions will be formally reviewed annually. The Electronic Resources Librarian (ERL) and Electronic Resources Coordinator (ERC) will provide data to the selectors to help them make informed collection development decisions.

Timeline

Time	Databases	Serials

JAN-APR	Selectors review current databases and submit requests for changes (swaps) Selectors begin submitting requests for new database subscriptions	Electronic serials access verified
MAY	Definitive materials budget for next FY is determined The Electronic & Technical Services Librarian (E&TSL) will prepare the materials budget in consultation with the ERL and ERC and will send allocation information to selectors	
JUN	Selectors discuss proposed database changes (swaps) *June 20* – Final database renewal decisions are due for upcoming FY	List of current subscriptions, including cost and available usage data, is sent to selectors for review
JUL	*July 30* – Deadline for requests for new database subscriptions (for next FY budget)	Selectors continue review of current subscriptions Subscription changes may be requested for the current FY if the format of the serials being swapped are the same (print to print, online to online) and the price of the new subscription is of equal or lesser value than the cancelled subscription Format changes to current subscriptions (print to online) may be requested for the following FY
AUG		*First Friday in August* – serials renewal decisions are due from selectors
SEP	The E&TSL will consult with the ERL regarding database expenses as the materials budget is drafted The E&TSL will submit the database budget projections to the College Librarian	Our subscription agent will provide firm and projected pricing information for renewed subscriptions to aid in budget projections The E&TSL will consult with the ERC regarding serials expenses as the materials budget is drafted The E&TSL will submit the serials budget projections to the College Librarian
OCT-DEC	Database subscriptions with January 1 start dates are reviewed and renewed	Primary serials invoice is paid

Timeline Notes

Most serials subscriptions begin January 1st. The Electronic Resources Coordinator works with the serials vendor to align new and existing subscriptions with this start date. Supplemental invoices are processed throughout the year and subscriptions monitored for steep increases (see more information below).

Ongoing Evaluation

The Electronic Resources Librarian and Electronic Resources Coordinator compile sand maintains lists of usage statistics. They also maintain troubleshooting statistics and monitor vendors and platforms for persistent access issues, customer service quality, platform changes, etc.
Invoices and renewals are monitored for red-flags:
- Databases – high cost per use; low usage; price increase of 5% or greater; persistent access issues
- Serials – price increase of $500 or 10% or greater; high cost per use; low usage; persistent access or delivery issues

Miscellaneous
- Selectors check availability of serials against journal collections (distinguish from aggregated

databases)

- After consulting the relevant selector(s), and with the approval of the College Librarian, the library attempts to accommodate unbudgeted, involuntary shifts of print or print+online subscriptions to online-only subscriptions as funding permits
- Other additions or changes in format that cross budget lines (print to online) do not take place until 18+ months after the decision is made
- The College Librarian has the final say regarding budget requests

Revised 09/19