

VERMONT STATE COLLEGES DIGITAL COLLECTION DEVELOPMENT PRINCIPLES

Approved April 30, 2002

I. PURPOSE

- A. A VSC-wide collection of digital resources will:
 - 1. Provide the most information access to the largest numbers of VSC library users;
 - 2. Provide economies of scale; and
 - 3. Promote efficient administration of digital library resources.

- B. The collection will include resources that:
 - 1. Cover subject areas likely to serve the largest number of VSC library users;
 - 2. Provide as much full text as possible;
 - 3. Minimize the number of passwords and interfaces required of users; and
 - 4. Use a VSC database for patron authentication.

II. COLLECTION DEVELOPMENT PRINCIPLES

- A. Conventional collection development principles are applied consistently across formats, including digital resources.

- B. Principal considerations include:
 - 1. Establishing a coherent rationale for the acquisition of each resource;
 - 2. Meeting faculty and student information needs, providing orderly access and guidance to the digital resources, and integrating them into library service programs; and
 - 3. Ensuring that the advantages of the digital resource are significant enough to justify its selection in digital format.

- C. Balance is maintained among:
 - 1. Disciplines;
 - 2. Information formats (i.e., printed, audio-visual and electronic media have different but equally essential purposes and audiences);
 - 3. Instructional and research tools; and
 - 4. Different campus needs.

- D. Priority is given to digital format acquisition of those resources that offer economies of scale, benefiting the greatest number of faculty and students, both locally and across the system.
- E. Priority is given to digital resources that offer significant added value over print equivalents, in these ways:
 - 1. More extensive content;
 - 2. Improved functionality, such as the ability to link to local and/or related resources;
 - 3. Greater access, because content can be delivered rapidly to any place at any time;
 - 4. Improved resource sharing, due to the ubiquity of digital resources; and
 - 5. Ease of archiving, replacing, and preserving materials.
- F. VSC libraries retain authority for selecting and deselecting materials.

III. COST AND PRICING PRINCIPLES

- A. Electronic content should cost less than its print analog, unless there is substantial added value (i.e., wider distribution). When multiple formats are available, VSC libraries should pay only one price for the use of all.
- B. If electronic and print costs are separate, VSC libraries need not fulfill any publisher requirement to purchase both print and its digital equivalent.
- C. Content and access costs are separated. VSC libraries have flexibility in selecting appropriate access mechanisms, and are able to alter these agreements for an existing license, subject only to access and use restrictions in the license agreement. The information provider should inform VSC libraries how much of the total cost is attributable to:
 - 1. Licensing the content; and
 - 2. Providing access.
- D. VSC libraries require pricing based on the size of the community who will actually use the digital information or its recorded use (either unlimited simultaneous use or transaction-based licensing, as appropriate), as opposed to pricing based on the size of the entire VSC community.

IV. LICENSING PRINCIPLES

- A. The license includes permanent rights to information that has been paid for, in the event that a licensed database is subsequently canceled or removed.
- B. Information providers are required to employ a standard agreement that describes the rights of libraries and their authorized users in terms that are readable and explicit, and they must reflect realistic expectations concerning the VSC libraries' ability to monitor use and discover abuse. Agreements must contain consistent business and legal provisions, including, indemnification against third-party copyright infringement liability.
- C. As public institutions with a broad mandate to serve the State of Vermont, the VSC's "authorized users" include faculty, staff, students and all on-site users of the library.
- D. Access to licensed content must be based on industry standards.
- E. Licenses must permit fair use of all information for non-commercial educational, instructional and research purposes by authorized users, including unlimited viewing, downloading and printing.
- F. Information providers must be able to link their access control mechanisms to the VSC's authentication protocol. Access to products should minimize or eliminate the need for individual passwords and/or user IDs.
- G. VSC libraries use data should be available to the VSC as part of the contractual provisions of a license. The confidentiality of individual users and their searches must be fully protected.

V. FUNCTIONALITY PRINCIPLES

- A. Data must be platform-independent.
- B. VSC libraries must be able to provide access from networked workstations, as well as from remote locations.
- C. Interfaces must be understandable to first-time users.
- D. Information providers must keep VSC libraries informed of format and content changes.

VI. ARCHIVING PRINCIPLES

- A. VSC libraries have a legitimate interest in maintaining archives for their user populations.
- B. Agreements must clearly state archival responsibility.
- C. Agreements must permit VSC libraries the ability to maintain digital copies of content for archiving and for use in perpetuity.

VII. VSC FUNDING AND ADMINISTRATION PRINCIPLES

- A. The subscription costs will be negotiated on a system-wide basis, where appropriate.
 - 1. The amount of the VSC budget allocated to system-wide digital subscriptions will increase annually to cover increases in subscription costs.
 - 2. The amount of the VSC budget allocated to system-wide digital subscriptions will increase annually to add new subscriptions until all VSC students and faculty have access to sufficient digital resources.
- B. Licenses will be negotiated by the VSC's lead librarian or the librarian's designate. VSC Library Council will review all licenses and subscriptions annually.
- C. Proxy server management, remote authentication, and other technical issues related to VSC digital subscriptions will be administered by the information technology staff in the Chancellor's Office.
- D. The VSC reference librarians will recommend products to VSC Library Council based on these principles. VSC Library Council will bear final responsibility for acquiring any particular product.