



## Bailey/Howe Library Main Collection Collection Development Policy

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### INTRODUCTION

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Written with input from stakeholders in the Library and university community, this collection development policy presents the guidelines and principles that govern the selection, evaluation, and deselection of library resources in the Bailey/Howe Library main collection. (Guidelines and principles for the Bailey/Howe Government Information and Reference collections can be found in the respective policies for these collections.) This policy is reviewed triennially. Questions about this policy can be directed to the Collection Development Librarian.

Bailey/Howe Library provides access to valuable digital and print collections. Resources are added to the collection with the goal of promoting student learning, faculty and student research, and fulfilling the diverse information needs of the university community. The Library is responsible for developing its collection through a combination of selection practices, which are cooperative and often involve consultation with faculty, subject liaison librarians, and collections librarians. UVM faculty, students, and staff are the primary users of the collection and the focus of collection development activities.

The Library is a member of the following professional organizations, which grant the Library access to resources, opportunities for collaborative collection development initiatives on a regional and global-level, and discounted pricing:

*Center for Research Libraries:* an international consortium of libraries that provides access to valuable research collections and opportunities for consortial discounts on licenses and purchases.

*HathiTrust:* a global network of libraries that digitize and make available a digital collection of primary and secondary source material both in the public domain and under copyright.

*OCLC (Online Computer Library Cooperative):* a global cooperative that supports libraries with shared technology services, including ILLiad and WorldCat.

*Portico:* an ITHAKA initiative, Portico works to preserve the scholarly record by partnering with both libraries and publishers to maintain an electronic book and journal archive.

## GENERAL SELECTION GUIDELINES

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Bailey/Howe Library considers a variety of factors when selecting materials for inclusion in the collection. The following list of guidelines is an overview of those considerations:

1. Relevance

Selected materials directly support current UVM curriculum and the research of the Library's primary user groups: faculty, students, and staff. The Collection Development Librarian periodically reviews UVM's Course Catalogue to stay abreast of new and changing curriculum and coursework.

2. Scope and Content

The breadth and depth of acquisitions are aligned with UVM's curriculum and faculty and student research. Preference is given to resources with multi or interdisciplinary value or resources that address an information need for an entire department or college. The Library acquires resources that contain information that is not otherwise represented in the collection or a stable, free online resource.

The following materials are out of scope for the main collection as they are selected as parts of other collections: reference materials, government information, health and medical sciences, rare books, popular reading (also known as recreational or leisure reading), Vermontiana, and media.

The Library does not collect audio books, CD-ROMS, or maps in the main collection. Similarly, the Library does not routinely collect the following formats: casebooks, classroom anthologies, form documents, field guides for regions outside of the United States and Canada, grammar books, hymn books, instructor's manuals, lab manuals, programmed text, study guides, travel guides, or workbooks.

The Library does not collect print exam preparation material as these items are frequently revised and earlier editions become obsolete.

3. Quality

The quality of a resource is evaluated using a variety of metrics, including external reviews, impact factors and journal rankings, and the reputation of the publisher, author, editorial board, and/or funding agency. The Library recognizes the need to use a combination of factors when evaluating a resource's quality.

4. Currency and Timeliness

For disciplines in which currency and up-to-date information is essential, the Library collects resources with recent publication dates or resources which are updated and revised in a regular and timely fashion.

5. Diversity and Inclusion

The Library seeks to build an inclusive collection that represents different points of view and perspectives. The Library also seeks to collect materials that represent traditionally marginalized or underrepresented groups.

6. Bibliographic Accessibility

Preference will be given to resources indexed in bibliographic databases. Electronic resources must be indexed in library systems and available for institutional license and access to be considered for acquisition.

7. Format

The Library currently collects monographs in both print and electronic format. The Library's preferred format for serials is electronic. Serials (including journals, magazines, and newspapers) will only be acquired in print when electronic access is unavailable, available at a cost-prohibitive price, or if electronic subscription does not provide access to the same content as the print subscription.

8. Duplication

The Library's main collection does not duplicate materials within the collection or across formats. Furthermore, the main collection does not duplicate material held in the Dana Medical Library, Bailey/Howe's Reference and Government Documents collections, or Special Collections. Although the Vermont Research Collection is the UVM Libraries' collection of record for Vermont materials, the main collection may include second copies of Vermont titles that have high current or general interest, curricular support, or enduring content.

9. Language

The Library collects materials in languages represented in the curriculum: Arabic, Chinese, French, German, Greek, Hebrew, Italian, Japanese, Latin, Russian, and Spanish. The Library selects literature, classic works, and research in these languages, but not instructional material for language learning.

10. Price

While price is not a single defining factor, it must be a consideration when selecting new materials. Resources that cost more than a specified amount are reviewed by the Bailey/Howe Collections Team. (Please see the following section).

**Selection Responsibility:**

*Role of Collection Management Services:*

The Collection Development Librarian, in consultation with the Director of Collection Management Services, is responsible for collection selection, evaluation, and deselection. The Collection Development Librarian consults with library faculty colleagues for subject expertise as appropriate.

*Role of the Bailey/Howe Collections Team:*

The Bailey/Howe Collections Team reviews and makes recommendations on electronic resources renewals and requests for new subscription resources and one-time purchases that exceed a specified dollar amount. Membership includes library faculty from the following departments and offices: Collection Management Services, Information & Instructional Services, and Special Collections.

*Role of the Joint Collections Team*

The Joint Collections Team oversees the development of a shared collection of electronic resources which support the research and teaching of both Bailey/Howe and Dana Medical Library patrons. Members of the Joint Collections Team evaluate and recommend the renewal and cancellation of resources which are part of this shared collection. Membership includes acquisitions and collections librarians from both libraries.

*Role of Subject Liaison Librarians:*

Liaison librarians are subject specialists well versed in the academic disciplines at UVM. The Bailey/Howe Collections Team and Collection Development Librarian regularly seek input from subject liaison librarians in making acquisition and renewal decisions, and welcome requests from liaisons for new resources.

*Role of the Special Collections librarian designated to select material for the Vermont Research Collection:*

In addition to selecting materials for the Vermont Research Collection, this librarian is also responsible for selecting Vermont-related materials for the main collection.

**New Subscriptions Policy:**

Bailey/Howe Library welcomes recommendations from the university community for new subscriptions. Faculty and students are encouraged to consult with their subject liaison librarian to learn if any of the library's current resources may address an information need.

Faculty, students, and staff can recommend a subscription resource in one of the following ways:

- Contact their subject liaison librarian
- Submit a "Recommend a Purchase" form located on the library website
- Contact the Collection Development Librarian

Subscription resources do require recurring annual payment and are therefore handled differently than requests for monograph purchases. Requests for new resources are evaluated by the Bailey/Howe Collections Team at the end of the fiscal year and requestors are notified of the Team's decision shortly thereafter. Requests are held until the end of the fiscal year to ensure the Library has adequate funds for its existing commitments before making any new acquisitions.

In evaluating requests for new resources, the Collections Team uses the following criteria which is included in the New Resource Request Evaluation Scorecard (Appendix A):

- Information need
- Content and scope
- Trial results and usability
- Technical specifications
- External evidence
- Access and pricing
- Accessibility

#### **General Deselection Guidelines:**

Bailey/Howe Library regularly reviews and evaluates its collection to ensure ongoing relevance and support of its patrons. Just as materials are carefully selected for inclusion, materials are also purposefully evaluated for retention and deselection. For more information and guidelines please see the Deselection Guidelines for monographs on page 7 and for serials on page 12.

#### **General Subscription Renewal/Cancellation Guidelines:**

In addition to reviewing all requests for new resources, the Bailey/Howe Collections Team reviews and makes decisions on subscription renewals. The Team uses the “Electronic Resources Renewal Scorecard” to make renewal decisions (Appendix B) and considers the following factors:

- Information need
- Content and scope
- Subject liaison ranking
- Usage statistics

For more information on serial renewals, including journals, please see the “Serials” section below.

#### **Gift Policy:**

When evaluating gifts for inclusion in the main collection, the Library applies the General Selection Guidelines and considers only materials that support current UVM research and/or teaching and content that is not otherwise represented in UVM Libraries collections. Generally, the Library does not accept donations for the main collection as Bailey/Howe Library faces ongoing space limitations in the main library and remote storage. If a donor has a gift of exceptional interest in one of UVM’s research areas, they can contact the Collection Development Librarian for more information.

### **Open Access Resources Policy:**

Resources which are published Open Access (OA) are accessible electronically without cost or restriction. Open Access resources do not require subscription or payment for access and therefore allow anyone to read or reuse the information. Open Access research outputs vary, but are most commonly journal articles, monographs, or datasets. Open Access publication has the potential to unlock access to research globally and offset the rising costs of journal subscriptions and textbooks.

The Library supports access to Open Access resources by including resources, directories, and repositories in its catalog and systems.

The Library connects its users with Open Access publications in the following ways:

- Inclusion in the Library's knowledge base of journal holdings (Ex Libris, SFX)
- Inclusion in the Library's instance of the Primo Central Index (Primo, CATQuest)
- Inclusion in the catalog and Database A to Z list

When selecting Open Access resources for inclusion in library systems, the Library applies the General Selection Guidelines, but in addition considers the following:

- Quality of metadata and stability of content and platform
- Available customer or technical support
- Anticipated staff time to maintain access

### **Transfer of Print Materials to/from Remote Storage:**

Print items in low-demand are stored in remote storage. The Collection Development Librarian identifies candidates for transfer between the Bailey/Howe Library and remote storage.

The following guidelines are criteria for transferring an item to remote storage:

- Items with ongoing relevance to current UVM research and teaching
- Items with a small number of historic (not recent) circulations
- Items which do not fit the deselection guidelines found on pages 7 and 12

The following guidelines are criteria for transferring an item to Bailey/Howe Library:

- Items that support a current research area, project, or course
- Items with a high number of recent circulations or usage

### **Transfer of Print Materials to/from the Main Collection and other UVM Libraries collections:**

Some materials located in the main collection are more appropriate for Dana Medical Library's collection, the Bailey/Howe Reference collection, or Special Collections. The librarian with collection development responsibilities for each of these collections is responsible for identifying candidates for transfer and consulting with the Collection Development Librarian as appropriate.

## FORMAT POLICY STATEMENTS

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### Monographs

#### *Selection Guidelines:*

The Library selects and acquires monographs in the following three ways:

#### *Requests by faculty, students, and staff:*

Members of the university community are encouraged to submit requests for new monographs using the “Recommend a Purchase” form on the library website. Requestors can indicate their format preference and whether or not they would like to be notified when the book is available.

#### *Approval plan:*

The Library maintains an approval plan which serves as a selection profile for building the monograph collection. The plan is governed by a series of rules that determine which books are received on approval and is structured by Library of Congress classification. The rules can be refined by many parameters, including content level, format, language, date and place of publication, geographic specification, price, series, translations, and publisher. The Collection Development Librarian regularly updates the plan to maintain relevance with UVM curriculum and research.

#### *Demand Driven Acquisitions:*

Demand driven acquisitions (DDA) is an industry term used to describe the acquisition of monographs at the point of need, rather than just in case. Records are loaded into the catalog weekly which represent individual ebooks. Users can access these ebooks and the Library is charged a portion of the list price until a purchase is triggered and the Library pays the full price of the book. (Purchases are typically triggered after a usage threshold has been met).

The Collection Development Librarian manages the Library’s approval plan and demand driven acquisitions profile. The Collection Development Librarian promotes regular communication with subject liaisons and welcomes feedback on the collection, especially if a particular area of strength or weakness is noticed.

#### *Deselection Guidelines:*

Proper collection management involves both the careful selection of materials for inclusion in the collection, and the thoughtful deselection or “weeding” of materials. The Library has the responsibility to regularly evaluate its collection to ensure ongoing relevance and support of research and teaching at UVM. Deselection decisions are made in context with the entire UVM Libraries collections and in consultation with collections librarians, subject liaison librarians, and faculty. The overall objectives of deselection are:

- Facilitate effective use of library funding and space
- Maintain, or increase the relevancy of collections to current research activities and academic curriculum
- Maintain the physical condition of the collection and patron access to materials

The following guidelines are used when evaluating whether a monograph should remain in the collection or be weeded. The Collection Development Librarian identifies candidates for deselection using available bibliographic data and circulation history, and in consultation with subject liaisons and faculty.

The following guidelines are criteria for *not* weeding an item:

- Items with relevance to current curriculum and research
- Works identified as essential to disciplinary scholarship
- Items considered to be a primary source for historical research
- Items which represent the culture or contemporary knowledge of a specific time period
- Items selected by faculty for retention
- Items with a small number of holdings in United States libraries
- Frequent and recent circulation

The following guidelines are criteria for weeding an item:

- Items which are no longer relevant to current curriculum and research
- Superseded editions (in some cases the Library will keep the former edition or an earlier edition)
- Duplication in the collection and across format, or in a stable online freely accessible source
- Items in poor repair
- Zero circulation history or low and non-recent circulation history

Materials identified for discard are made available to other UVM Libraries collections if appropriate, or offered for donation to another library, institution, or repository (e.g. Center for Research Libraries or National Library of Medicine). Monographs may also be placed on the Library's "free book shelf." Items in particularly poor repair are discarded.

In making decisions about removing resources from the collection, the Library strives to make the best possible decision and involve subject liaisons and faculty. Methods of engagement with subject liaisons and faculty may include the following:

- Distribution of weeding candidate lists for feedback
- Partnership with faculty and/or subject liaisons to weed the collection in specified subject areas
- Notification of plans to weed a particular resource or subject area
- Opportunity for faculty and subject liaisons to physically browse books under consideration for weeding



### *Dissertations & Theses:*

UVM Libraries acquires all UVM theses and dissertations through an arrangement with the Graduate College. A print copy of each thesis or dissertation is retained by the University Archives and digital copies are accessible in the Libraries' institutional repository, ScholarWorks@UVM.

Non-UVM theses and dissertations are acquired on an as-needed basis. Library users can search the ProQuest Dissertations & Theses database or WorldCat and request a document using Interlibrary Loan.

### *Standing Orders:*

The Library maintains both monograph and serial standing orders to titles that are published in multiple volumes, parts, or in sets. With an active standing order in place, the Library is automatically sent new volumes as they are published and billed for each item. New volumes may be published on a regular basis or on an irregular basis with large gaps in time between volumes.

Standing orders are most appropriate for titles with consistent and continuous relevance. Similar to journal or periodical subscription, the Library pays an ongoing fee for access to new content.

Standing orders are selected and set up in response to faculty and/or subject liaison librarian request. Current standing orders with minimal historical circulation may be cancelled. In these cases, firm orders may be placed by members of the university community for new individual volumes.

### *Textbooks:*

The Library does not purchase textbooks or required course readings unless requested by an instructor for course reserve.

### *Replacement Copies/Lost or Missing Books:*

The Library does not automatically purchase replacement copies for lost or missing books. Annually, the Collection Development Librarian and Collection Development Staff make decisions on whether to purchase a replacement copy or not using the following guidelines:

- Fit with current selection guidelines
- Demand generated by current curriculum and research
- Availability of newer and/or higher quality material on the same subject
- Subject coverage in the collection

## Serials

Serial resources are handled differently from monographs, because of the required annual payment for continued access. The following sections describe the selection, evaluation, and renewal process for serial subscriptions. The addition of a new serial subscription requires careful consideration and evaluation based on budgetary constraints.

### *Journals*

Many of the Libraries' journal subscriptions are bundled in large packages from a single publisher. These large packages are paid on a shared ledger between the Bailey/Howe and Dana Medical Libraries. This policy is limited to individual journal subscriptions and smaller journal bundles which are supported by Bailey/Howe.

### *Selection*

The Library considers new periodical subscriptions in response to patron or subject liaison librarian requests. New subscriptions follow the "New Subscription Policy" which is located above in the "General Policy Statements" section.

The Library's preferred format for periodicals is electronic. To facilitate ease of access to content, all new subscriptions will be in electronic format, unless the resource is not available electronically, has a cost-prohibitive price, or serves a particular pedagogical purpose.

### *Evaluation*

The Library's subscriptions are evaluated annually, by the Collection Development Librarian in consultation with the Director of Collection Management Services. This review process helps to ensure that the collection remains relevant to current research and teaching. As part of this process, the Collection Development Librarian seeks feedback from faculty and subject liaison librarians.

In deciding whether or not to renew a subscription, the following factors are considered:

- Usage:

*Cost-per-Use (CPU):* Like most academic libraries, Bailey/Howe calculates a "cost-per-use" amount for each of its journal subscriptions. The metric compares the annual cost of subscription with the annual number of times an article was downloaded from a journal. Ideally, a journal's cost-per-use will be below the cost to request an article via Interlibrary Loan. The average cost to Interlibrary Loan an article can range from \$6.00 to \$30.00 depending on the publisher and currency of the article. The Library currently uses \$30.00 as a benchmark for CPU comparison with Interlibrary Loan.

*Changes in curriculum and research activity:* For the most part, the Library has gathered three years of usage data for its electronic journal subscriptions. Some journals were more recently acquired or transitioned to electronic format and in those cases, fewer than three years of usage data will be available. The Library recognizes that changes in curriculum or research activity may cause usage to fluctuate across years. For this reason, a journal must have multiple years of low use/high CPU.

*Audience size:* Journals which support research in a niche field will likely have a smaller audience and smaller number of downloads each year.

*Price of subscription:* Journals with exceptional usage may still have a high CPU simply because the annual cost of subscription is high.

- Availability in JSTOR

JSTOR is considered a stable archive of journals and primary source material. Many of the titles in JSTOR have an embargo period and therefore library users are encouraged to use Interlibrary Loan to request access to current content.

- Availability in multiple aggregator databases

The Library subscribes to many “aggregator” databases that provide access to countless journal titles. Common vendors include EBSCO, Gale, and ProQuest. While these databases provide access to a large amount of journals, the access is not guaranteed. As agreements between publishers and vendors can and do change, journal content can leave a database. For this reason, the Library only focuses on journals with content in multiple aggregator databases from different vendors.

- Inflation rate

The cost of subscription increases annually. On average, journal subscriptions inflate at a much higher rate than national inflation. Journals may be considered for cancellation in cases of repeated significant increases in yearly subscription costs.

### *Magazines & Newspapers*

The Library maintains current and historical magazine and newspaper subscriptions in electronic, microform, and print formats. The collecting focus and retention schedule of magazines and newspapers depend on the individual title, regional and subject coverage, and the way in which the title supports UVM research and teaching. For some titles, the Library only collects or licenses current issues which are not retained for long-term research or preservation purposes. Other titles offer historical value and are collected and retained in print or microform formats, or purchased as part of an electronic archive.

The Library maintains subscriptions to a small selection of major foreign newspapers which are representative of their countries and regions and support UVM curriculum. This policy does not include Vermont newspapers.

### *Evaluation of Electronic Magazine & Newspaper Subscriptions*

Magazines and newspapers are used differently in the research process and can be considered primary sources. For this reason, the Library considers similar factors for magazine and newspaper renewals as journal subscriptions, but applies greater flexibility.

### *Print Periodical Collection*

Bailey/Howe Library maintains a small collection of active print periodical subscriptions which provide access to scholarly communication across disciplines that is not otherwise available for electronic subscription. The print periodical collection also provides access to recreational titles which focus on current events and subjects of popular interest. These titles promote cultural awareness and select titles are retained for future historical research. The Library's preferred format for periodicals is electronic for ease of access and use. When periodical titles do become available for electronic subscription, the Library converts its print subscriptions to electronic subscriptions. Periodical titles which present ongoing and lasting value for UVM research and teaching are retained in print or preserved on microfilm.

Print periodicals are evaluated for renewal on a project basis. The following factors are considered when evaluating print periodical renewals:

- Purpose of the title: scholarly literature or current interest
- Ongoing value to research and teaching
- Electronic availability in JSTOR and library databases
- Bibliographic accessibility
- Usage (as determined by usage projects)
- Number of WorldCat holdings (accessibility via Interlibrary Loan)
- External evidence and journal rankings

### *Microforms*

Although electronic format is the preferred format for serials, the Library maintains subscriptions to microform for titles that are deemed valuable for historical research and preservation when perpetual electronic access is not available or is available at a cost-prohibitive price. Microform is a sustainable option for periodical preservation as it requires less space and is often available at a cost lower than print or electronic subscription. The Library is not actively selecting new titles for microform subscription.

### *Deselection of Print Periodicals and Microforms*

Bound print periodical volumes and microforms are retained and stored in Bailey/Howe Library and remote storage. Physical holdings may be withdrawn from the collection if the Library has access to a stable electronic archive which duplicates print and/or microform holdings in their entirety. The Library's preferred format for periodicals is electronic so in cases of duplication across format, physical holdings are withdrawn.

Stable electronic archives include JSTOR and archives purchased from publishers with guaranteed perpetual access. Bailey/Howe journal holdings which are also included in JSTOR are not generally retained by the Library. Print journals are retained under the following circumstances: those which are selected for retention by faculty, and those with significant amounts of image and graphical content.

Physical volumes may also be withdrawn if the Library owns a partial run of a publication or if the Library's holdings have significant gaps in coverage. In this case, periodical titles will only be withdrawn if the title does not have current relevance to UVM research and teaching.

When the Library plans to withdraw print and microform volumes from the collection, subject liaison librarians and faculty in affected disciplines are notified and given the opportunity to recommend the Library retain its physical holdings for research or pedagogical purposes. Withdrawn volumes are offered for donation to another library, repository, or organization such as the Center for Research Libraries, National Library of Medicine, or Linda Hall Library.

## **Databases and Other Non-Journal Electronic Resources**

### *Selection*

The Library considers new electronic resource subscriptions in response to faculty or subject liaison librarian requests. New subscriptions follow the "New Subscription Policy" which is located above in the "General Selection Guidelines" section (p. 1).

### *Evaluation*

The Bailey/Howe Collections Team evaluates subscription renewals for electronic resources. The Team uses the "Electronic Resources Renewal Scorecard" to make renewal decisions (Appendix B) and considers the following factors:

- Information need
- Content and scope
- Subject liaison ranking
- Usage statistics

The Collections Team meets in the months preceding the new fiscal year and evaluates renewals according to broad subject categories and resource types. Decisions for renewals are completed by the start of the fiscal year. Subject liaisons and faculty are consulted when resources fall below the renewal threshold as described in the "Electronic Resources Renewal Scorecard" (Appendix B).

## Data Sources and Datasets

Bailey/Howe licenses several data sources and databases of data collections. These resources are selected and evaluated using the same process and criteria as databases and other non-journal electronic resources (described in the above section).

Bailey/Howe does not routinely purchase datasets or actively develop a data collection, but will purchase or license datasets in response to UVM faculty, student, and staff requests. For datasets to be considered for acquisition, they must meet the following criteria:

- Datasets must be available for institutional license (if subscription-based) and accessible to the entire campus
- Data must be compatible with one or more common statistical software packages: GraphPad Prism, JMP, Microsoft Excel, Minitab, S+ / R, SAS, SPSS, and/or Stata
- The data must support UVM curriculum and/or research
- The data must be unique, and not available in an existing library resource or stable, free online source

Before submitting a request, faculty and students are strongly encouraged to consult with their subject liaison librarian and the Science and Data Librarian.

The Science and Data Librarian, Collection Development Librarian, and the appropriate subject liaison librarian(s) review all dataset requests using the above listed criteria. Requests which exceed a specified dollar amount will be reviewed by the Bailey/Howe Collections Team. In the case of subscription access, Bailey/Howe will license a dataset for one year and then reevaluate the ongoing need for access after one year.

Requests to mine text and data from licensed third-party content are subject to Bailey/Howe's license agreements with content providers. In these situations, the Acquisitions and Electronic Resources Librarian will also review requests to determine if text and data mining is permissible according to the license agreement and any potential fees associated with mining licensed content.

University of Vermont Libraries  
 Bailey/Howe Library Main Collection  
 Collection Development Policy  
 Appendix A

## BAILEY/HOWE COLLECTIONS TEAM

### NEW RESOURCE REQUEST EVALUATION SCORECARD

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#### NEW RESOURCE REQUEST EVALUATION:

Throughout the fiscal year, the Bailey/Howe Collections Team gathers requests from the campus community for new resources. The Collections Team evaluates requests for new subscription resources, including databases, journals, and streaming media, as well as resources with a one-time cost that exceeds \$500.00. Collections Team members use the following scorecard to evaluate requests, make a decision to acquire or not acquire the requested resource, and prioritize resources slated for acquisition.

#### NEW RESOURCE REQUEST EVALUATION SCORECARD:

Each requested resource is evaluated according to the following criteria:

1. Information need
2. Content and scope
3. Perceived future use
4. Trial results and usability
5. Technical specifications
6. External evidence
7. Access and pricing
8. Accessibility

Resources with a score above 75 may be acquired. Resources with a score below this number will not be acquired. Evaluation of requests will only be postponed for situations in which more information is needed for decision-making. Resources that the Collections Team decided to acquire will be prioritized according to score. As funds become available, resources will be acquired according to their score.

#### RESOURCE TITLE:

EVALUATION CRITERIA	POINTS	FACTOR	FINAL SCORE	MAX. POINTS POSSIBLE	NOTES
Information need		x 5		25	
Content and subject coverage		x 5		25	
Perceived future use		x 3		15	
Trial results and usability		x 3		15	
Technical specifications		x 2		8	

External evidence		x 1		5	
Access and pricing		x 3		17	
Accessibility		x 1		5	
TOTAL SCORE:     / 100					

N.B.: Perceived future use applies only to requests for journal subscriptions. Trial results and usability applies to requests for databases and reference materials. Each request will only be evaluated by one of these criteria. For the unused criteria, indicate "N/A."

### EVALUATION CRITERIA:

#### 1. INFORMATION NEED

This criterion addresses if and how the requested resource will address an unfilled information need. The Collections Team only considers resources with specific and demonstrated value to research and teaching.

Requests with a strong case for information need will point to specific research or teaching examples which relate directly to the resource. Resources with the potential to benefit more than one faculty member or academic department will receive a higher score. The librarian liaison and/or requestor will be a useful source of information to help with this determination and faculty are encouraged to consult with departmental colleagues to build consensus around resource needs.

Requests without indication or with vague indication of research or teaching information need will receive a lower score in this area, and an overall lower chance of being acquired.

#### *Where to find this information?*

The following fields in the Collections Team's list of requested resources (SharePoint) contain information relevant to this criteria:

- Why is this resource needed?
- Comments from Requestor
- Comments from Liaison



## Scoring Rubric:

4 Points	3 Points	2 Points	1 Point
The resource clearly will support research or teaching occurring in a new academic program on campus <i>or</i> supports multiple existing academic programs or departments.	The resource is clearly connected to a particular academic program(s) or research initiative happening on campus. The resource supports UVM research and/or teaching.	The resource is connected to an academic program, but not absolutely critical to research or teaching in that area.	The resource does not support UVM research and/or teaching. It may be relevant to an academic program but faculty are not using the resource.
Requests received from more than one faculty member (or better still, more than one academic department) will receive one additional point.			

## 2. CONTENT AND SCOPE

The Bailey/Howe Library seeks to acquire new content that is not otherwise represented in the collection and does not overlap with existing library resources or stable Open Access resources.

Requests for resources with entirely unique content will receive the highest score. Generally speaking, resources with minimal overlap will receive a lower score. Resources with a large amount of content overlap or for which the UVM Libraries already own comparable content will receive the lowest score.

*Where to find this information?*

The following fields in the Collections Team's list of requested resources (SharePoint) contain information relevant to this criteria:

- Current or Previous Access? Indexing?

## Scoring Rubric:

5 Points	4 Points	3 Points	2 Points	1 Point
The information contained in this resource is entirely unique and cannot be found elsewhere.	A small degree of overlap exists with this resource and another resource in the collection or stable Open Access resource. The resource has value-added features which are meaningful to users.	A portion of this resource's content or indexing is available elsewhere. The resource offers additional features which are helpful to users.	A good deal of the content and indexing overlaps with another resource and value-added features are minimal.	Faculty and students could find the same information in another resource or a stable Open Access source.

## 3. PERCEIVED FUTURE USE

This criterion applies directly to requests for new journal subscriptions, but not other resource types. Interlibrary Loan statistics and the number of "denials" tracked by journal publishers should be investigated and used to make this determination.

Journals with a high number of ILL requests or denials will be scored the highest in this area, however, Collections Team members consider a variety of factors which impact data and the ability to predict future use including:

- Size of the audience
- Newness of journal or academic or research interest on campus
- Article sharing between colleagues at different institutions
- Indexing and availability of content across platforms

Journals can score between zero and five points in this area.

*Where to find this information?*

The following fields in the Collections Team's list of requested resources (SharePoint) contain information relevant to this criteria:

- ILL or Turnaway Data (eJournal requests only)

#### 4. USABILITY

This criterion applies to databases and reference materials for which the library can request a trial, but not journals. This criterion is also applicable for requests for new editions or versions of electronic content to which the library already subscribes or has purchased.

Please see the Usability Scorecard for scoring guidelines.

#### 5. TECHNICAL SPECIFICATIONS

The following list of technical specifications are highly important to the Bailey/Howe Library and should be scored as follows:

TECH SPEC	YES	NO
Is the resource indexed in the Primo Central Index or eligible for "alternative coverage?"		
Is the interface mobile – friendly?		
Are <i>free</i> MARC records available for download?		
Is anonymous searching available? Users do not need to create an account or profile to search and access information.		

All specifications are affirmative: Assign a score of 4

Three out of four specifications are affirmative: Assign a score of 3

Two or fewer specifications are affirmative: Assign a score of 0

#### 6. EXTERNAL EVIDENCE

This criterion rewards resources that are highly regarded in their field or recognized with reviews.

Resources that have received a strong recommendation from CHOICE, granted a high impact factor or SCImago Ranking, or received another compelling positive review will be awarded a score of 5. In the absence of a positive external review, the resource will be awarded zero points.

*Where to find this information?*

The following fields in the Collections Team's list of requested resources (SharePoint) contain information relevant to this criteria:

- External Review or Evidence

## 7. ACCESS AND PRICING

This criteria rewards resources with affordable and flexible business models. Resources will be scored as follows:

- Resources with a one-time cost should receive a score of 5.
- Resources with a one-time cost plus annual fee should receive a score of 4.
- Resources with a demand-driven, access-based, or similar just-in-time model should receive a score of 5.
- Electronic resources which will replace print volumes and thereby create space in library stacks should receive a score of 5.
- Resources with affordable pricing for unlimited simultaneous use will receive a score of 5.

After scoring, resources which meet more than one criterion will receive an additional 2 points.

### *Where to find this information?*

The following fields in the Collections Team's list of requested resources (SharePoint) contain information relevant to this criteria:

- Current or Previous Access? Indexing?
- Subscription or One-time Purchase?

## 8. ACCESSIBILITY

This criteria rewards resources that are accessible to all users. Resources from vendors that include a Voluntary Product Accessibility Template (VPAT) in their license or make one available upon request will receive a score of 5. Resources from vendors that do not make a VPAT available will receive zero points.

## BAILEY / HOWE COLLECTIONS TEAM

### USABILITY SCORECARD

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#### RESOURCE TITLE:

Please rate the resource in the following areas:

1. Search:

Is a basic and advanced search available?	Yes	No
Are search limiters understandable and intuitive?	Yes	No
Is relevancy ranking clear?	Yes	No
Are search boxes easily identifiable?	Yes	No

2. Ease of Use:

How easily can users ....

Access abstracts or full text?	Very Easily	Easily	Not Easily
Download abstracts or full text?	Very Easily	Easily	Not Easily
Export citations to citation manager of choice?	Very Easily	Easily	Not Easily
Print, save and email results?	Very Easily	Easily	Not Easily

3. Interface and Navigation:

Would you describe the interface and navigation intuitive?	Yes, definitely!	Mostly	At times	Rarely	No, never!
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**SCORING:**

1. Search (Maximum points available: 2)

Resources with three or four affirmative responses: Score of 2

Resources with two affirmative responses: Score of 1

2. Ease of Use (Maximum points available: 2)

Resources with three or more "Very easily" responses: Score of 2

Resources with three or more "Easily" responses: Score of 1

3. Interface and Navigation (Maximum points available: 1)

Resources with response of either "Yes, definitely!" or "Mostly": Score of 1

**Total Usability Score:** \_\_\_\_\_

## BAILEY / HOWE COLLECTIONS TEAM

### ELECTRONIC RESOURCES RENEWAL SCORECARD

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#### ELECTRONIC RESOURCE RENEWAL PROCESS AND CRITERIA:

The Bailey / Howe Collections Team evaluates renewals for electronic resources, including databases and reference materials. The Team considers multiple factors when making renewal decisions, including support of current campus curriculum and research, feedback from liaisons, and usage statistics. Team members use the following scorecard to evaluate resources and make informed decisions to renew or cancel subscriptions. Assessments are based on the following list of criteria:

1. Information Need
2. Content & Scope
3. Liaison Ranking
4. Usage Statistics

For continued support, resources must address a current information need and directly support research and/or teaching on campus. Resources which contain unique content or value-added features that cannot be found elsewhere in the collection will also take priority.

Liaisons are periodically asked to evaluate electronic resources in their subject areas and assign a ranking to each resource. In addition to the rankings, liaisons are also encouraged to share comments and feedback about each resource and describe how it supports UVM research and teaching.

Liaisons are asked to apply one of the following rankings to each resource:

Level 1: Resources are not essential to their discipline, contain information that can be accessed elsewhere, and pose a minimal impact to faculty.

Level 2: Resources are relevant to their discipline and useful to faculty and students. Alternative sources for discovery and access of information may exist.

Level 3: Resources are essential to their discipline and cancelling these resources would severely impact the research and teaching of our primary user community. Alternative sources do not exist for the information contained in these resources.

When Collections Team members have specific question about a resource or consider a resource a potential candidate for cancellation, the appropriate liaison(s) are contacted to request further information and insight into resource usage and relevance.

Usage statistics are another significant criteria used in the checklist and one that requires careful evaluation. Assigning specific usage benchmarks for renewal decision-making is challenging as many factors have the potential to impact usage, including:

- Type of resource and role in the research process
- Audience size, i.e. academic department or program
- Project COUNTER compliance
- Course scheduling, class research assignments, and faculty sabbaticals

When UVM Libraries are asked to demonstrate value, usage statistics play a critical role. With these factors in mind, the Collections Team aims to renew resources with consistent or increasing usage patterns and resources for which the annual cost to search or retrieve content is lower than the cost to acquire the same item using Interlibrary Loan. The annual cost to access or download an item is commonly referred to as the “cost-per-use” or “cost-per-download” and is calculated by dividing annual cost by annual usage.

#### **ELECTRONIC RESOURCE RENEWAL SCORECARD:**

The scorecard is a tool used by Collections Team members to ensure a consistent review process for each renewal.

Each resource is assigned a score using the scale below. Resources with a score of 80 or higher will be renewed. Resources which score between 75 and 79 points may be renewed for one year. Collection Team members in partnership with librarian liaisons will identify strategies to increase the resource’s score during that one year period. After one year, if the resource’s score does not increase to 80 or higher, the resource will be cancelled. Resources with a score below 74 will not be renewed. For those resources not renewed, the appropriate liaison(s) will be contacted by the Collection Development Librarian and the Electronic Resources/Acquisitions Librarian will contact the vendor or publisher and notify relevant library staff members.

### **ELECTRONIC RESOURCES RENEWAL SCORECARD**

Resource Title:

Acquisition Date:

Requested By:

Renewal Cost:

Request Date:

Renewal Date:

EVALUATION CRITERIA	POINTS	FACTOR	FINAL SCORE	MAX. POINTS POSSIBLE	NOTES
Information Need		x 10		30	
Content & Scope		x 6		30	



Liaison Ranking		x 5		20	
Usage Statistics		x 5		20	
Total Score:        / 100					

## EVALUATION CRITERIA

### 1. Information Need

Resources which score the highest in this area will directly support research or teaching on campus. These resources will be unique in that another resource cannot be used in its place.

Resources that no longer support an information need or for which the same information is available freely online or in another library resource will be scored much lower.

#### *Guiding Questions:*

- Does this resource fill a current research or teaching need on campus?
- Is this resource unique in that another library or stable Open Access resource does not meet campus information needs?

#### Scoring Rubric:

3 Points	2 Points	1 Point
The resource is clearly connected to a particular academic program(s) or research initiative happening on campus. The resource supports UVM research and/or teaching.	The resource is connected to an academic program, but not absolutely critical to research or teaching in that area.	The resource does not support UVM research and/or teaching. It may be relevant to an academic program but faculty are not using the resource.

### 2. Content & Scope

Resources which contain entirely unique sources of information, either full-text content or indexing, will be scored highly. Resources which contain information that overlaps with

available content will be given special consideration if the resource includes value-added features, such as data analysis or visualization.

*Guiding Questions:*

- Is the full-text content of this resource unique? Does no other library or stable Open Access resource provide full-text access to the same or comparable content?
- Is the indexing of this resource unique? Does no other library or stable Open Access resource index the same or similar content?
- If the content or indexing overlaps with another library or stable Open Access resource, does this resource include value-added features which significantly improve the research experience of users?

*Scoring Rubric:*

5 Points	4 Points	3 Points	2 Points	1 Point
The information contained in this resource is entirely unique and cannot be found elsewhere.	A small degree of overlap exists with this resource and another resource in the collection or stable OA resource. The resource has value-added features which are meaningful to users.	A portion of this resource's content or indexing is available elsewhere. The resource offers additional features which are helpful to users.	A good deal of the content and indexing overlaps with another resource and value-added features are minimal.	Faculty and students could find the same information in another resource or a stable OA source.

### 3. Liaison Rankings

Collections Team members take liaison feedback and rankings into serious consideration.

*Scoring Rubric:*

Resources assigned a Level 3 ranking will score 4 points.

Resources assigned a Level 2 ranking will score 2 points.

Resources assigned a Level 1 ranking will score 0 points.

#### 4. Usage Statistics

The Collections Team will consider the factors influencing usage described in the introduction, but this criterion is intended to recognize resources with high usage as appropriate for the resource type and audience. Resources with demonstrated consistent or increasing usage will receive the highest score.

##### *Guiding Questions:*

- Has usage for this resource remained the same or increased in recent years?
- For full-text article databases and journal packages in particular, is the annual cost to download an article comparable or below the cost to acquire an article via Interlibrary Loan? (On average, an article costs \$30.00 to Interlibrary Loan).

##### Scoring Rubric:

	4 Points	3 Points	2 Points	1 Point
Full-text article databases or journal packages:	The cost-per-use is significantly below \$30.00.	The cost-per-use is below \$30.00.	The cost-per-use is near \$30.00.	The cost-per-use is above \$30.00.
For all other resource types:	Usage has increased in recent years.	Usage has remained consistent in recent years.	Usage has decreased in recent years.	Usage has been consistently low, considering the resource type and audience.