



E-content Collection Development Guidelines

Prepared by the Ad Hoc Committee for E-content Collection Development
Adopted by the UHLS Director's Association 7/6/12

- 1) Introduction - These guidelines are based on the following principles that were adopted by the UHLS Director's Association on 12/2/11:

The e-content collection of UHLS is a communal collection so every library is obligated to contribute to its development.

E-content will be purchased for all segments of the UHLS community based on patron demand.

- 2) Member Library Contribution to the E-content Collection - The minimum contribution chart (see attached) is based on the following formula (as adopted by the UHLS Director's Association on 12/2/11):
 - a) The total amount of the member library contributions for each year should be equal to the total e-content budget in that year's Central Library Budget.
 - b) The contribution for each member library will be based on the % of total e-content circulation in all UHLS libraries (less UHLAN cardholders) in the last calendar year.
- 3) Coordinated Collection Development - All UHLS libraries have a responsibility to contribute to the growth of the e-content collection. This collection is a communal collection that can be shared by all UHLS library users, making the responsibility for collection development a shared one among the member libraries. UHLS will provide advice and support to member libraries in making e-content purchases and will be available for individual consultations with member libraries on how to best direct their e-content materials purchases.
- 4) Central Library Responsibility - Albany Public Library will use NYS Central Library Aid to purchase both fiction and non-fiction e-content for the UHLS collection as specified by the current approved UHLS Central Library Budget. For popular fiction the Central Library will adopt a standard request to copy ratio for adding additional copies using Central Library funds, but will also be prepared to exceed that ratio to respond to the unanticipated "hot title". The Central Library will purchase e-content non-fiction material using the portion of the Central Book Aid allotted to e-content. The Central Library should also take advantage of Overdrive's automatic lists (NYT BS, Most Popular lists from Overdrive, etc.). UHLAN cardholder purchase recommendations will be forwarded to

the Central Library for review and action. The Central Library will provide collection development statistics as part of the regular e-content collection reporting protocol.

- 5) UHLS Reporting Requirements - All UHLS member libraries have access to the Overdrive use and collection statistics and should be regularly monitoring them as part of their collection development process. In addition to providing ongoing general support to the member libraries in the use of the Overdrive statistical reporting tools, on a quarterly basis UHLS will create and distribute to all member libraries a report on the “current state of the UHLS e-content collection.” This report will include, but not be limited to key use and collection statistics such as holdings/circulation ratios for subject areas, member library ordering report, central Library ordering report, etc.
- 6) Collection Development Strategies for E-content Collections -
- ***Try to have at least one title on topic that is actually available. To start with this might just mean for example at least one useful book on child development.***
 - ***We should try to get key works for each area – we won’t be able to get many of the listed works but try to get representative ones.***
 - ***No ready reference in the e-content collections.***
 - ***Avoid purchases in areas where the information changes rapidly (computers, medicine, health, etc.).***
 - ***Check the collection before you order something to avoid duplicate copies of titles.***
 - ***In non-fiction selection concentrate on narrative non-fiction.***
 - ***Always focus on adding new content to the collection to continue to expand the choices for users of e-content.***

- 7) Establishment of an E-content Advisory Council for UHLS - The Ad Hoc Committee recommends that the UHLS Director’s Association establish a permanent advisory council for e-content. The advisory council would meet regularly to discuss ongoing issues, changes in the e-content environment, and questions related the UHLS e-content collection. The council would make recommendations to the System and the Director’s Association as appropriate. The recommended composition of the committee is:

7 members: UHLS Liaison - Appointed by UHLS
 1 Central Library representative - Appointed by APL
 1 Large Library representative (not APL) - elected by DA
 2 medium Library representatives (service pop. 7,000-23,999) - elected by DA
 2 small Library representatives (service pop. 6,999 or less) - elected by DA

The members will be elected for 2 year terms with 3 of the 5 initial elected members serving 1 year terms (chosen by lot) to establish membership turnover.

The council would meet at least quarterly and each representative would be responsible for representing all of the member libraries in their constituent group and all of the user populations (adult youth, outreach, etc.).

E-Content minimum contribution chart - 2012

E-content contribution based on % of e-content total circulation 1/1/2011 - 12/31/2011

Library	e-content total circulation 11/10 - 11/11	% of total e-content circulation	e-content contribution
Albany	11,711	21.85%	\$17,021
Altamont	413	0.77%	\$600
Berlin	173	0.32%	\$251
Berne	227	0.42%	\$330
Bethlehem	8,924	16.65%	\$12,971
Brunswick	628	1.17%	\$913
Castleton	303	0.57%	\$440
Cohoes	448	0.84%	\$651
East Greenbush	4,874	9.09%	\$7,084
Grafton	130	0.24%	\$189
Guilderland	6,387	11.92%	\$9,283
Hoosick Falls	93	0.17%	\$135
Menands	169	0.32%	\$246
Nassau	222	0.41%	\$323
North Greenbush	494	0.92%	\$718
Petersburgh	271	0.51%	\$394
Poestenkill	523	0.98%	\$760
RCS	1,112	2.07%	\$1,616
Rensselaer	234	0.44%	\$340
Rensselaerville	495	0.92%	\$719
Sand Lake	791	1.48%	\$1,150
Schaghticoke	60	0.11%	\$87
Stephentown	192	0.36%	\$279
Troy	2,647	4.94%	\$3,847
Valley Falls	63	0.12%	\$92
Voorheesville	1,538	2.87%	\$2,235
Watervliet	455	0.85%	\$661
Westerlo	239	0.45%	\$347
W.K. Sanford	9,776	18.24%	\$14,209

Total 53,592 100.00% **\$77,893** **

**** Total 2012 CLDA \$ for e-content - matching member library expenditure**

Based on a formula approved by the UHLS Directors Association 12/2/11