

COLLECTION MANAGEMENT: Electronic Journals

Components of collection management include: **budgeting, collection development, collection evaluation, deselection, collection preservation**, and the development of guidelines and procedures related to these activities.

The University Librarian is responsible for managing the collection in collaboration with the librarians.

Kwantlen Polytechnic University Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in [Standards for Libraries in Higher Education](#).

In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

E-Journals

Kwantlen Polytechnic University Library is committed to providing an effective combination of print and electronic resources and the integration of the use of these resources in support of teaching, learning and research at the University. Electronic resources, unlike the traditional print material, pose challenges such as access, interface, technical support, licensing and archiving. These guidelines intend to address these issues as related to electronic journals.

E-journals available only via aggregated databases (e.g. Academic Source Premier), will not normally be considered as part of this process because of their instability, embargo limitations and possible lack of access to archival copies once a subscription is cancelled.

The serials librarian coordinates the selection, acquisition, and management of electronic journals, as well as the allocation and management of the budget for e-journals subscriptions. The electronic resources librarians are responsible for the negotiation and management of licenses and contracts.

The Library provides access to licensed electronic journals via the Library website. Some aspects of online subscriptions are out of the Library's control, and those should be recognized as such. The examples are as follows:

- serials may change publishers
- publishers often come up with new models of pricing structures

Content

- Electronic access should include the complete articles, chapters or essays with accompanying graphics images, charts, tables, references, and text plus an official citation (i.e. print and electronic versions should have equivalent content)
- All of the journal's articles should be provided and issued no later than the paper version.
- The characteristics and usage of each print title should be considered when deciding on e-only access. For example, some titles because of format and/or usage may lend themselves better to being browsed in print (e.g. art, interior design, or fashion magazines).

Access

- Ideally, e-journals should be available for remote access. Standalone CD-ROMs and dedicated workstations that require in-library use are generally discouraged.
- Institutional license should allow networked access via Internet Protocol (IP) Recognition (multi-campus wide IP access. Username and password authentication should be used only as a second choice.
- The preference is to subscribe to journals available via Electronic Journal Service (EJS). Access to titles directly at publishers' websites will be considered only if not available via EJS.
- Online content should be available before or no later than publication of the print version.
- Many publishers provide all available past years of online content with an online subscription, but a number of them provide only partial access. For more details, see "ARCHIVING" below.

Stability

- There must be a reasonable guarantee of the stability and reliability of our access to the electronic journal.
- Frequency of technical problems and the provider response for technical assistance should be considered

- Users should be notified of anticipated server maintenance and downtime.
- Each journal should have a unique, durable URL providing access to the publication.
- Customer and technical support should be timely, accurate and professional.

Licensing

- Electronic journals are typically licensed rather than purchased outright. It is important for selectors to review licensing terms, particularly those defining content and access to the e-journal.
- Licensing terms typically vary, and range from Basic (Standard) to Premium (Enhanced). Basic subscriptions provide minimal access to e-journals, usually one-year's worth of journals, with limited viewing, downloading or printing capabilities. Premium subscription ensures access to the entire available e-access. Some publishers offer a rolling wall of access, thus providing access to the most recent years. If this is the case, the Library will find out if the publisher plans to make back files available for purchase and at what cost
- The license should permit use of all information for educational purposes by the library and authorized users. 'Authorized users' should be defined as broadly as possible. Faculty members, students and employees, as well as on-site users should be included as authorized users. Kwantlen Polytechnic University Library preferred licensing agreement would include:
 - simultaneous users access
 - viewing, downloading, printing of content allowed
 - interlibrary loan privileges
 - electronic reserve
 - course packs
 - access in a multi-campus environment

Archiving

- Ensuring provision for continuing access to licensed publications is one of the major concerns when deciding on e-journal subscriptions. One criterion in determining the adequacy of an electronic version of a journal is the need to maintain archival access. It is worth noting that archival systems typically focus on preservation of content, but vary widely in the commitment to long term access. A handful of systems ensure ongoing archival access after subscription has ceased. More commonly, archive access persists only as long as payment is maintained. In planning for future access to electronic journals it is wisest to anticipate that access will continue only as long as the

subscription is maintained. E-journal licenses should provide for permanent access to the content purchased under the subscription.

- Purchase or leasing of digital information should include provisions for perpetual access to that information. E.g. the Library should continue to have access to the data if the subscription is cancelled, publication ceases, content is sold to a different publisher, or the technological platform changes.
- Preferable form for e-journal archiving is online, and not CD-ROM format.