

NORTHERN ILLINOIS UNIVERSITY LIBRARIES PROCEDURES: Electronic Formats Collection Development
EFFECTIVE: 8/3/93
REVISION DATES: 2/4/94; 11/12/96; 11/99; 3/07

1. This procedure is intended to set forth protocol for the selection and acquisition of electronic resources, here defined as all literature maintained in digital format. Examples of electronic resources include e-journals, e-books, databases, websites and – on special occasion – cd-rom formats.
2. Northern Illinois University Libraries work collaboratively with faculty, students and staff in furnishing the broadest possible access to licensed electronic resources. Digital products will be evaluated on the quality and depth of their content. Like all other materials electronic resources must meet the requirements of the University Libraries collection development policies and guidelines.
3. In acquiring electronic resources consideration must be given to the equipment and support required to maintain the product. Digital products that can only be maintained locally – such as cd-roms and tape drives – are discouraged, and will only be considered when the information is unavailable in any other format.
4. Subject specific electronic resources should be vetted through the relevant subject specialist. In turn the subject specialist must submit requests through the Associate Dean for Collections and Technical Services. All members of the library community are encouraged to identify new electronic resources. Requests and reviews of resources should be as wide as possible, and ideally incorporate input from faculty, students and staff.
5. The Acquisitions Department and the Associate Dean for Collections and Technical Services will serve as the official contact with all vendors for placing orders and negotiating license agreements. Librarians or faculty requesting information on pricing should contact these persons. In most cases databases involve an annual subscription and are taken from general library funds. However, individual electronic journals, and in certain instances cd's that involve a one-time purchase, are charged to individual disciplines.
6. The University Libraries's maintain strict compliance with U.S. copyright law and NIU software policy. Purchase of materials in electronic format may require that the library enter into a license agreement with the producer. Such agreements may be reviewed, if appropriate, by pertinent university bodies (e.g., legal counsel) prior to purchase.