# STUDY ON COLLECTION DEVELOPMENT POLICIES FOR ELECTRONIC RESOURCES

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## ABSTRACT

*There are many possibilities and problems for those working in libraries as a result of information technology and the internet. The majority of libraries participate in resource sharing in various ways as a result of information technology. Users of libraries across the globe rely heavily on the electronic resources to which they have subscriptions. Electronic resources provide a variety of characteristics that enable convenient access to desired information anywhere in the globe, regardless of time or place. Libraries participate in the subscription of electronic resources from different publishers, aggregators, consortia, etc., which complicates the growth of the collection. To ensure the smooth operation of the library and aid in the growth of the e-resource collection, libraries should have a collection development policy. The fundamental idea of e-resources, the many types of e-resources, collection development, collection development policy, etc. are all covered in this essay.*

**Keywords:** *Electronic Books, Electronic Journal and Collection.*

## 1. INTRODUCTION

Any company may benefit from having access to information. We generally understand that a library is referred to be an information hub where we may find both historical and contemporary materials. Since the introduction of ICT, information has increased daily in a variety of forms and formats, particularly versions. At first, the library exclusively purchased printed materials, but today's users and needs are changing at the same time. In addition to employing print resources for their study projects or to get any desired information, students have completely altered their ways of thinking. They want immediate access to the information they want. Instead of wasting their time looking for the pertinent information, information seekers prefer to make the most of their limited time. They look for an electronic version of the document that is hassle-free, simple to use, and takes less time since they don't want to spend a lot of time looking through books or other print resources.

As a result, the library has changed its strategy of exclusively purchasing print items and is instead focusing on content to better serve its patrons. We must obtain the resources in accordance with user requests; however, the information must be useful and trustworthy. Currently, libraries spend a significant amount of money on electronic materials. Therefore, the library must adhere to a set of rules for the production of electronic resources. Libraries and information centres have recently accumulated a significant number of electronic resources, including electronic books, CD-ROM databases, and electronic databases and journals. The way that papers are now acquired has changed. For libraries, acquiring print documents is not a particularly challenging process, but when working with electronic resources, the collection development strategy is completely different.

### 1.1 Collection Development

The word "collection" refers to the pertinent recorded information that has been gathered for use by the library and is presented in the form as books, journals, reports, microfilm, cassettes, floppy discs, etc. One highly intelligent duty for libraries is collection development. The words "collection development" and "selection" are used interchangeably. However, the word "collection development" is more inclusive since it covers more than simply acquisition and selection. Choosing and acquiring documented information may sometimes be necessary while building a collection.

The process of developing a collection is continual, and libraries take great effort to choose the right items to allow their users to apply their expertise. The users of the library should have access to a wide variety of items to satisfy their informational, educational, social, and cultural requirements. The demands of the various user categories at the library vary, and the library chooses the right items based on their requirements.

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Therefore, we may conclude that collection development is a highly delicate undertaking for libraries. Each library aspires to develop a strong collection for its patrons. Reliable collection is required. As is common knowledge, libraries are living, breathing organisms that continue to expand every day. Print materials have been used by libraries continuously from the beginning. They acquire policy and procedure and are acquainted with the printed information. However, E resources are still in flux.

## 1.2 What Is the Policy for Collection Development?

Collection development policies, according to the American Library Association, are documents that specify the extent of a library's current holdings, make plans for the ongoing development of resources, identify collection strengths, and describe the relationship between the institution's goals, general selection criteria, and intellectual freedom. Print materials have been used by libraries continuously from the beginning. They acquire policy and procedure and are acquainted with the printed information. However, E resources are still in flux. A powerful feature for collection development is the collection development policy. It outlines the purchasing process and directs personnel in material selection. It establishes the collection's boundaries and a plan for the creation of library resources. The collection development policy outlines the standards and principles that the library will follow when deciding whether to consider or buy electronic materials. Its main emphasis is on paid-for internet materials.

## 1.3 Policy on Collection Development's Purpose

It provides a robust reference library that underpins a comprehensive and in-depth information services. To satisfy the wide range of preferences, reading abilities, languages, and interests of users, a large selection of circulating non-print resources is chosen. It seeks to provide a thorough assortment of items related to academic research and technically complex or specialised content. The employees of the library technical division are guided by the collection development policies. Its provisions are not all-inclusive, and not each item that is being examined for purchase will precisely be covered or barred by the policy. Instead of listing the previous collections based on an individual's ability, knowledge, common sense, or intuition, the policy is an encompassing declaration of goals. These traits are complemented by the collection development policy.

It is intended to educate employees, suppliers, and users about the guiding principles behind the acquisition of the collections, raise awareness of the goals, and serve as the foundation for any future improvements and alterations that may be necessary due to changing conditions.

i) It serves as a guide for acquiring materials for the library.
ii) Inform customers and other libraries about the collection's nature and extent.
iii) Describe the scope and nature of the collection to patrons and other libraries.
iv) It promotes continuity and dialogue among the collection development professionals.
v) Establish the guidelines and standards for managing the library's electronic resources and content.
vi) A methodical approach to selection and budget allocation will optimise coverage, reduce gaps, and prevent needless duplication.

## 1.4 Use E-Resources

Materials that need computer access, whether via a personal computer, mainframe, or portable mobile device, are referred to as "electronic resources." They may either be accessible locally or remotely over the Internet. Instead, then being led by personnel, the user feels comfortable accessing the information on their own. Electronic resources there in library that are subscribed may save a lot of space. For instance, even if access to all of them is provided through electronic resources, it is not feasible for libraries to subscribe to thousands of magazines or newspapers.

a. **Accessible:** Although any computer on the campus or a user identification ID may be needed, it is simple to access.
b. **Easy to search**- Electronic documents are easy to search, and the web and other indexing abstracting databases make it easy to find them. So that users can search for the documents they need by keyword or any other way. Users can search multiple e-resources at the same time, so they don't have to go to each article or search one by one. With just one click, they can find the result

they want.

c. **Fast-publishing-** Compared to printed documents, E documents are very quick. The E version of a document comes out before the Print version**.**

d. **Stable and** in informative **links**- It has consistent URLs for each article. Utilizing the hypertext style is recommended since it offers additional features like email alerts as well as other info like writer bios and articles produced by the same author.

e. **Economical**- It is economical in terms of distribution costs and additional expenditures incurred by new features.

f. **Mobility & Flexibility-** It is incredibly simple to use and offers a lot of adaptability. It is simple to email, export, and save the document. It is able to access the contents of the papers around the clock. Electronic journals underwent rapid development. They are not bound to a particular format, printer, or distribution network in any way.

## 1.5 Types of Electronic Resources

Since the development of information technology, there are a lot of electronic resources on the market.

a. **E-journal**- There are several publishers that provide electronic journals to libraries. Any academic library should have access to electronic journals. Online journals, electronic publishing, and electronic serials are terms often used to describe e journals. The library planned to buy the publications that its customers would need and had a high impact factor.

b. **Electronic Books**: An e-Book, as we all know, is a print book that has been converted into an electronic format that can be read on a computer or with an eBook reader. We have discovered a range of e-books online, some of which are open-access, available for free or with some nominal cost. E-books should be purchased after serious consideration of the product and thorough reading of the publisher's terms and conditions.

c. **Electronic Databases**: The libraries must purchase databases for its users in order to meet their needs. Numerous databases may be accessed, including CD-ROM, Full-Text, Indexing, and Abstracting databases. The library has the entire right to test the product before spending any money on the database.

d. **Criteria of Selection:** The information centres and libraries are expected to build up a robust and extensive collection. They choose resources while taking into consideration user demands and wants, therefore content is an important factor while choosing items for the library. However, while using an electronic resource, we must pay attention to factors like quality, cost, tech assistance, access, format, and license.

## 1.6 E-Resource Content and Coverage

Any library's main goal is to provide accurate, relevant information to its patrons. When a library plans to purchase electronic resources for its users, it must first assess the resources' coverage. The information provided must be accurate, true, and tailored to the requirements of the users. The coverage ought to be enough for the users. The need for the information must be significant. It must provide accurate, up-to-date, and current information.

### a) Accessibility of E-Resource

Accessibility is one of the key components of collection building since it determines how users may access whatever materials the library obtains. Before choosing an electronic resource, the library will explore a variety of access ways.

i) Access is possible via the library's website.
ii) authentication using a user ID.
iii) web-based delivery.
iv) Does the vendor provide online access to its products?

### b) Easy to Use and Accesses

Whatever materials the library purchases must be user-friendly, which means they must have a format that makes it simple to navigate and obtain information. The library always favours materials that:

i) The database should provide the ability to store, download, print, and email the articles.

ii)   The database should offer the ability to refine and easily retrieve search results.

iii)  The database needs to include tutorials and on-screen support.

a)  **Cost**- When choosing resources, one of the crucial considerations is cost. The libraries do a quick analysis of the product before subscribing and attempt to bargain with the publisher. Avoid duplication of the product. If libraries already own print copies of the books, they shouldn't purchase the e-version unless there is a significant upgrade (such as a bibliographic database that has been upgraded with full text).

b)  **Vendor**- Vendor ought to be a reputable, well-known business that offers pleasing goods and services. He is prepared to support any condition that a Library has in order to subscribe to the good. It must respond to client inquiries promptly and offer technical assistance for the library. The vendor is required to provide training courses to library patrons and employees. User statics of the instantly accessible to the libraries should be provided by the vendor. The vendor must provide the library with any necessary bibliographic entries or other information. The documentation must be concise and easy to understand. When modifying the platform and content, the vendor must be informed in advance.

c)  **Requirement of Technical Support**- The vendor must provide the library complete technical support. The selecting procedure should give it top priority. Product needs to work with the library's current hardware. The vendor has to provide system management access to the library for the local modifications. If the library product can access the materials online, they must work with a regular web browser.

d)  **Characteristic of Licence agreement-**The licencing agreement must to be simple to understand and analyse the technical terms. Another significant factor that influences the selection criterion for electronic resources is the conditions of the licence. The crucial element of licencing is:

i) Uninterrupted access to resources, user-friendliness, and more journals per unit of time

ii) The database should provide for complete access, including printing, downloading, and sharing.

iii) The database should allow for usage of the E-resource by all library users.

iv) The vendor should use the broadest definition of "Authorized Sites" feasible.

v) Users or access points must adhere to reasonable limits.

e)  **Duplicate Material** We are familiar with both the value and the expense of the resource. When we choose an electronic resource, we must thus ensure that it is not a duplicate of an existing resource.

f)  **Choosing the e-Resources**- An analysis of the digital materials available The library should conduct an in-depth analysis of each resource it adds to its collection. The technologies evolve on a daily basis, and new tools are always being developed that include improved versions of previously available ones. Therefore, the library constantly updates and reviews the resources on a regular basis to verify that the materials that we currently own are still relevant and that the number of people using the database is either increasing or decreasing.

## 2. ELECTRONIC RESOURCES REVIEW AND CANCELLATION

The task of the acquisition process is the review of electronic resources. It is crucial that libraries regularly check their electronic resources to make sure that they are still relevant and provide demonstrable value for the money. This is particularly important in light of the rapidly evolving nature of technology, the development of new offerings from content providers in aspects of the costs and packaging of content, and the continued pressure that is placed on library budgets. Electronic resources are subjected to a review and revaluation prior to their time for renewal. If we discover any deficiencies, a resource may be removed from the collection under the following circumstances:

The user's research requirements are no longer supported by the resource. The resource is no longer accessible or maintained. The resource is no longer accessible.

➢  There is no longer any reason to trust or make use of the resource.

➢  The resource imbricates or duplicates content that may be found in another resource that offers a

more comprehensive treatment of the topic.

➢ The accessibility of information presented in a manner that is more appropriate.
➢ According to the data on use, the amount of interest is going down.
➢ The cost is not proportional to the amount used.
➢ The product that is currently available is either not in excellent shape or damaged.
➢ The budget will determine whether certain goods are cancelled.

## 3. CONCLUSION

Because developing a collection is an ongoing activity at any company, we need to scrutinise the usefulness of the item as well as the expenses associated with the subscription very thoroughly. It has been advised that the acquisition of new things should not take place until after the approval of the library officer and appropriate faculty of the organisation in order to avoid the duplication of existing materials. According to the research presented above, collection development policy provides a direction for library employees to follow when determining whether an item is worthy of shelving or not. Because e-documents are so much more cost efficient these days, choosing appropriate e-resources for the libraries is an extremely important responsibility.

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