Acquisition Policy of Electronic Resources

1. **Selection criteria**
The Library acquires electronic resources to support instruction, research, and study needs of the PolyU community.
Appropriate purchase decisions balancing individual and institutional needs will be made.
The materials have to be of appropriate scope, content, depth, and quality; the content must be timely; be bibliographically accessible; and in the appropriate language, etc.
The Library will accept Faculty's recommendations as long as it is technically feasible to make the titles available to a variety of users. The titles should be affordable, comply with local legal regulations, published by authoritative entities or bodies with reasonably good standing. They should be relevant to PolyU curricula and the use of them will benefit users taking relevant courses. Priority will be given to electronic resources that offer substantial added value over print equivalents.

2. **Selection responsibilities**
Selection responsibilities are shared jointly by librarians and faculty staff of PolyU.
Faculty members and librarians select titles according to the selection criteria mentioned in part 1.
Librarians' participation in electronic resources selection is consistent with the current guidelines and practice for book selection.
Faculty opinion will be sought where applicable.
Titles that are in reference nature, e.g. indexes, abstracts, encyclopedias, dictionaries etc. are evaluated by professionals in the Information Services Section.

3. **Non-commercial forms of information**
PolyU Library acquires "free" forms of information continuously. For those that are available in the Internet, including suggestions received from faculty members and library staff; they are selected and added to the Library Homepage as appropriate.

4. **Consortial purchasing**
Whenever advantageous, the Library will participate in consortia agreements for access to electronic resources.
PolyU Library is a member of the Consortiall committee of the Joint University Libraries Advisory Committee.

5. **Coordination and promotion**
Workflow charts are compiled. They are updated as and when necessary. (Appendix A and B)

6. **Material types collected**
Material types collected include:
Reference tools, e.g., indexes, abstracts, dictionaries etc., electronic journals,
electronic books (digital monographs), e-learning resources and relevant web pages.

7. **Duplication**

The Library generally purchases one copy of the same content.

For some journal titles, the Library acquires both print and digital versions of the same material. The intent, however, is to gravitate toward the digital format a soon as possible.

8. **Funds used**

Regular library materials funds are used to purchase digital forms of information.

Periodicals budget for continuations. Audiovisual materials budget for titles with AV applications. Books budget for the remaining.

9. **Language and place of publication**

The Library collects electronic titles mainly in English and Chinese. Web page links are collected without regard to language or origin.

10. **Copyright**

The Library will comply with the existing copyright laws. The Library will also promote copyright compliance among its users.

11. **Electronic journals**

Electronic journals include titles available in CD-ROM format and titles accessible via the World Wide Web.

Criteria for selecting them adhere to those stated in part 1 above. They are subscribed to in three ways, either individually as a single e-journal, or as part of a print plus electronic package, or collectively as a subject oriented comprehensive electronic package, which often includes a great number of titles.

Electronic journals are purchased in addition to the print editions when multiple formats meet the needs of different groups of users. The trend, however, is to acquire only the electronic version in the case of a new subscription, and to cancel more print subscriptions in future years, leaving only their online versions or replacing them with their electronic versions.

12. **Technical considerations**

Selectors need to be mindful of a variety of technical considerations when evaluating materials. Technical compatibility with existing hardware, software including Internet browsers, the availability of technical support, response time and reliability of telecommunications, servers, etc will be taken into consideration.

13. **Access mediums employed**

Web access is used widely and networked CD-ROM and single CD-ROM workstations selectively.

The Library is migrating away from all other applications in favor of Web access.

The goal is to provide the widest possible, affordable, access to PolyU students, faculty and staff.

14. **Multiple electronic formats**

When more than one digital format is available for the same title, decisions about which to acquire are based upon the alternative costs for each medium, the breadth of access needed and the reliability/functionality of individual format.

In general, the Library prefers web access so that there is broad access across campus and home computers. For electronic resources with a smaller potential user group, access on a single workstation (if available) is considered only if the cost is significantly lower than that of web access or single workstation access is the only mode of access.

15. **Licensing**

The Library purchases access or data from publishers who require signed license agreements.

When negotiating license agreements, the Library keeps the interests of the user in mind and does not purchase titles where the restrictions on use would seriously impede research or be impossible to enforce.

16. **Security**

Authorization of remote users by IP address, password, etc. and vendor-based IP authentication are in force to prevent the unauthorized use of services licensed by the PolyU Library.

17. **De-selection**

De-selection will be carried out under the following conditions:

(a) Another agent/product line offers a better package/interface or a more comprehensive coverage.
(b) Titles recommended by faculty to be weeded/terminated.
(c) The currency and reliability of the titles' information has lost its value.
(d) Titles that are no longer relevant to PolyU courses.

18. **Archiving**

The Library will determine the most effective methods for the preservation of the digital materials as and when necessary. Factors for consideration will include resource availability, technological concerns, operational implications, faculty recommendations, user access needs etc.