Guidelines for Collecting Only Electronic Versions of Journals

Scholarly publishers particularly are explicitly offering financial incentives to libraries to collect exclusively the electronic format in an effort to free themselves of the costs of publishing in multiple formats. The desire to offer the greatest service possible with limited collections resources necessitates careful consideration when the costs of acquiring print journals, either in preference to electronic access or in addition to electronic access, are justified. In April 2009 the Berry College Libraries Committee endorsed moving to electronic-only subscriptions as a measure to avoid cancellation of journal subscriptions in response to budget constraints.

In general, Memorial Library will subscribe only to the electronic version of scholarly journals or periodicals whenever possible.

There are situations, however, in which a decision may be made to subscribe to the print edition (either electronic plus print or print only). Consideration should be given to content, access, use of the material, and the terms of the subscription agreement.

Content, access and use considerations

- The complete content of the print version should be available in the electronic version
- The electronic version should be at least as current as the print version
- The quality of images and other graphics, especially those in color, should be considered
- Access to the electronic version should be campus-wide, via Galileo or IP address and proxy for off-campus use by authorized users
- The benefits of a browsing collection of print academic and general interest journals and periodicals justify additional expenditures and a reasonable number of titles that contribute to this goal should be retained in print

Subscription Agreements

In reviewing and negotiating agreements for electronic subscriptions, the general expectation is that they conform in principle to the most current version of the Liblicense Model License Agreement (http://www.library.yale.edu/~license/modlic.shtml). For Memorial Library, the most crucial elements of an acceptable agreement are:

- A definition of **authorized users** which includes all categories of affiliated users (faculty, staff, students, independent contractors, etc.), regardless of their physical location, as well as unaffiliated users who are physically present on campus (often referred to as walk-ins)
- No provisions that limit in any way rights under the **Fair Use** provisions of United States or international law, including
  - Use of a reasonable portion of subscribed materials in electronic reserves
  - No restrictions on interlibrary loan, including the format in which an item may be transmitted
- Provisions for **scholarly sharing** such as the right for authorized users to transmit to a third party colleague in hard copy or electronically insubstantial amounts of the materials for personal, scholarly, educational, or research uses and to use, with appropriate credit, brief excerpts in their own scientific, scholarly and educational works

- Agreement to maintain the **confidentiality** of data relating to the usage of the materials, including a provision that information relating to the identity of specific users and/or uses not be provided to any third party

- Advance written notification of **withdrawal or significant modification of included content**

- **Perpetual license** to use any materials subscribed to during the agreement’s duration

- Access to **use statistics** in conformance with the Guidelines for the Statistical Measures of Usage of Web-Based Indexed, Abstracted, and Full Text Resources (November 1998)

- Compliance with the **Americans with Disabilities Act (ADA)** by supporting assistive software/devices in a manner consistent with the Web Accessibility Initiative Web Content Accessibility Guidelines

- Limited responsibility for preventing **unauthorized use**

4 September 2009