

Principles and Guidelines Relating to Book Formats and Collection Development
Prepared by the Knowledge Management Council
Approved by Executive Council, 19 June 2009

What follow are two sets of background principles and guidelines related to collection formats and collection development. These have been informed by both extensive public discussion and further discussion within the Knowledge Management Council, and have been approved by the Executive Council. It should be understood that implementation of the guidelines will be gradual and will involve multiple specific programs and initiatives, some of which may require further discussion and approval.

FORMATS: Background Principles

1. Ebooks are more easily searchable, are available remotely and around the clock, and can (theoretically, if not always in practice) be used by multiple patrons simultaneously.
2. Not all patrons prefer ebooks to printed ones; in some cases and for some disciplines, the print format works better.
3. Ebooks can be shown to patrons prior to purchase, and purchase-on-demand is easier to implement in the digital realm.
4. As a matter of general fiscal responsibility and wise space planning, the purchase of duplicate copies should be limited in order to provide patrons with the maximum possible amount of unique content.

FORMATS: Guidelines

1. Where possible, we will acquire academic and research titles in electronic rather than print formats. To this end, we will continue working with vendors and publishers to integrate ebook acquisition into our regular approval and firm-order workflows.
2. Recognizing that there are sometimes good reasons to buy print books even when e-versions are available, we will honor patrons' requests in that regard in both of the following situations:
 - a. When we own an ebook and the patron wants a print copy as well*;
 - b. When the patron requests that we purchase a new title specifically in print**.

* If requests for duplicate copies become too numerous to sustain, we will reexamine this part of the guidelines.

** If the request for print comes from a librarian rather than a patron, it will have to be accompanied by a written justification.

COLLECTION BUILDING: Background Principles

1. Buying books that will get little or no use is no longer as necessary as it once was in order to meet patrons' needs. Particularly in lean budget times, it is also less acceptable.
2. Patron requests are not only a clear indication of individual patrons' needs, but also constitute valuable hints as to what may be of interest to others.
3. Given the particular needs and disciplinary focus of the University of Utah, it is generally better for the Marriott Library to focus on building a more dynamic/ephemeral general collection that meets current needs well than to build a monumental/permanent general collection that does not meet current needs as well.
4. These principles apply specifically to the general circulating collection, not to Special Collections.

COLLECTION BUILDING: Proposal

1. We will take advantage of opportunities to let patrons select the books for our collections, both by taking advantage of existing buy-on-demand programs for ebooks and by seeking out (and helping to develop) emerging buy-on-demand programs for printed materials.
2. We will explore the purchase or lease of a print-on-demand utility such as the Espresso Book Machine, and use it both to meet immediate patron needs and, to a more limited extent, to build our general collection.
3. We will continue to solicit order requests from the College & Interdisciplinary Teams; however, some of the money currently devoted both to approval shipments and to firm orders will be reallocated to support patron requests.
4. The Interlibrary Loan division will flip its current model such that requested titles will be purchased where possible, and borrowed from other libraries only where necessary.
5. We will assess the effectiveness of these initiatives by monitoring expenditure patterns and usage statistics and by soliciting patron feedback. It is expected that some or all of the practices described in this document will change over time, as circumstances and patron needs warrant.