Digital Resources Policy: Open Access and Free Materials (Policy)

I. Purpose

The Marriott Library inspires the creation, discovery, and use of knowledge for Utah and the world. To accomplish this mission, the Library collects and provides access to materials in multiple formats, including free or open access digital resources. A small number of digital resources are of lasting value and have special significance to the University of Utah. Identifying, systematically describing, and preserving these resources enhances their value, increases their availability and maximizes their potential use.

II. Scope

This policy will guide the selection of free digital resources, primarily those that are monographic or serial in nature, but also resources that are databases, journals or digital collections. While there are several useful search engines for searching the Internet, Librarians can make important contributions to research and knowledge discovery by providing enhanced access to selected resources. This policy addresses the selection, acquisition, and provision of access for these selected resources.

III. Access and Location

Records for selected resources will show in the Digital Library, research databases, Alma or Primo. Materials will be located on Library servers or on the Internet. Generally, materials will be located in the University's Digital Library collections which is maintained on Library servers and found using the catalog. Policies and procedures governing the description, location and preservation of materials are the purview of the Marriott Library's collection development staff, cataloging and metadata staff, digital operations staff, and digital preservation staff. In addition to descriptive and subject metadata, bibliographic records for selected materials will provide the necessary URLs for locating the resources on the Internet or on Library servers.

IV. General Selection Principles

Selection Responsibility: All librarians and library users may offer suggestions; however, responsibility for selecting digital material that is of lasting or special significance to the University of Utah falls to College and Interdisciplinary Teams, individual subject liaison librarians and Collection Development staff. Databases, e-journals, e-journal collections, website captures, and larger collections of digital materials requiring significant internal resources will be reviewed by the Database and Serials Evaluation Team before they are added.

Adherence to Other Collection Development Guidelines: The selection of digital resources should follow any present collecting policies and profiles. Selection should adhere closely to the chronological, geographical, language, and date of publication guidelines set forth for specific subjects.

Selection Criteria: As with other materials, the selection of open access digital resources should be weighed against other possible acquisitions. When possible and feasible, it is preferable to simply link to resources within Library guides or allow users to discover the resource using conventional means for locating materials on the Internet. The following criteria should be considered in evaluating which materials should be selected and acquired:
- The material should have a lasting value and have special significance to the University of Utah.
- The material meets the standards of the Library in regard to excellence, comprehensiveness, or authoritativeness. Resources should have scholarly value, be credible and accurate; and the author(s) of the resource should be an authority on the subject.

- The material addresses curriculum and research needs.
- The resource is not persistent or is in possible danger of becoming inaccessible, and the acquisition of the material will facilitate its preservation.
- The acquisition addresses a strategic goal of the University or the Library.
- The selection improves, enhances or complements the existing collection of print and digital materials.
- The resource can be acquired and preserved under present copyright laws or licensing agreements. Because the Library will comply with the existing copyright laws and promotes copyright compliance among its users and staff, the acquisition and local storage of digital materials requires one of the following must be true:
   - The material is in the public domain.
   - The copyright is held by the University.
   - The copyright owner has conferred rights or permissions to mirror, archive or redistribute the resource.
   - A fair use analysis has indicated that the material could be added to the collection based on either
      - The Code of Best Practices in Fair Use for Academic and Research Libraries http://www.arl.org/pp/ppcopyright/codefairuse/index.shtml
      - ALA's Fair Use Evaluator http://librarycopyright.net/resources/fairuse/
   - The addition of the material meets the requirements of Section 108 - Reproduction by Libraries & Archives.
- The selection of the material creates or enhances a partnership.
- The acquisition is likely to generate new types of use or significantly increase use.
- The acquisition will provide enhanced usability (findability, searchability, ability to enhance or manipulate images, study material in new ways, etc.).
- The resource can be stored, displayed and accessed using methods supported by the organization.
- Sufficient staff time and resources are available to acquire, process, and possibly preserve the material.

Librarians should not exclude material because it does not meet every individual criterion above; rather, the general balance of the criteria should be considered when making the selection decision.

V. Ordering Procedure: Digital materials that require a purchase will be acquired following the Marriott Library PDF Purchase Policy Guidelines, but the selection of free digital materials will bypass the usual routing of orders through the Acquisitions Department. Free digital materials shall be ordered using the e-ticket system. Collection Development staff will then route the materials according to this policy the procedures for adding free digital resources.

VI.   Copyright and Licensing

When applicable, staff in Scholarly Resources and Collection Management will negotiate and oversee compliance with licensing agreements, contracts, or copyright.

VII. Maintenance of Access

The Library will maximize access to resources through one or more of the following means:

- Provide cataloging or metadata for each resource.
- Prepare and upload the material in the appropriate software and hardware.
- Update bibliographic information when it changes.
- Refresh and preserve the material as appropriate (the resource has significant historical or research value and a cost benefit for preserving the item exists).

VIII. Duplication

Selecting a resource that duplicates an existing print resource is usually acceptable because the digital version provides greater availability and multiple formats are often required in order to meet the needs of diverse user groups.

IX. Deselection

Deselection decisions will be made by College and Interdisciplinary Teams, individual subject liaison librarians or Collection Development staff. Most of the materials selected under this policy will have strong, lasting significance to the University; however, when deselection is necessary, the following guidelines should be considered:
- The resource can no longer be maintained, preserved or accessed.
- The resource contains information that is no longer current or reliable and the resource's information has lost its historical or research value.
- The resource has been superseded, and another resource offers more comprehensive or reliable coverage, and the resource has lost its historical or research value.

X. Policy Review

Because of the complex and dynamic nature of digital information resources, Collection Development will review this policy regularly with other librarians.