

Eastern Kentucky University
LIBRARIES

Collection Management Policies and Guidelines

Page Contents

2	<i>Introduction</i>
	<i>Collection Development Philosophy</i>
	<i>Collection Scope</i>
3	<i>Collection Formats</i>
4	<i>Roles & Responsibilities</i>
5	<i>General Selection Guidelines</i>
6	<i>Evaluation</i>
	<i>Intellectual Freedom</i>
	<i>Replacement & Preservation</i>
7	<i>Ongoing Commitments</i>
	<i>Institutional Cost Sharing</i>
	<i>Consortial Agreements</i>
	<i>Resource Sharing</i>
8	<i>Collection Highlights</i>
11	<i>Textbook Policy</i>
12	<i>Gift Policy</i>
13	<i>Video Content and ECU Libraries</i>

Revised: April 23, 2014

Approved by CT: April 29, 2014

Introduction

The purpose of this document is to delineate and communicate EKU Libraries' collection management guidelines and policies. Collection management includes the selection of resources for access or purchase, the evaluation of gifts, the repair, replacement, or deselection of damaged, obsolete, or missing materials. As a fluid document, this set of policies and guidelines remains open to periodic revisions. Adjustments may be made as collection priorities shift to address changing user needs.

Collection Development Philosophy

Demand Driven Acquisitions (DDA) is a model of collection building in which materials are purchased at the point of user need, rather than selected and purchased based on anticipated need. A trend in many academic libraries, this switch to “just in time” instead of “just in case” collection development stems from limited space, limited funds, and increasing evidence that patron selected materials are used at a higher rate than librarian selected materials.¹ For EKU Libraries, a mediated DDA approach (in which requests are reviewed by Library Express and/or Collection Management staff members prior to purchase) allows us to effectively utilize our collections budget while meeting the diverse research and learning needs of our community.

Collection Scope

EKU Libraries collect and provide access to a variety of resources that serve the general research and informational needs of our primary user community, which includes undergraduate students, graduate students, and faculty. In addition to providing a dynamic and evolving collection that supports the University's curricular and research needs, the Libraries also provide access to general information sources and recreational reading materials to encourage lifelong learning and literacy.

To effectively support EKU, a regional comprehensive university, the Libraries prioritize the provision of resources to support faculty and students at the point of need, rather than developing comprehensively or exhaustively in all areas.² Limited funds and space, coupled with the dramatic expansion in the number of books and journals published every year, has resulted in a greater emphasis on DDA and, increasingly, the need to provide subscription or temporary **access** rather than **ownership** in some cases. Our Library Express service provides patrons with quick access to materials borrowed via InterLibrary Loan (ILL) for resources that we do not purchase.

In addition to providing access to and discoverability of vendor-published content, the Libraries are committed to supporting the Open Access movement. We are actively engaged in curating, hosting, and publishing content such as peer-reviewed journals edited by EKU Faculty members, student scholarship, conference materials, digitized special collections, and other unique, locally-created resources. These resources are accessible worldwide via the [Encompass Digital Archive](#).

¹ See [Bequiled by Bananas: A Retrospective Study of the Usage and Breadth of Patron vs. Librarian Acquired eBook Collections](#)

² EKU is classified as a Masters L institution by the Carnegie Classification of Institutions of Higher Education (<http://classifications.carnegiefoundation.org/>).

Collection Formats

Generally, electronic formats (eJournals, eBooks, and streaming videos) are preferred because they serve all users regardless of time or location. Other advantages to online formats include keyword search capability, space saving, multiple simultaneous user access, and the inability of such materials to be lost, stolen, or damaged.

Journals

- eJournals are subscribed to in “online only” format whenever available and affordable
- Core titles available only in print are bound. If available in JSTOR or another archival collection, print issues will only be retained during the embargo period
- A small, browsing collection of current print journal issues (mainly trade magazines) are temporarily held in the reference reading room

Books

- eBooks licensed with unlimited user options are preferred over those with single user options. However, in many cases we are limited by cost or by the types of institutional access models that the publishers agree to offer.
- E-Books may be purchased individually, purchased as a package, leased (including lease-to-own), or subscribed to as a package. Packages may include titles that do not always follow selection criteria.
- When print format is the best or only option, hardcover books are preferred over paperback books.

Videos

- When possible, streaming videos are acquired to support online classes. However, not all video publishers provide this option yet. Additionally, cost and licensing restrictions can be prohibitive for institutionally purchased streaming media. The decision to provide streaming access is made on a case-by-case basis. See the Streaming Video Policy for more in depth information on this.
- If streaming access is licensed for a finite period, a license is renewed only if there is evidence of sufficient use.
- When purchased in tangible format, DVDs are preferred over VHS.

Sound Recordings

- The [Music Library](#) collects and provides access to sound recordings in multiple formats.

Roles and Responsibilities

University Faculty members are central to collection development at ECU. Items recommended by faculty are purchased as funds allow. Because departmental faculty members have discipline-specific curriculum expertise, their recommendations are actively solicited by their assigned **Library Liaison** in order to ensure that new courses, programs, degrees, and certificates are supported by the collection, and that collection priorities appropriately reflect curricular needs and accreditation standards. Specifically, teaching faculty members are asked to:

- Discuss concerns about library services and resources with their liaison
- Notify their liaison of curricular changes that might lead the Libraries to adjust their services or resources
- Assist librarians by offering expert input on replacement decisions for outdated or inaccurate materials in their discipline
- Inform us when a requested online resource will be needed by multiple users (ie. an entire class or an online class) so we can appropriately license the resource
- Work proactively with their liaison and the Collection Management Librarian in preparation for new courses. Because the acquisition of material is driven by curricular interests, there may be gaps in the collection when a new course is taught
- Notify their liaison of accreditation activities – with advanced notification, the Libraries can provide documentation to include in accreditation reports

When **ECU faculty, students, or staff** request materials through Library Express, the library will often purchase at the point of request rather than borrow the title from another library. Library user requests are always welcome and resources are purchased if they fit selection guidelines and sufficient funds are available.

Although collection development is primarily demand-driven, **Librarians** still play a crucial role in collection management.

- The **Collection Management Librarian** assesses whether to add gifts and purchase suggestions for to the collection; decides whether to replace damaged, lost, or missing items; evaluates potential new databases for trial; manages continuing resource renewals; and advises faculty and liaisons on collection matters.
- The **Scholarly Communication and Copyright Librarian** applies copyright and fair use guidelines to ensure the proper use and dissemination of library collections.
- **Liaisons** serve to facilitate and enhance communication, awareness, and cooperation between the Library and university faculty. In consultation with the Collection Management Librarian, they are responsible for many collection development activities, including collection evaluation, identification of gaps, and de-selection.

The **Collection Development Advisory Team (CDAT)** reviews requests to subscribe to or renew ongoing resources (such as journals and databases) as well as one-time purchase requests for large-ticket resources (backfiles, eBook collections, etc.). This group, which includes both librarians and library staff members, is led by the **Coordinator of Collections & Discovery**, who brings collection recommendations to the Libraries' **Coordination Team (CT)** for final approval.

General Selection Guidelines

The importance of informed selection has grown in proportion to the increase in the volume of available materials, the cost of those materials, and the costs of acquiring, cataloging, housing, and maintaining the collection, and managing cuts to the materials budget. Collection depth and breadth will vary depending upon the subject area and related curricula. Our selection is primarily driven via user requests, but not all materials requested are appropriate to purchase for the collection. The following criteria, in various combinations, may be used to evaluate library materials for acquisition, replacement, cancellation, or withdrawal:

- *Relevance to the curriculum*
- *Accuracy, currency, and value of information*
- *Cost*
- *Past usage and/or predicted future demand*
- *Subject coverage and scope; ability to strengthen existing collection and fill gaps*
- *Author credentials*
- *Publisher reputation*
- *Space and ongoing expenses, including maintenance and equipment*
- *Intended audience and appropriateness of level*
- *Acceptability based on professional selection tools/reviews*
- *Presentation of alternative viewpoints*
- *Importance of the work to the field*
- *For online resources, usability and accessibility of the platform is critical*

The Library does **not** generally add the following to the collection:

- *Outdated formats*
- *Books in poor condition*
- *Vanity press books without academic value*
- *Propaganda without historical value*
- *Materials created with the sole intention of demeaning or degrading any community or culture*
- *Mass market paperbacks*
- *Consumables including laboratory manuals, examination review books, programmed texts, workbooks and study guides*
- *Duplicate copies (greater emphasis on the acquisition of unique material)*
- *Previewed material/advanced copies³*

³In order to prevent duplicates, utilize well established ordering processes with the benefits of discounts, and eliminate time consuming and costly shipping, the library does not preview books or videos or buy previewed material from departments. If departments wish to preview material before they decide to order something, someone in the department may request the item themselves, review it and return it to the publisher. After reviewing the item, if the department wishes, they may recommend that the Libraries purchase it through our established ordering venues.

Evaluation

Because collection priorities evolve and change, materials that do not fit current selection criteria often remain in the collection. These materials are re-evaluated periodically to assess their usefulness to the community. The space in the Libraries is not without limits – new materials must be purchased and the increasing needs for study space and meeting space must be addressed. Ongoing collection evaluation is an essential component of collection management, because it allows the Libraries to:

- *ensure the currency, vitality, relevance, and accessibility of the collection*
- *uncover gaps in the collection that need to be addressed*
- *identify items for repair, replacement, relocation, or deselection*
- *address changes in university curriculum or demands on library space that may require specific deselection projects*

It is important to remember that numbers or titles or volume counts do not in themselves provide the definitive measure of quality or effective use of library collections. Librarians improve the quality and usability of the collection by eliminating outdated, inaccurate, and worn out materials, applying selection guidelines with objectivity and a desire for intellectual freedom during evaluation.

Intellectual Freedom

Intellectual Freedom is a core value of the library profession. ECU Libraries supports this value and upholds the [*Intellectual Freedom Principles for Academic Libraries*](#)⁴ developed by the Association of College & Research Libraries Intellectual Freedom Committee, which includes the following statements:

“A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community”.

“In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial”.

Replacement & Preservation

Evaluating the need to replace worn, damaged, lost or stolen material is a fundamental part of collection management. Damaged materials will be repaired when feasible. A replacement copy will be sought for any title that is missing or damaged beyond repair (if the title has a history of use and continues to meet current selection and evaluation criteria). The item may be replaced with the same edition, a newer edition, or in a different format from the original damaged, lost, or stolen item. If the title is no longer available for purchase, in some cases a similar title may be acquired.

⁴ See <http://www.ala.org/acrl/publications/whitepapers/intellectual>

Ongoing Commitments

Journal and database subscriptions represent continuing commitments which include significant, ongoing expenditures that typically see annual cost increases at rates higher than inflation.⁵ Therefore, new subscriptions must be considered more carefully than new monograph or one-time purchases because of this ongoing financial commitment. Although the ideal practice would be to start new subscriptions whenever they are requested, budget limitations and publishing cycles may require that current subscriptions of equivalent cost be cancelled before a new subscription can be added. Databases and journals are reviewed annually to determine if there is a continued need for the product before renewal.

Besides the stated selection guidelines, when deciding whether to add, renew, or cancel a continuing resource, the Collection Development Advisory Team also takes into account the following criteria:

- *the requested journal should be indexed by an EKU-subscribed indexing database, enabling students to readily discover and access its content*
- *evidence of high usage relative to cost*
- *Library Express requests demonstrate demand*
- *the resource supports multiple disciplines*

Institutional Cost Sharing

In some cases, when a department requests a resource that does not meet the above criteria or is simply too expensive for the Library to afford, that college, program, or department may offer to financially support a subscription to the resource.

Consortial Agreements

The library participates in several regional consortia that provide direct borrowing privileges from participating institutions as well as competitive resource purchasing and subscription agreements. These include the Kentucky Virtual Library (KYVL), the Federation of Kentucky Academic Libraries (FoKAL), the State Assisted Academic Libraries of Kentucky (SAALCK), and Lyrasis.

Resource Sharing

One of ECU Libraries' values is stewardship, characterized by "responsible development and management of human, financial and information resources for the good of the community."⁶ To this end, the Libraries have an increasing need for resource sharing as online indexing and search tools enable greater discoverability of the non-ECU owned materials. The Library Express team provides Interlibrary Loan and Document Delivery services for students, faculty and staff to meet this growing need. Resource sharing enables the Libraries to make the most of our collections budget.

⁵ See <http://lj.libraryjournal.com/2013/04/publishing/the-winds-of-change-periodicals-price-survey-2013/>

⁶ See <http://library.ecu.edu/strategic-plan>

Collection Highlights

Online Resources <http://library.eku.edu/resources/subject>

Online resources (also called “electronic resources” or “eResources”) include databases, eJournals, eBooks, and streaming videos. These resources may be accessed by ECU students, faculty, and staff via the library website. Online resources provide the widest possible affordable access to all users, especially the growing community of online and distance learners in the ECU community. In addition to meeting selection guidelines already described, online resources should also meet the following criteria:

- *accessibility and ease of use*
- *open URL compatibility (SFX)*
- *access via IP authentication rather than username/password*
- *availability of institutional usage statistics in useful and standardized formats (ie, Counter & Sushi)*
- *appropriateness of licensing conditions*
- *positive faculty and/or student feedback*

Encompass Digital Archive <http://encompass.eku.edu/>

The Encompass digital archive makes globally discoverable and accessible the scholarship, creativity, and history of Eastern Kentucky University. Its open access collections include: [Faculty & Staff Scholarship](#); [Student Scholarship](#); [Journals and Series](#); [Special Collections & Archives](#); [University Publications](#); and [Conferences & Events](#). These collections are dynamic and new collections are added often.

Special Collections & Archives (SCA) <http://archives.eku.edu/>

SCA consists of four primary areas: the William H. Berge Oral History Center, manuscript collections, special collections, and university records. As a publicly funded institution, ECU has a responsibility under Kentucky law to ensure that all of its records created and maintained, as defined by statute (whether in paper, electronic, or other formats), are organized and accessible for use. SCA is responsible for fulfilling this state mandate. Additionally, SCA supports the University’s research needs and enhances community knowledge by preserving and making accessible selected historical resources relating to ECU and its service region. Over the years SCA has built unique collections of Kentucky-related manuscripts, books, films, photographs, maps, sound recordings and other formats in a number of specialized areas. These areas of collection focus have developed in collaboration with faculty and other specialists and in response to various opportunities to obtain primary research materials. However, the collection is ever-evolving and materials may be acquired in anticipation of new research interests.⁷ In addition to scholarly research value, staff may also take into account an item’s exhibit and/or outreach potential. Collections are actively maintained in a temperature and humidity controlled environment with fire detection and suppression systems alongside a water detection system. Additionally, these non-circulating collections are preserved in closed stacks with an electronic security system.

⁷ See SCA’s full collection development policy at <http://archives.eku.edu/collectionpolicy>

Main Collection <http://library.eku.edu/main-collection>

The main collection, a print book collection encompassing all major subject areas and disciplines, is located on the fourth floor of the Crabbe Library (the quiet study floor).

Grand Reading Room Collections <http://library.eku.edu/grand-reading-room-books>

New Books

Books purchased for the Main Collection are housed in this section of the Grand Reading Room. A year after they are purchased, they are relocated to the 4th floor.

Popular Reads

The Popular Reads (McNaughton) Collection includes a rotating group of approximately 400 popular fiction and nonfiction titles that the library rents with an option to buy. This is a timely way to provide popular reading titles that may not be appropriate to add to the collection permanently. Periodically, titles are either returned to the vendor or are purchased at a reduced price and added to the collection.

Writing Collection

The Writing Collection is a focused collection of writing handbooks, manuals, and similar resources selected to assist students with academic writing.

On Display

Monthly themed displays can also be found in and around the Grand Reading Room.

Reference Room Collections <http://library.eku.edu/reference>

Reference Collection

This is a concise selection of print subject encyclopedias, dictionaries, handbooks, and other authoritative reference materials intended to help define the scope of research on a given topic and provide ideas for a thesis statement or research question. Increasingly, reference resources are purchased in online format. Browse available online reference resources at <http://library.eku.edu/resources/type/14>.

Current Magazines and Newspapers

A small, browsing collection of current print journal issues (mainly trade and popular interest magazines)

VHS Collection

Videos in VHS format, these are primarily documentaries to provide classroom support.

DVD Collection

Videos in DVD format, these include documentaries to provide classroom support as well as classic feature films. A collection of highlighted popular DVDs is available in the main lobby.

Microform and Print Indexes

This collection, located on the 1st floor, contains thousands of items in micro-format including government documents, newspapers, journals, and important sets of primary source collections: the *American Culture Series*; the *American Periodicals Series*; *American Fiction*; *Early British Periodicals*; and *Early English Books*. This room also houses the *Reader's Guide to Periodical Literature* and several other print indexes.

Periodicals <http://sfxhosted.exlibrisgroup.com/eku/azlist/default>

Periodicals are provided in many different formats. The majority of the Libraries' journal content is available online. Bound periodicals are held on the 3rd floor; current magazines and newspapers are housed in the Reference Reading Room; and microfilms and fiche are located on the 1st floor. Records in the [library catalog](#) display the location for each title.

Government Documents <http://library.eku.edu/documents>

As a [selective federal depository library](#), EKU collects U.S. federal and state government and United Nations publications. All documents are listed in the libraries' [online catalog](#). Online government documents are also accessible through the catalog. Print documents are generally found on the 3rd floor of the Main Library, although those in microformat are housed on the 1st floor. These copyright free publications are great primary sources.

Learning Resources Center <http://library.eku.edu/learningresourcescenter>

The Learning Resources Center (LRC), located on the 3rd floor of the library, supports the curriculum of EKU's College of Education. It provides a sampling of current, high-quality instructional materials appropriate for preschool through grade twelve, as well as professional and practical materials for teachers. Priority is given to items which most directly support coursework that prepares students to meet the requirements of education degrees and credentials. The LRC also collects award-winning, honor, notable and starred review books appropriate for P-12 students.

Law Library <http://library.eku.edu/law>

The George T. Ross Law Library provides library instruction, collections, and services to support the faculty and students of EKU and also houses the Madison County Law Library. Although the collection is open for use by anyone, to insure that materials are always accessible they may not be checked out for use outside the library.

Music Library <http://library.eku.edu/music>

The Elizabeth K. Baker Music Library, located in the Foster Building, contains thousands of books, scores, recordings, videos, and periodicals devoted to the study and enjoyment of music. The Library's computers, MIDI workstation, and DVD viewing area facilitate the viewing of audio/visual collections.

Business Library and Academic Commons <http://library.eku.edu/business>

Located in the Business & Technology Complex, the Business Library and Academic Commons houses a selective collection of popular business books and magazines, a small print reference collection, and a rotating display of other selected business books.

Textbook Policy

Policy

EKU Libraries do not intentionally circulate textbooks adopted for use in classes currently taught at the university. However, a small collection of reserve textbooks (“Textbook Reserve”) are maintained in order to provide limited, library-use-only access.

Definition

In this document, a “textbook” is defined as a book published for the academic market, often in multiple editions, and usually including pedagogical features such as exercises, learning objectives, and supplementary material.

Rationale

It is the responsibility of students to acquire their own textbooks, but there are many circumstances in which students need to be able to reference these materials at the library:

- *at the beginning of the semester, there is sometimes a lag time when the texts are not yet available in the bookstore or the students’ financial aid package has not yet been made available to them*
- *they may lose them or forget to bring them to campus*
- *the texts may be too heavy to easily transport*

Having these available at the Libraries on reserve status addresses these difficult circumstances while still ensuring that the texts are available to all students and not checked out by one student who uses it the whole semester. The intention of this collection is to support student success in the classroom.

Guidelines

(1) Textbook Reserve

The Collection Management Librarian in consultation with faculty and other library staff will consider purchasing and placing selected texts on Textbook Reserve.

Candidates for Textbook Reserve include:

- *any material that either an entire class or many in a class will need to us, including items listed on syllabi or on the ECU Bookstore textbook inventory*
- *items used in many courses or sections with different instructors*
- *items that are determined to be at greater risk for theft*

Donations to the Textbook Reserve collection are welcome if they meet the criteria above. The collection will be reviewed on an annual basis. Those no longer meeting curricular needs will be deselected. Supplementary material such as workbooks will not be placed on reserve.

(2) Regular Reserve

Supplementary course-specific works on required reading lists (such as novels and other scholarly works that are not textbooks) will typically not be included in the Textbook Reserve collection. These titles do not go out of date as quickly as textbooks and will continue to support the curriculum and enhance the library collection for many years. They are also generally not “quick reference” type works that lend themselves to short reserve periods. These types of titles may be placed on regular reserve temporarily at the request of faculty.⁸

⁸ See <http://library.eku.edu/course-reserves-information-faculty> for more information.

Gift Policy

Policy

EKU Libraries accept donations of materials that support the teaching and research needs of the University community. Gifts with limitations or restrictions will not be accepted. The Libraries are free to exercise all privileges of ownership of the materials and reserve the right to retain or discard them.

Guidelines

In order to maintain a collection that supports the information needs of the academic community, gifts are evaluated by the same selection criteria as purchased resources. The collection management librarian in consultation with the appropriate library liaison will determine which items will be added to the collection. Materials not added to the collection are sent to Better World Books, recycled or donated to Bell County prison.

When donating books or other materials to the Library, the donor consents to the following:

- *Gifts with restrictions will not be accepted - the Libraries reserve the right to determine retention, location, cataloging treatment, and other considerations related to use, maintenance, or deselection.*
- *Materials donated must be of such a nature that they can be integrated into the collection and not require special locations, facilities, control, or staffing.*
- *It is the responsibility of the donor to make arrangements for the transportation of materials to the Library.*
- *Items not added to the collection will not be returned to the donor.*
- *The Libraries do not accept materials which are musty, mildewed, water-damaged, and/or insect-infested. These items are disposed of immediately.*
- *Internal Revenue Service Regulations prohibit libraries, as a recipient, from appraising gifts <http://www.irs.gov/publications/p561/ar02.html#d0e1653>*
- *Donors are asked to sign a statement of the above policy to signify acceptance of donation guidelines.*
- *All exceptions to these guidelines must be agreed upon in writing prior to the receipt of the donation.*

Video Content and ECU Libraries

Introduction

The issues surrounding the collection and use of video content are complex because copyright law gives exclusive performance rights of such materials to the copyright owner. This means that, generally, videos cannot be shown publicly without first paying copyright licensing fees to obtain Public Performance Rights (PPR). However, copyright law does include some educational exemptions.⁹

The purpose of this document is to help ECU students, faculty, and staff understand the law, its effects on the ability of the library to provide such content, and its implications for public viewings of such content on campus.

Public Domain Movies

No permission is needed to use, display, or post public domain works. Such works are either ineligible for copyright protection or have expired copyrights. Older movies **may or may not be** in public domain.¹⁰ See the following websites for more information:

- www.desertislandfilms.com
- emol.org/movies/freemovielist.html
- www.moviesfoundonline.com/public_domain.php
- www.openflix.com
- www.fesfilms.com/masters.html

Outside of Class – Obtain Public Performance Rights

Video content that's still under copyright cannot be shown to an audience consisting of the general campus community and in a public place (auditorium, meeting room, basement of a classroom building etc.) unless **PPR is first obtained - even if there is no charge to view the movie**. Depending on the type of film to be shown, the Libraries may or may not be able to assist with obtaining PPR.

Some types of DVDs (such as documentaries) purchased by the Libraries to add to our collection include public performance rights. Feature films, on the other hand, generally require the use of a third party to acquire the performance rights. Currently, PPR licenses for such materials range from \$300-\$1000 per title (depending on title, release date, and number of times the movie is shown). Popular movies of this type are often requested by student clubs or associations to show their members in public places on campus. The library budgets a limited amount of money to co-sponsor such public viewings with academic departments and offices on campus.

Companies that sell public performance rights include:

- *Swank Motion Pictures* www.swank.com
- *Criterion Motion Pictures* www.criterion.com
- *Kino International Corporation* www.kino.com
- *Milestone Film and Video* www.milestonefilms.com

⁹ See <http://www.copyright.gov/title17/92chap1.pdf> (Title 17 of the US Code, Chapter 1, Section 110)

¹⁰ Linda Sizemore linda.sizemore@eku.edu can help you determine the public domain status.

In-class Viewing - Copyright Exemption for Education

The display of a tangible film (DVD, VHS, online projected video) by “instructors or pupils” as part of “face-to-face” teaching activities is permitted without first obtaining PPR only if:

- *the audience consists only of students who are on the class roster*
- *the viewing is for instructional purposes (not for recreation, entertainment, or general cultural value) and the video directly relates to the course’s curricular goals as described in the course syllabus*
- *the instructor or a student leader is personally present*
- *the video is shown in a space that is routinely used for instruction*
- *the video has been lawfully obtained*

The above guidelines are well established for face-to-face classes. The situation is less clear for online classes. ECU Libraries may or may not be able to provide streaming videos to support such classes. The following guidelines have been developed based on current best practices in libraries.

EKU Libraries <u>Can</u>	EKU Libraries <u>Cannot</u>
Pay for streaming access for the whole campus	
<ul style="list-style-type: none"> ✓ If an established vendor (<i>Films for the Humanities, Kanopy, Alexander Street Press, Intelcom, etc.</i>) allows libraries to pay for a license with these terms ✓ If the license costs approximately \$200 or less per year for <u>streaming only access</u> ✓ If the license costs approximately \$500 or less for <u>DVD + streaming access</u> 	<ul style="list-style-type: none"> ✗ If a title is over our spending cap, we will not purchase it for the collection. In such cases, we recommend that faculty add the resource to the list of books that students need to purchase for the semester – they are usually feature films, TV programs, or other types of material that are readily and inexpensively available for individuals to rent or purchase via Amazon, Netflix, Hulu, iTunes, or similar services. ✗ We cannot guarantee ongoing access to subscribed streaming videos. We are at the mercy of publishers when it comes to the titles that they provide and sometimes they pull titles out of our collections with little or no notice.
Help provide content to place in Blackboard	
<ul style="list-style-type: none"> ✓ Rip an owned hard copy DVD or Video for a class if it is unavailable in streaming format ✓ Borrow a copy from ILL to rip and place in Blackboard, only if it is out of print and unavailable for purchase 	<ul style="list-style-type: none"> ✗ If a title is available in streaming format for subscription or purchase from a publisher, we cannot rip a print copy of it (<i>again, we recommend that in these cases, faculty ask students to buy or subscribe to individual access via Amazon, Netflix, iTunes, or similar service</i>).

