

Stetson University Libraries Web Site Policies, Procedures, & Collection Development

Last revision: September 2008; SR

Table of Contents

Purpose

Administration

Content & Organization

Selection

Maintenance & Updates

Assessment

Deselection

Policy Review

Purpose: The Stetson University Libraries collect electronic resources to support the instructional and research activities of Stetson students, faculty, and staff. The library web site is the primary vehicle used to distribute library information, databases, and e-collections electronically to the Stetson community. While the primary audience is the Stetson University community, much of the site is open to non-Stetson Internet users.

Administration: The library web site is administered by a Web Team that includes the Library WebMaster (currently the Associate Director), the Library Director, the Head of Technical Services, and the Electronic Services Technician. Team membership may change at the discretion of the library administration. The team is responsible for web site design, content, organization, maintenance, updates, and assessment. Web team members, and others designated by the web team, are the only library staff members authorized to upload web pages to the library's web site.

Content & Organization: Collected electronic resources may include, but are not limited to, contents of the library's OPAC, library-produced informational resources, electronic serials or collections of serials, commercial databases, electronic reference material, electronic monographs, and free external Internet resources.

The web site content is divided into the following categories:

Informational: Pages that provide information on library operations such as calendar, hours, map, staff, directions, policies, procedures, membership, gifts, departments, how to do interlibrary loans, how to access databases from off campus, etc.

Publications: Includes such items as the Library Mission Statement, department Mission Statements, Annual Reports, Research Guides, Library Newsletter, New Employee Welcome Packets, Library Faculty Publications, ILL forms, etc.

Databases: Subscription databases, including the library's WebCat Online Catalog are included on the web site. Those databases on the database page (excluding WebCat) are the only links on the library's web site that are restricted to the Stetson University DeLand & Celebration campus communities.

External Internet Resources: Links to search engines and non-Stetson external Internet resources are included in the library's web site. See External Link Selection Criteria below.

Selection: Selection decisions are made by the Library WebMaster with significant contributions from the Library Web Team and the librarians. In case of disagreement, the Library Web Team,

in consultation with the library administration, will make the final decision on content. Specific selection criteria include the following:

Internal Library Link Selection Criteria: Internal library links refers here to informational links created by librarians and library staff (such as department pages, research guides, announcements, etc.). Links created for the library should be consistent with the library's mission statement (<http://stetson.edu/library/mission.html>) and/or have value to the library and/or University. All library links must be approved by the Webmaster for inclusion on the library's web site.

Commercial Link Selection Criteria: Commercial links refers here to commercially purchased databases and e-books. Database and e-book selection should be consistent with the library's general Collection Development Policy (http://stetson.edu/library/policies_colldevpolicy.doc) and the library's Reference Collection Development Policy (http://stetson.edu/library/policies_colldevref.doc). See specifically the section on "Electronic Reference Sources" in the Reference Collection Development Policy (http://stetson.edu/library/policies_colldevref.doc).

Librarians will meet each summer to consider databases to be purchased for the following academic year. Many of the databases and e-books considered will be based on the Independent Colleges & Universities of Florida's (ICUF) database offers from the annual May ICUF meeting. Other databases, however, may also be considered for purchase. Public Services librarians will test, evaluate, and suggest databases for purchase in order of importance to the collection and with consideration to available funding. Database purchase recommendations are forwarded to the Head of Technical Services and the Library Director. Databases may be considered for purchase at other times of the year, but funding may not be available until the next fiscal year begins in July.

Database quality is essential, but other factors must also be considered:

- Cost (related to both the cost of the material and the available budget)
- Technical considerations (IP recognition, hardware/software requirements, compatibility with existing systems)
- Full-text content or availability of full-text through traditional library sources if database is strictly an index
- Currency and update schedules
- Interface and ease of use
- Vendor reliability
- Availability of usage statistics
- Acceptable licensing terms

External Link Selection Criteria: External links refers here to websites freely available on the Internet. External link selection should be consistent with the library's general Collection Development Policy, and links are chosen to best support the current Stetson University curriculum. Factors taken into consideration in selection include quality, relevance, currency, authority, organization, accessibility, reliability, and stability. The library has chosen to offer only a small number of highly selective external links for each

discipline or subject area included (most corresponding to Stetson majors and/or minors). Sources chosen reflect the mission of the library, the curricular and research interests of the students and faculty, and include educational value.

In order to provide wide access to the Internet, links to search engines, and other sites offering evaluation and/or review of web sites are also provided. The library does not use blocking or filtering software, however, and certain Internet sites can be accessed that may be inappropriate for minors.

The library reserves the right to refuse to link to any Internet resource that is not an official Stetson web resource.

Maintenance & Updates: All external links shall be verified for accessibility and content monthly by Public Services librarians; each librarian is assigned a set of pages. Dead, out-dated, or changed linked should be reported to the WebMaster. In December and June each year, database, e-book, and websites for each assigned page should be checked for currency and additions. Although links are checked and verified regularly and all attempts are made to ensure that the links provided remain relevant to our collection policies, the library is not responsible for the content of external sites to which we have provided links.

All internal library-related links (department pages, staff home pages, library-created material) shall be checked by the responsible librarian or staff member at the beginning of fall and spring semesters to ensure currency and accuracy. The Webmaster is responsible for updating staff changes throughout the year. The Webmaster will update the copyright in January each year.

Data will be kept on the following:

1. Number, names, URL, format, of all web pages (Ryan)
2. Database contacts, licensing agreements, payment schedules etc. (Johnson/Dinkins)

Assessment: The Library Web team will utilize available tools to assess the utilization and success of the web pages, including page usage statistics analysis, user surveys, literature studies, etc.

Deselection: All electronic resources are subject to deselection if they no longer meet the needs of the Stetson community or if other factors affect the continued subscription to or access to the material, including, but not limited to:

- Unacceptable increased cost or cost not commensurate with use
- Content changes or data is no longer relevant
- Lack of updates or data is no longer reliable
- Duplication by other resources
- Material is obsolete

Policy Review: This policy shall be reviewed and revised as needed to address changes and reflect current practices in the evolving electronic information environment.