

Annex III

Collection Development Guidelines for QESS Project T01/QESS/2013 approved in the 7th CPT meeting on 21 Mar 2014

1 Project Goals

The CSIDS project is supported by the Quality Enhancement Support Scheme (QESS) under the Self-financing Post-secondary Education Fund of the HKSAR Education Bureau. It aims to:

- 1) build a system embedded with next generation searching and discovery tool to enable collection sharing and information discovery for the learning community; and
- 2) enrich the current library collections by building a shared eBook collection through collaborative purchase among the five self-financing institutes that confer local degrees accredited by the HKCAAVQ, namely
 - The Open University of Hong Kong (OUHK)
 - Hong Kong Shue Yan University (HKSJU)
 - Chu Hai College of Higher Education (CHCHE)
 - Tung Wah College (TWC) and
 - Caritas Institute of Higher Education (CIHE)

2 Collection Development Objectives

To achieve the goal of enriching the current library collections for sharing amongst the participating institutes, the following objectives of eBook collection development are to be met during the project period from 2014 to 2016:

- To build a large eBook collection for shared perpetual access for the students and academic staff of the five institutes, enhancing the library collection and promoting a better teaching and learning environment.
- To purchase around 15,000 to 25,000 titles of eBooks from multiple vendors of academic eBooks based on their relevancy to the academic programmes of the five institutes.
- To arrange for collaborative purchases so as to maximize the cost effectiveness.
- To develop collection development policies for future eBook purchases after the completion of the project.

3 Responsibilities

Based on the recommendations from the academics or from authoritative reviews and bibliographic tools, the participating libraries are responsible for selecting the materials to build up the shared eBook collection. The eBook materials should be carefully selected with the best efforts of the academics and library

professionals to support academic programmes and research activities in their institutes.

The AL(QESS-CD)/AL(QESS-ACQ) and their sections will provide the necessary administrative / clerical support to the member libraries to facilitate their selection of eBook materials. The QESS-CD team should take up a supporting role in collection building and should provide support to, and liaison with, the member libraries on materials selection. The QESS-ACQ team is responsible for the actual processing of the orders and to assist in budget monitoring/control. The SAL(CD) of OUHK is responsible for overseeing and monitoring the implementation of the collection development guidelines, and ensuring that the quality of the support to the member libraries is up to standard.

The Central Project Team (CPT) is responsible for formulating the direction of collection development and management of the shared eBook collection. The CPT has to review and finalize the support mechanism and the collection development guidelines from time to time where necessary. The review should be based on the development of the CSIDS Project, the development of the publishing and library market, the users' needs and requirements, the views of the library staff members, and the resources available.

4 Selection Criteria

4.1 Subject Scope: eBook materials that are able to support the teaching, learning and research activities of the participating institutes will be collected.

4.2 Language: Chinese and English materials are collected according to the medium of instruction of the courses.

4.3 Chronology: Current publications or materials are given higher priority. Older materials may be selected as necessary depending on the requirements of the courses.

4.4 Reading Level: There are foundation, medium, advanced, higher, and research levels and project-based courses in the participating institutes. The level of the materials purchased should be in line with the level of the courses offered or the research needs of the institutes.

4.5 Number of Concurrent Access: Normally only one or the minimum number of concurrent users for each publication is acquired for shared access by the participating institutes. Additional access will be purchased only if they are justified by heavy and continued use.

4.6 Formats: Facilitating collection sharing and information discovery is one of the project goals. To support the students in various study modes, the WEB version is preferred to all other formats where possible, appropriate and affordable. The same material will not be acquired for shared access in more than one format (except for complimentary copy). When considering the choice over multiple formats of

any selected material for purchase, the following criteria should be taken into consideration.

- With remote access right granted by publisher / vendor.
- Cover-to-Cover basis – Contains the same contents and information (including all textual, graphical and statistical information, etc but excluding advertisements) as the printed version.
- File Format: PDF, TEXT, HTML, XML formats are most preferred. Other formats that require special program / software to access would need more careful evaluation.
- Access Control: IP authentication
- CD-ROM or DVD format will NOT be considered, as a compatibility problem may arise in the future (e.g. after CD-ROM network upgrade or change of the systems requirements of the CD-ROM).

4.7 *E-books Subscription Service*

E-books subscription service will NOT be considered as the project aims to build up an Ebook collection for perpetual and shared access by participating libraries.

4.8 *Digitization of Titles*

Local digitization will not be carried out as it has been found to be too costly and time consuming.

4.9 *Editions*

In normal cases a monograph in its latest edition will be acquired. Older editions may be acquired only if they are specially required with justification.

4.10 *Variant Editions*

Variant editions of the same work will not be acquired unless they are “standard” editions, or contain substantial changes, which are required for research or comparative study purposes

4.11 *Abridged Editions*

Unabridged, original editions are generally preferred over abridged editions except when the original is no longer available or the abridged edition has historic or literary value.

4.12 *Expensive Materials*

Requests for single titles with their individual eBook price exceeding HK\$2,000 will be considered expensive. Member libraries should be reminded that every expensive book purchased means that many other scholarly titles cannot be purchased. To ensure that the recommendation of an expensive item for shared access purchase is supported, the recommendations should be endorsed by one more member libraries. Some general guidelines are listed below:

- Probability of using the same materials by other courses/member libraries
- Student enrollment in the related courses
- Quality of the work, as indicated in the book reviews in professional sources and citations of the work.

4.13 Congress/Conferences/Symposium Proceedings

Published proceedings of domestic or international congresses, conferences and symposia will only be collected when appropriate by subject matter. Publications containing only a list of participants will not be collected.

4.14 Multi-volume Set

Multi-volume set competes against a current book and other possible expensive purchases. They are potentially expensive items and should be evaluated. The multi-volume set will be purchased towards the end of the project if enough funding is available. When demand is high, they may be purchased immediately if budget are available.

4.15 Monographic Series

This includes series of monographs with a collective title, often issued by a university or society, and reference sources such as encyclopedias, almanacs, and biographical sources. Monographic series may be acquired as individual titles. Requests for standing order or continuation order will NOT be considered for the project.

5 Collection Development Tools

Suitable book titles in English or Chinese will be sourced from a number of bibliographic tools or publishers/vendors web sites or services as listed in Appendix I.

6 Schedule

Eighteen broad subject areas have been identified to be related to the teaching, learning and research at the participating institutes (Appendix II). To develop a collection of titles for each subject area, the QESS-CD team will carry out the collection development tasks according to the Schedule in Appendix III. The team will:

- work with member libraries to develop the classification number ranges, search keywords and strategies for locating appropriate publications
- prepare title lists according to the agreed search terms for members' selection
- send monthly notifications on new releases (if any) for the subject collections with agreed search terms
- screen the electronic book titles of those vendors/ publishers recommended by the Central Project Team from time to time. These titles will be re-grouped into broad subject areas, if required, before distributing to the member libraries for selections.
- provide support to member libraries in developing the shared eBook collections for new courses at their participating institutes

Appendix I

Collection development tools and services

English books	Chinese books
<p>Amazon http://www.amazon.com/Advanced-Search-Books/b/ref=sv_b_0?ie=UTF8&node=241582011</p> <p>Baker and Taylor > Core titles http://www.ybp.com/acad/Core1000Cover.htm</p> <p>BookData Online http://www.nielsenbookdataonline.com/bdol/</p> <p>Choice magazine http://www.ala.org/acrl/choice/home</p> <p>**GOBI http://www.gobi3.com/Pages/Login.aspx</p> <p>**EBSCO http://www.ebscohost.com/ebooks/academic/subject-sets</p> <p>**ebrary http://site.ebrary.com/lib/librarytitles/browse.action?nodePath=root</p> <p>Library Journal > Collection Development > Best seller http://reviews.libraryjournal.com/category/best-sellers/</p>	<p>Hong Kong</p> <p>The Commercial Press http://www.cp1897.com.hk</p> <p>Hong Kong Book City http://www.hkbookcity.com/</p> <p>Joint Publishing http://www.jointpublishing.com/</p> <p>首尚文化電子書店 http://store.handheldculture.com/book.php?category_id=12</p> <p>網上書店 http://www.hklawpage.com/tc/bookstore/</p> <p>中華書局 http://www.chunghwabook.com.hk/</p> <p>Mainland China</p> <p>Amazon http://www.amazon.cn/b/ref=sv_b_0?ie=UTF8&node=231004071</p> <p>**Apabi www.apabi.com/ouhk</p> <p>Dushu http://big5.dushu.com/advsearch.html</p> <p>Taiwan</p> <p>博客來 http://www.books.com.tw/web/books/</p> <p>Airiti Press http://www.airitipress.com/</p> <p>Findbook http://findbook.tw/</p> <p>Kingstone http://www.kingstone.com.tw/EBook/Ebook_Index.asp?actid=MainTop</p>

**GOBI (Global Online Bibliographic Information) was developed by YBP Library Services. It is an online interface which provides titles from leading publishers. Major academic publishers, including but not limited to Cambridge University Press, Oxford University Press, Kluwer, Springer, Sage, Wiley and World Scientific, McGraw Hill etc., can be found in GOBI

**EBSCO and ebrary are online databases which provide access to thousands of electronic resources covering all academic subject areas. They aggregate resources from academic and professional publishers to support the collection development needs of libraries.

**Apabi is an aggregator providing collections of Chinese electronic resources published in China.

Appendix II

Subject areas related to teaching or learning at the participating institutes

Subject (美國國會分類法)	OUHK	CIHE	CHCHE	HKSYU	TWC
綜合類/General Works	Yes	Yes	Yes	Yes	Yes
哲學、心理學、宗教/Philosophy, Psychology, Religion	Yes	Yes	Yes	Yes	Yes
歷史學及相關科學/Auxilliary Sciences of History	Yes		Yes	Yes	
歷史學總論/History, General & Old World	Yes		Yes	Yes	
美國歷史/American History				Yes	
地理/Geography	Yes		Yes	Yes	
社會科學/Social Sciences	Yes	Yes	Yes	Yes	Yes
政治學/Political Science	Yes		Yes	Yes	
法律/Law	Yes	Yes	Yes	Yes	
教育/Education	Yes	Yes	Yes	Yes	Yes
音樂/Music					
美術/Fine Arts	Yes	Yes	Yes		
語言與文學/Language and Literature	Yes	Yes	Yes	Yes	Yes
科學/Science	Yes		Yes	Yes	Yes
醫學/Medicine	Yes	Yes			Yes
農業/Agriculture					
科技/Technology	Yes	Yes	Yes	Yes	Yes
軍事歷史/Military History				Yes	
海軍科學/Naval Science					
目錄學、圖書館學與資訊科學/ Bibliography, Library Science and Information Sciences			Yes		

Appendix III

Collection development schedule

Subject strands and keywords to member libraries		Member libraries' comments by	Title lists for member libraries' selection*	Completed as of 30 June 2014
24 Feb 2014	Business and administration & Economics	7 Mar 2014	28 Mar 2014	✓
3 Mar 2014	Education	14 Mar 2014	28 Mar 2014	✓
1 Apr 2014	Language and literature	14 Apr 2014	28 Apr 2014	✓
2 May 2014	Medicine & Nursing	15 May 2014	29 May 2014	✓
3 Jun 2014	Science & Technology	16 Jun 2014	30 Jun 2014	✓
2 Jul 2014	Fine Arts	15 Jul 2014	29 Jul 2014	
1 Aug 2014	Philosophy & Psychology	14 Aug 2014	28 Aug 2014	
1 Sep 2014	Law	12 Sep 2014	26 Sep 2014	
3 Oct 2014	Geography	16 Oct 2014	30 Oct 2014	
3 Nov 2014	History & Tourism (Cultural and Heritage)	14 Nov 2014	28 Nov 2014	
1 Dec 2014	Political Science	12 Dec 2014	29 Dec 2014	
2 Jan 2015	Auxilliary Sciences of History	15 Jan 2015	29 Jan 2015	
2 Feb 2015	Sociology & Social Work	13 Feb 2015	27 Feb 2015	
2 Mar 2015	Bibliography, Library science and Information Sciences	13 Mar 2015	27 Mar 2015	
1 Apr 2015	General Works	14 Apr 2015	28 Apr 2015	

*The title lists for each subject area should include book titles from the publication year 2012 to the current year.