

DIGITAL DOWNLOADS COLLABORATION – DIGITAL SELECTION GUIDELINES

PURPOSE

The purpose of the Digital Selection Guidelines is to establish parameters and priorities to guide the selection and purchase of digital materials by the Digital Downloads Collaboration (the Collaboration).

The Collaboration supports and is supported by the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. The guidelines set forth in this document serve as the foundation for our digital selection policy.

GENERAL SELECTION GUIDELINES

- Materials will be selected on the basis of their value in meeting the informational and recreational interests of the people in communities served by Digital Downloads Collaboration libraries.
- Selection and spending for the Collaboration should focus on popular and circulating titles, including bestsellers, titles with holds, and titles with ongoing or renewed interest.
- Factors in selection will include:
 - Interest
 - Demand
 - Timeliness
 - Audience
 - Diversity of viewpoint
 - Availability of materials in appropriate formats
 - Information obtained from professional and user reviews
 - Expressed and anticipated needs of the broad regional community
 - Budget
- Selections will be made across a variety of genres and topics, for customers of all ages in a wide range of topics as titles are available. The works included in the Digital Downloads Collection will be inclusive of diverse cultures and opinions, not just the culture and opinion of any one particular community.
- No material that meets the Collaboration's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials may be suitable for all audiences.

HOLDS RATIOS

Purchase of additional copies of titles will be based on a 6:1 holds ratio.

Restricted titles will not follow this guideline. (See section on Working with Publishers).

CAPS

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The total number of copies purchased collectively by the Collaboration will be capped at one hundred (100). An individual library may contribute funds to purchase additional copies for the collection or may purchase copies for local use through Advantage Plus which are then shared with the Collaboration.

METERED TITLES

A representative from the Administering Library will evaluate titles that are expiring and may re-purchase based on previous customer use, predicted continued use, and budget available.

Metered titles will be considered for repurchase if one of the following are met:

- A holds queue with at least 4 holds exists for the title.
- The title has continued interest.

FORMATS

- The Collaboration will purchase the following formats: eBooks, eAudiobooks, and digital magazines.
- As new formats emerge, the Collaboration will review any addition of new formats that will benefit the Collaboration. A majority vote will be required to implement proposed changes.
- The Collaboration purchases digital magazines according to an annual subscription. Continued contract with the vendor and inclusion of titles is decided by a group vote on a yearly basis.

ADVANTAGE PLUS

- Any title that is not selected by the Collaboration that an individual library wants to consider for purchase can be purchased through Advantage Plus.
- If a title purchased through Advantage Plus creates a holds list, it may be considered for purchase with combined Collaboration funds using the guidelines set forth in other sections of this document.
- Restricted titles should not be purchased by individual libraries.

JUVENILE

Juvenile title selection and purchase will be based on popularity and collection balance. The hierarchy of factors that influence purchase will be:

1. Popularity
2. Collection balance
3. OverDrive recommendations and tools
4. Customer recommendations

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5. Historic performance of format (picture book, reader) and circulation
6. Balance of materials across all age groups

It is the responsibility of parents or guardians to monitor their children's usage of the digital collections.

WORKING WITH VENDORS

The Collaboration will select vendors to provide eBook, eAudiobook, and digital magazine content.

Vendors who offer content that meets the needs of borrowers and pricing models that fit within the budget of The Collaboration will be given priority.

New vendor proposals will be brought before, evaluated using the Vendor Rating Rubric (see Appendix), and discussed by The Collaboration. After discussion, the Collaboration Administrator will create a document stating options available for a vote to implement or decline the addition of the new vendor. A majority vote will be required to implement any proposed changes.

WORKING WITH PUBLISHERS

The Collaboration will select materials provided by a variety of publishers.

Publishers that promote a cooperative relationship with libraries will be given priority.

Publishers that establish embargoes or other restrictive practices will be reviewed for continuation of relationship. A detailed proposal of options will be brought before the members of the Collaboration for a vote. A majority vote will be required to implement proposed changes.

A restricted title is defined as a title that has been embargoed or set with prohibitive purchasing models by the publisher.

WEEDING

Weeding of the collection will be based upon removal of expired metered titles that are not repurchased, circulation below three (3) lifetime circulations and lack of currency in any subject area.

Review of the collection will take place semi-annually.

RECONSIDERATION OF DIGITAL MATERIALS

A title will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in the collection development policy.

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Customers who wish to object to materials in the Digital Downloads Collection may do so by requesting and completing a form for title reconsideration. The form will be available from each library in the Collaboration. Customers must have a library card number or, for Instant Digital Card (IDC) customers, provide their phone number. The libraries that comprise the Digital Downloads Collaboration assure customers that all written requests for reconsideration will be given serious attention.

Completed Reconsideration forms will be evaluated by a five-person Review Committee consisting of the following:

- One representative of the library from which the reconsideration originated (the complainant's home library); IDC cardholders will be linked to nearest library via zip code.
- One representative of The Administering Library;
- Three representatives from three different participating libraries in the Collaboration.

All members of the review committee will review the title in question, the reconsideration request, and other factors (such as reviews and customer demand) relevant to the discussion, then meet to discuss reconsideration. Digital Downloads Collaboration will not remove challenged materials from public access during the reconsideration process.

The customer who submitted the Reconsideration Request will receive a letter by mail from the Administering Library informing them of the Review Committee's decision.

Removal of a title in a physical format (e.g. book, book on CD, DVD) in response to a challenge on the local level does not mean the digital formats of the same title will be removed from the Digital Downloads collection automatically. The reconsideration of digital materials does not extend to items in the physical collections of member libraries.

The decision of the Review Committee is final. A title will only be evaluated for reconsideration once within a twelve-month period.

REVIEW OF POLICY

The Digital Downloads Collaboration Digital Selection Guidelines will be reviewed on an annual basis.

Digital Downloads Collaboration – Request for Reconsideration Form

Date _____ Library card number or IDC phone number _____

Name _____

Mailing Address _____

Telephone _____

Title _____

Author and/or Narrator _____

Format: ___eBook ___eAudiobook ___Digital Magazine

What brought the work/resource to your attention? _____

What are your specific concerns about the work? Please include specific examples with cited chapter or section.

Did you read or listen to the item in its entirety? If not, what parts did you read or listen to?

Have you read reviews of this work by literary critics? If so, what are they? Where can we find them?

For a work of nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc. citing specific examples.

For what age group is this material appropriate? _____

Digital Downloads Collaboration – Request for Reconsideration Form

Other comments that would be helpful to the committee reviewing this request?

What would you like the collaboration to do about this material?

The libraries that comprise the Digital Downloads Collaboration assure customers that all written requests for reconsideration will be given serious attention.

Please return completed forms to your local library or mail to:

Digital Downloads Reconsideration Form
400 W. Johnstown Rd., Suite 100
Gahanna, Ohio 43230