

Policy: 422

Subject: INTERNET MATERIALS

Approved by: LMAC

Contact: Coordinator, Collections Management
Prepared by: Task Force on the Internet and the Collections

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Purpose

The objective of this policy is to provide guidelines for the collection and incorporation of relevant Internet materials into the UML online catalogue. For procedures related to the licensing of Internet resources see CAP Policy 421 – Licensing Policy.

Policy Statement

Selection, retention, archiving and deselection of Internet resources within current UML collection policy guidelines rest with bibliographers/unit heads who have designated responsibility for specific areas, in consultation with the Coordinator, Collections Management.

Selection¹

1. The following categories of Internet material may be selected for inclusion in the UML online catalogue:
 - a) full text electronic resources, including monographs, serials, etc.;
 - b) online parts of print works, e.g., a print work with statistical tables only available on a Web site;
 - c) multimedia resources (works including images, videos, and sound, with or without text);
 - d) databases, including statistical databases.
2. The following categories of Internet resources will in general be excluded from the UML online catalogue:
 - a) search engines, e.g., Google;
 - b) directories/indexes to the Internet itself, e.g., Yahoo.

¹ See Appendix A for suggested selection guidelines.

3. Printed copies of Internet resources documents are accepted for inclusion in the UML online catalogue only in exceptional circumstances when a bibliographer or unit head determines that the material should be permanently retained and warrants the additional cost of printing, storing and binding the document.

Access/Cataloguing

1. Access to Internet resources will be provided in the UML online catalogue by catalogue records which will include 856 fields for Electronic location and access. 856 fields generally include URLs.
2. Catalogue records for print titles which have parts available only on the Internet will also contain URLs for those parts and notes identifying the parts.
3. Internet resources will be identified in the UML online catalogue by the inclusion of "Online Access" in the display record.
4. All Internet resources should be made available through UM Links whenever possible.

Retention/Maintenance of URLs

1. Deselection of Internet resources will in general follow the same policies applicable to deselection of other categories of materials (see CAP Policy 315: Discarding of Library Materials).
2. Functionality of URLs in catalogue records is monitored through vendor notification, link resolver notification and other means.
3. Questions regarding malfunctioning URLs should be directed to Electronic Resources staff.

Procedures Applicable to All Units

1. Requests for Internet resources (whether free or requiring payment) are sent by email to the Electronic Resources staff.
2. In the case of resources requiring licenses, Electronic Resources staff obtain license agreements as per CAP Policy 421.
3. Upon activation of the Internet Resource by Electronic Resources staff, Cataloguing staff enters catalogue records with functioning links to Internet resources into the UML online catalogue.
 - a) Electronic Resources staff will add the titles to the UM Links whenever possible.

GUIDELINES FOR SELECTION OF INTERNET RESOURCES²:

(Note: These criteria are intended to assist in the evaluation and selection process. Resources can be acceptable without meeting all of the criteria listed.)

Quality and Content

Credible source as indicated by:

- Content peer-reviewed by experts in the field.
- Produced as part of the mission of a national or international organization.
- Developed by an academic institution or commercial enterprise with an established reputation in topical area.
- Resource is indexed or archived electronically (if appropriate).

Importance of resource as demonstrated by availability:

- Resource is available from or pointed to by multiple Internet sites.
- Database or document is reproduced in multiple formats (print, online, CD-ROM, etc.).

Content is comprehensive or unique:

- Resource is known or can be shown to cover subject area well.
- Information would likely be unavailable to clients otherwise.
- Resource is full text.
- Internet version of the resource is the most current.

Content of Internet version is complete or meets client needs:

- Internet document or database mirrors that available from other sources or in other formats.
- If the timespan or the content of the Internet version of the resource is limited, the resource is still of use.
- Because of subject area, increased demand is likely in the future (e.g., health care reform).

The resource stays current through regular updates or demonstrates ongoing maintenance.

Relevancy

- Resource is related to teaching and research programs of the University of Manitoba.
- Library personnel or client recommended resource.
- Access is provided by other local institutions or major universities.
- Usage data indicate client interest or demand.

² (adapted for U of M from Guidelines for Internet resource selection by Gregory F. Pratt, Patrick Flannery, and Cassandra L. D. Perkins, C&RL News, March 1996)

Ease of Use

- If a logon sequence is required, it can be scripted or automated for clients.
- If searchable, searching is similar to that of other available Internet resources.
- If a unique interface is used, the resource is of sufficient importance that client access is still worthwhile.
- If needed, user help files or resource description files are readily available.
- The amount of user support required from Reference Desk or LETS Help Desk is minimal or acceptable.

Cost and Copyright

- Any subscription or access costs are reasonable and justifiable.
- It is simple to comply with restrictions on duplication or dissemination of information from the resource.

Hardware and Software

- Providing access requires little or no change in existing or planned hardware and software resources.