

eContent Shared Collection Development Guidelines

Guidelines for adding titles to the Marmot Digital Library, whether they are purchased from OverDrive, directly from publishers, or local authors. Subscription collections (i.e. RBDigital, ebrary, SpringerLinks) purchased by individual libraries are not included in this policy.

1. Follow the same guidelines used for developing your print collections. You know your patrons and the kinds of materials they would like as eBooks or eAudiobooks.
2. Prefer unabridged versions.
3. Add digital copies of the print titles that receive lots of use.
4. Assess the usage of the titles in your print collection before purchasing the digital copy. If the print copy has not circulated, purchasing the digital copy might not be a wise investment.
5. Purchasing of titles suggested by your patrons in the formats they request, whenever possible. Previous "unofficial" policy has been to purchase whatever a patron suggests, the belief being that if a patron takes the time to request something, they will take the time to check it out.
6. Patron suggestions are done through an online form that is located on the Marmot OverDrive site. The patron's home library will receive an email with the request. Site selectors should respond to their patrons about their suggestions.
7. When contemplating the purchase of titles that are part of a series, consider adding the entire series. If OverDrive does not have all the titles in a series, it may be necessary to explain to patrons why titles are missing.
8. Monitor hold queues and add copies when the hold ratio is greater than 7/1 (7 holds on one copy).

Maximum Access Collection:

Marmot purchases 25 titles from the Blackstone Audio max access collection for unlimited use. Each year, the checkouts of that collection are reviewed. Items with checkouts lower than 52 can be replaced by other titles.

Monthly Purchasing & Maintenance for the Collective

At the beginning of each month, designated consortia representatives do the following to enhance and monitor the collection.

1. Using the Expired Titles lists sent monthly by Overdrive, leased titles are allowed to expire if:
 - a. They do not have a hold. If titles have a hold, we look to see if the leased period will satisfy the hold, if not, we repurchase the title.
 - b. They have more than 10 checkouts. Titles that have seen less than 10 checkouts are weeded from the collection (See step 4)
2. Under Weed Collection we run lists for both "Metered with 0 licenses" and "Metered with no time remaining" and sort by holds. Titles with holds are repurchased.
3. With the remaining dollars, the Current Waiting List is examined and we attempt to reduce hold queues to a ratio of 7/1 (7 holds on one copy).
4. Under Weed Collection we run lists for both "Metered with 0 licenses" and for "Metered with no time remaining" and sort by checkouts. We weed any titles with less than 10 checkouts.
5. Under Weed Collection we also run lists for both "Metered with 0 licenses" and for "Metered with no time remaining" and "not available for sale". We weed all of the titles that are no longer for sale.
6. OverDrive purchasers for the Marmot consortium can use their own discretion to purchase items that have fewer than 10 checkouts.