

Learning Resources Web Resources Policy

Policy Name: Web Resources Policy	Overseen by: Web Resources Policy Committee	Effective date: October, 2006	Related Policies: Collection Development Policy
Category: Web Resources	Approved by: Learning Resources Management Committee	Review date: October, 2008	Replaces: April, 2001 LRMC Approved Policy

Purpose of Document

Scope of Document

Definitions

Selection Responsibility

Access Points for Web Resources

Cataloguing

Weeding

1. **Purpose of Document:** To set out guiding principles for selecting, cataloguing, and providing access to Web resources.

2. **Scope of Document:** This document addresses the following types of Web resources:

- a) Web documents
- b) Websites
- c) Databases: including periodical, reference and multimedia databases
- d) Digital collections
- e) E-journals

3. **Definitions:**

- a) Web document: A Web document is a file of information located on the World Wide Web through a unique Uniform Resource Locator, which may contain text, graphics, sounds, animation, video and other media. It is analogous to a print item such as a book, serial, report or document.
- b) Website: A website is a collection of Web pages that are usually stored on the same server and maintained by a single person, organization or company.
- c) Database: A database is a collection of information in electronic format. Some databases have bibliographical information relating to books, articles, and other published material. Other databases provide full text, numeric or statistical information and multimedia such as the Naxos Music Library database.

- d) Digital collection: A digital collection is a body of materials in digital format treated as a group or considered as a whole rather than individually, such as NetLibrary. A collection will demonstrate some identifiable, collective organizing principle to the materials. The organizing principle can be derived from various perspectives. For example: Materials with a common theme or subject, format or type, or mode of publication; materials created or collected by an individual (e.g. the works of one author) or corporate body; materials with a common source or origin issuing from a specific corporate body. Since judgment is involved in whether or not to group individual items as a whole, a collection is often, but not always, a created or artificial accumulation of materials devoted to a single theme, person, event, etc.
- e) E-Journal: A contraction of electronic journal. A website graphically modeled on an existing print journal, or which provides access to an online journal which never had a print counterpart.

4. Selection Responsibility:

While the following librarians are responsible for selection in the designated areas, all librarians will participate in the process by selecting and forwarding titles to the appropriate librarian.

- a) Web documents to be catalogued – Collections Librarian
- b) Databases and digital collections - Electronic Resources Librarian in conjunction with the Collections and/or Serials Librarians
- c) Websites and uncatalogued Web documents – Web Development Librarian
- d) E-Journals (subscription and free) – Serials Librarian

5. Access Points for Web Resources:

The Library will develop a collection of Web documents accessible through the Online Public Access Catalogue (OPAC). Websites will not normally be catalogued, but rather will be linked on the Library website. A number of Web resources such as databases, digital collections and e-journals will appear in either or both the OPAC and the Library website.

Library Website:

The Web Development Librarian will be responsible for linking and organizing selected Web resources on the Library website.

OPAC:

The Technical Services Librarian will be responsible for the cataloguing of Web resources.

6. Cataloguing:

a) Adjunct Web resources:

- i. Copyright or use restrictions imposed by the creator of a document may determine whether an e-resource can be catalogued. If the Library acquires a hard copy (print or audio visual) of a title and an electronic edition of the same title also exists, the Collections Librarian will determine whether the URL for the electronic version will be catalogued.
- ii. Where derived bibliographic records come with 856 links, or when additional links are provided with the item in hand, the Collections Librarian will determine whether to include the link.

b) Reference databases: All reference databases licensed by the Library will be catalogued. With regard to digital collections such as NetLibrary and Naxos Music Library, individual titles will not be catalogued unless MARC records are supplied by the publisher.

c) Bibliographic and full text periodical databases: The goal is to include in the OPAC all periodical titles that are provided in full text through the periodical databases.

- i. It is recognized that due to factors related to the time involved in cataloguing individual titles, the maintenance of these records, and the lack of stability of titles offered in full text, this goal may not always be realized.
- ii. MARC records for periodical titles are normally provided as part of the subscription service, and can be downloaded as often as required to update the OPAC. The schedule for updates will be determined by the Technical Services Librarian in consultation with the Electronic Resources and Serials Librarians.
- iii. In the case of databases where MARC records are not available, the Technical Services Librarian in consultation with the Electronic Resources and Serials Librarians will determine if it is feasible to catalogue the full text periodical titles.

d) Government documents:

Online government documents, either with print versions or Web-only, will be catalogued. For jurisdictions where Douglas College is a depository library (Canada and British Columbia), electronic versions of documents will automatically be catalogued where available, provided the resource was not produced by a non-governmental third party. When copies are only available in PDF format, the Collections Librarian will determine whether copies will be downloaded/printed and catalogued as an item record attached to an electronic bibliographic record. If a separately published print copy is acquired, it will be catalogued as a separate book bibliographic record.

e) E-journals: Electronic serials for which there is a subscription, separate from the full text databases, will be catalogued and where possible, incorporated into the Library's serials database. Free electronic serials will be selected and added to the Library's serials database. They may also be added to the OPAC, depending on anticipated use and the stability of the title.

f) Websites: Websites will be linked on the Library website and will not normally be catalogued. Exceptions for cataloguing may be made at the discretion of the Collections Librarian.

g) Documents with special software requirements: In cases where special software is required for viewing a document, links will be made only when the required software is on the public computers.

7. Weeding:

Technical services will run the system URL checker weekly to generate reports of broken links. Records with broken links are forwarded to the Collections Librarian for further investigation.