

# **Electronic Resources Management Policy**



**University of North Bengal  
University Library**

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## **Introduction**

Electronic resources are of increasing importance to faculty and students. The Library is committed to taking a leadership role in collaborating with academic departments in providing electronic resources are resources to support instruction and research. The University Library of the University of North Bengal is also part of the INFLIBNET library consortium. Electronic resources are currently selected by the Library Committee and in special cases in consultation with the Director IQAC, NBU.

This document provides guidelines for selection and de-selection, review and approval, acquisition, cataloging, and preservation of electronic resources. The selection, review and approval process address issues concerned with licensing, access vs. ownership, developing industry standards, and physical location of resources. Currently known material types are CD-ROM, interactive multi-media, machine readable bibliographic, non-bibliographic and full text databases, software, E-journals, and other materials accessible on the Internet and elsewhere.

## **Selection Criteria of E-resources in the University Library**

1. Electronic resources considered for acquisition should fall within current collecting guidelines as described in the subject collection development policies and other appropriate guidelines.
2. Acquisition of Electronic resources should be emphasized in a phased manner so that existing expenditure ratio of 79:21 between print resources and e-resources would reach to ninety percent within next five years.
3. All electronic materials should be relevant and appropriate to a significant segment of the Libraries' user community and reflect current academic needs and the University's mission. Special attention should be given to electronic resources that provide coverage of under-represented or high-priority subject areas.
4. In the selection of electronic materials, the availability of appropriate hardware and software should be considered. For CD-ROM products, consideration also needs to be given as to whether the product is networkable. If additional software needs to be acquired to run the product, this factor should be noted.
5. If the electronic resource duplicates another resource already available in the library, the proposed electronic resource should offer some value-added enhancement.

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6. In addition to the cost of the product, if any, the following hidden costs need to be considered: licensing fees, hardware, software, staff training and continuing education, cataloging, duplicating support materials, updates, maintenance, and any other costs.
  7. The product should be user-friendly, that is, provide ease of use and guidance for the user via appropriate menus, help screens, or tutorials.
  8. The product should reflect the quality expected of similar materials in other formats.

### **Selection Procedure**

Primary responsibility for the selection of all electronic materials (including trial offers) for public use rests with the Faculty Members using the above selection criteria. For electronic resources that are intended primarily for reference use, i.e., indexes, directories, the Librarian will coordinate selection with the Library Committee. Requests from other librarians, library staff, faculty or other users should be directed to the Librarian.

Once a new electronic resource has been procured and is available to the public, the Librarian will assist in promoting the resource to relevant faculties, students, and other stakeholders. If user training is needed, the Librarian will coordinate the training with the Information Scientist of the University. The Librarian will coordinate overall publicity and training for new electronic resources.

### **Accessibility of E Resources:**

Any stakeholder of the university is having accessibility of usage of electronic resources from the university premises or by using remote access facility.

In case electronic resources access is unavailable, one may contact to Head, CIRM for technical assistance and the Librarian, University Library for resource content.

#### **Pre-conditions for such access is**

1. One must be the stakeholder of the University having access to university network.
2. Access through remotely one should have the institutional Email ID granted from the CIRM, NBU.

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### **Procedure of measuring obsolescence of e-resources:**

Librarian is responsible for reviewing ongoing products (before renewal) to re-assess for relevance to the collections, currency, ease of use, and cost. When a product no longer has value as part of the collections, it should be reviewed by the Librarian for de-selection. If the Librarian initiates de-selection, notification, including relevant paperwork, must be made to the meeting of the Library Committee. The Library Committee is the authority for de-selection of such e-resources.

### **Agreement for E-resources procurement**

The university library in all cases of procurement of e-resources makes agreements between the University and the Publishers/Vendors for legal compliance. Validity of such agreements between the parties rests for a calendar year.

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