

JAMES WHITE LIBRARY RESOURCES DEVELOPMENT POLICY

PART C. SPECIFIC GUIDELINES

10. INTERNET RESOURCES

James White Library has a general Resources Development Policy, which is applicable to all departments and units of the organization. This document provides specific application of the broader policy to Internet resources, but it does not take precedence over the policies of particular Collection Development Units. This policy should be read in conjunction with Part C. 6 of the James White Library Resources Development Policy which deals with Periodical Resources.

1-0 MISSION STATEMENT

The James White Library supports the instructional and research programs of Andrews University by collecting and providing access to materials in multiple formats, including Internet resources.

2-0 GOALS

While the Internet is easily accessible, the Library recognizes that careful selection of Internet resources and availability of these through the Library's Catalog and Web site will accomplish several objectives:

2-0-1 increase awareness and maximize use of significant sites;

2-0-2 provide value-added access to free Internet resources;

2-0-3 enhance and expand the Library's collection of traditional formats.

3-0 DEFINITIONS

This policy will guide the selection of Internet resources, primarily those that are monographic in nature: Internet resources that are specific documents or bibliographic and numeric files rather than entire collections of resources such as Web or Gopher servers.

4-0 SPECIFICATIONS

4-0-1 Location of Resources

While the Library does not physically house these resources, links will appear on the Library's Web site.

4-0-2 Responsibility for the Selection of Internet Resources

The process of selection and evaluation of Internet resources for the collection will include input from departmental faculty, liaison librarians, and other appropriate personnel. Final decisions are the responsibility of appropriate library personnel based on the selection criteria of this policy.

4-0-3 Priorities/Limitations

4-0-3-1 Funding: The Resources Development Committee encourages the selection of Internet resources which are free of charge. Selected Internet resources which require a subscription fee should be referred to appropriate library personnel for a final decision.

4-0-3-2 Exclusions: Web sites that merely advertise a service or a product; online bibliographic and full-text databases; Electronic serials.

4-0-3-3 Copyright: The James White Library will comply with the existing copyright laws and promote copyright compliance.

4-0-3-4 Duplication: Selecting an Internet resource that duplicates an existing print resource constitutes acceptable duplication because it provides greater access.

5-0 SELECTION CRITERIA

5-0-1 Curriculum and Research Support

Internet resources are selected to support the curriculum and research goals of the university community and maintain the standards of excellence, comprehensiveness, and authoritativeness.

5-0-2 Selection Tools

In addition to searching the Internet via various search engines, faculty and staff may consult discipline-related professional journals for current reviews of Internet resources.

5-0-3 Internet resources are evaluated by the following criteria:

5-0-3-1 Authority

In establishing the authority of a Web site, the selector should consider the following questions:

- Is the information credible and of high quality?
- Is the author clearly identified?
- What are the author's professional affiliations?
- Can the author be contacted?
- Is this the official site of an organization or association?

5-0-3-2 Accuracy

The evaluation criteria for Web content are often complementary. In evaluating for accuracy, the selector may rely on some of the same information used in determining authority.

5-0-3-3 Objectivity

To determine objectivity, the following questions should be considered:

- Does the page display a particular bias or perspective?
- Is it clear and forthcoming about its view of the subject?
- Does it use inflammatory or provocative language?
- If the page contains advertising, are the ads clearly distinguishable from the content?
- Is any conflict of interest discernable between content and advertising?

5-0-3-4 Coverage

To determine coverage, the following questions should be considered:

- What is included in this resource?
- What is its purpose?
- Does the site promote a product?
- Does the content fulfill the mission or scope statement of the site?

5-0-3-5 Currency

How recently has the site been updated? The discipline in question would dictate the need for more or less currency.

5-0-3-6 Design / Navigation

Functionality and accessibility are of primary importance and the following questions should be considered:

- Are there enough internal links?
- Are the links to other resources kept up to date?
- Is navigation through the site logical?
- Are links relevant to the topic / category?
- Is the content presented in an orderly manner?
- Does the design promote understanding of the content?
- Are the design and navigation features suitable/accessible to the intended user group? Is a text-only version available?
- Is the overall design user friendly?
- Is the overall design of the site aesthetically pleasing?

7-0 DESELECTION OF RESOURCES

Ongoing deselection of Internet resources is a necessity because of their dynamic nature. Resources should be deselected when:

- an Internet resource is no longer available or maintained;
- the currency and reliability of the resource's information has lost its value;
- another Internet site or resource offers more comprehensive coverage;
- it no longer meets the curriculum and research goals of the university community.