

Guiding Principles for Collecting Books in Electronic Format

Report of the Collection Development Committee

Task Force on E-books

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Submitted by the E-book Task Force
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EXECUTIVE SUMMARY

In 2001, a JSC Task Force on e-books issued a report examining the then current state of the e-book market and recommending guidelines, principles and strategies to further the use of e-books in the UC Libraries.

In 2007 CDC determined that the time was ripe for a new task force to re-examine the UC Libraries' response to e-books in view of developments in the market as well as increased user acceptance.

This report is intended for both internal audiences as well to provide guidance for interaction with external parties such as publishers and aggregators. The body of the report is focused on recommendations related to internal collection management activities for e-books and to provide context for the recommendations regarding preferred licensing, business and access terms as well as e-book functionality. In order to provide guidance for interaction with external parties, the task force developed the **Principles for Acquiring and Licensing E-book Packages and Services**. It is the overarching recommendation of the task force that this document be widely publicized and used for both local and system-wide decision-making within the University of California Libraries. The task force believes that this document will be central to the effort of the Libraries to influence the e-book market.

Summary of Recommendations

1. The **Principles** should be added to the existing **University of California Principles for Acquiring and Licensing Information in Digital Formats**.
2. An ad-hoc task force should be put in place now to make recommendations to JSC/CDC for consortial purchase of multi-disciplinary or multi-publisher e-book packages and services.
3. CDC should develop guidelines e-books in relation to shared collection initiatives.
4. The UC Libraries should continue to monitor the development of standards in rights expression for e-books.
5. The **Principles** and preferred access models should be reviewed every three years.

INTRODUCTION

In 2001, a JSC Task Force on E-books issued a report examining the then current state of the e-book market and recommending guidelines, principles and strategies to further the use of e-books by the UC Libraries. This report is available at <http://www.cdlib.org/inside/groups/jsc/ebooks/#reports>

In 2007 CDC determined that the time was ripe for a new task force to re-examine the UC Libraries' response to e-books in view of developments in the market as well as increased user acceptance. The charge to the task force is given in Appendix A.

The 2001 task force described the e-book market as "fluid." Much of that fluidity remains in 2007 with multiple business, licensing and access models, as well as multiple proprietary user interfaces. At the same time, the market is maturing with the emergence of several aggregators with significant market share. The task of the UC Libraries will be to identify those providers with the best combination of value-added features, content, and sustainable business and licensing models.

The task force began by drafting responses to each point of the charge. It became clear that this approach would result in extensive repetition within the report due to the overlap among the points. Accordingly, the decision was made to focus the body of the report on recommendations related to internal collection management activities for e-books and to provide context for the recommendations regarding preferred licensing, business and access terms as well as e-book functionality. In order to provide guidance for interaction with external parties such as publishers and aggregators, the task force developed the **Principles for Acquiring and Licensing E-book Packages and Services**. It is the overarching recommendation of the task force that this document be widely publicized and used for both local and system-wide decision-making within the University of California Libraries. The task force believes that this document will be central to the effort of the Libraries to influence the e-book market.

ENVIRONMENTAL SCAN

The task force conducted an environmental scan of the e-book activities at each campus via a survey. The survey focused on products licensed independently by each campus library. It identified resources that were uniquely held at a single campus, as well as resources held at more than one campus, which could be potential opportunities for system-wide licensing.

Broad ranges of e-book products were covered, and the responses included subject-specific e-books and reference works (e.g., Die Deutsche Lyrik in Reclams Universal-Bibliothek, Grzimek's Animal Life Encyclopedia), general reference works (Gale Virtual Reference Library) and aggregator e-book packages (e.g., NetLibrary, ebrary, EBL, MyiLibrary, etc.). In some cases, libraries had licensed these on their own, because there was no consortial advantage available (Thesaurus Linguae Graecae), or because it was of

specialized interest to only a few campuses (e.g., Old English Corpus, Apabi Chinese e-books). The results of the survey are given in Appendix B.

The survey also asked if campuses had formed local e-book task forces. It was clear that there was still interest in investigating e-books since five out of the ten campuses had e-book task forces (UCB, UCI, UCLA, UCR and UCSD) to assess and address the local needs of the campus libraries and to monitor e-book publishing and technology developments.

The survey also requested feedback about products campuses were investigating locally and suggestions for areas to target at the system-wide level. Some campuses expressed interest in:

- Online reference titles purchased on a title-by-title basis
- E-books for course reserves
- Multi-subject and subject specific packages
- Health and life sciences e-books and selected encyclopedias
- E-books published in Japan, Korea, Taiwan or Hong Kong
- E-books for IT professionals
- Selecting e-books via monograph vendor's interface

The following were some of the issues and concerns mentioned by campuses:

- Undesirable access models
- Inability to easily purchase single titles
- Untimely provision of MARC records
- Challenges in acquiring accurate user statistics
- Development of better assessment methods
- Monitoring non-vended content (government documents, grey literature, small press items, other one-offs)
- Impact of mass-digitization projects vis-à-vis licensed e-book resources

OPTIONS FOR CONSORTIAL DECISION MAKING

The task force investigated several methods by which UC librarians could make recommendations to JSC/CDC for consortial purchase of multi-disciplinary or multi-publisher e-book packages and services. The task force recommends option 2.

Option 1: Form a new UC Bibliographer Group

Create a UC-wide bibliographer group on multi-disciplinary (or multi-publisher) e-book packages and services. They will submit a prioritized proposal to the JSC survey, and CDC will decide on priorities for system-wide licensing.

Pros:

-Utilizes the same process and methodology as other electronic resources.

-Similar to the newspaper group, this would provide us with a group who could analyze and assess various e-book packages and provide some needed focus for an area that crosses many different fields.

Cons:

-For some campuses, it might be difficult to determine a single representative.
-It is not clear whether there are sufficient issues or activities to warrant forming an ongoing group.

Option 2: Ad Hoc Task Force

JSC or CDC creates an ad hoc task force as needed when new products or opportunities arise. If there are suggestions for system-wide licensing, they could still be funneled through the JSC survey process depending on the timing of the work of this task force.

Pros:

-If the e-book publishing field does not change much or our campus priorities do not change that much, this would require less overhead than a formal UC-wide bibliographer group (they wouldn't have to file annual reports or participate in the survey every year).
-If we think this will be a fairly inactive group, then a task force might make more sense.
-The membership of a task force can be customized for a particular focused and targeted charge, whereas an ongoing bibliographer group might not have the right representation in all circumstances.

Cons:

-It might be useful to have an ongoing bibliographer group to consult.

Option 3: Add this to an existing bibliographer group, such as the General Reference group

It could be that an existing group, such as the General Reference Bibliographer Group, might be able to handle the issue of multidisciplinary e-book packages.

Pros:

-The scope of the General Reference Bibliographer Group is already multidisciplinary and they are used to consulting broadly with their campus colleagues and coordinating the assessment.
-Some of the e-book packages include quite a few reference resources already.

Cons:

-It might be too much work to expand this group's responsibilities.
-People with e-book expertise might not be part of this group so it would be better to form a new group.

As stated above, the task force recommends option 2 and further recommends that such a task force be put in place now to make recommendations for next year. The membership of an ad hoc task force can be selected so as to encompass the required expertise to evaluate a consortial purchase. It is also not anticipated that there will be a large number

of such proposals requiring evaluation. This recommendation does not in any way preclude an existing bibliographer group from recommending a subject-specific package through the normal channels.

INTEGRATED SHARED COLLECTIONS INITIATIVES

Since the JSC task force surveyed the marketplace for electronic books in 2001, four shared collection initiatives have gained momentum within the University of California Libraries: Shared Print, Mass Digitization, the Persistence Policy and the CDL Digital Preservation Repository. Each of these initiatives contributes to a new framework for the management of monographs and other resources in print and electronic formats. While each activity can and does occur independently, combining some or all of these initiatives may present alternative opportunities for e-books: for example, a shared print program may accompany the purchase of commercial e-books or shared print items may be mass digitized; print books can be governed by a set of behaviors to ensure persistence while the electronic books can be preserved in the CDL Digital Preservation Repository.

Each of these shared initiatives is in its infancy. The Persistence Policy adopted in 2004 and modified in 2007 established a set of behaviors for materials accessioned into the UC Regional Library Facilities that allow for some cost efficiencies, persistence of print collections and equitable access to the deposits of all UC Libraries. Additional collection management functions surrounding those deposits are currently under discussion (e.g., replacement of persistent copies, duplication of deposits and management of cost efficiencies).

The Shared Print Program, initiated in 2003, experimented with various approaches to cooperatively collect information resources to ensure diversity in the collections and gain some economies of scale. As Shared Print becomes part of the established framework for collection development, prospective print monograph collecting is expected to expand.

Mass digitization projects with Google, Microsoft and the Open Content Alliance provide unprecedented capacity to reformat print books for access. Research indicates that mass digitization may enhance discovery of, until now, lesser-used print collections, and may increase use of the print. Mass digitization depends upon the continued development of prospective (and retrospective) print collections.

Finally, UC Libraries are currently considering strategies to preserve the digital assets resulting from mass digitization in the CDL Digital Preservation Repository. The combination of these shared initiatives may provide new options for monograph collections and services.

In the near future, we expect to continue to experiment with acquiring e-books, creating e-books through digitization and preserving both the print and electronic versions. We

expect to assess the feasibility and cost effectiveness of making or buying e-books and requirements for supporting e-books with technical, preservation and collection management services.

In terms of integration, we *do not* expect (in fact we seek to avoid) duplication of effort between mass digitization and the purchase of commercial e-books. But we *do* expect to find synergies between the purchase of commercial e-books and establishment of shared print collections. And we *do* expect to find synergies between the retrospective reformatting of existing collections (through digitization) and designation of those materials as shared collections. We also expect to develop a greater understanding of the collection management and technical services needed to support these initiatives and opportunities for process optimization.

Some important developments that are currently in different stages of discussion in the library community and are expected to impact future directions for e-books are

- OCLC Digital Masters Registry (in process)
- UC Mass Digitization Inventory (in process)
- UC Digital Projects Registry (under consideration)
- Standards for description of multiple manifestations of electronic and print
- Methods and tools for linking multiple manifestations in meaningful ways and across libraries
- A common definition of digital preservation
- Quality standards for scanning for different purposes (access and preservation)
- Third party trusted archives for e-books
- Audit and feedback mechanisms to ensure persistence of the e-book and shared collections
- Support for large-scale digital storage and data transfer
- Support for cooperative off-site shelving facilities
- The services of book agents for the selection of e-books in context with print books
- User-initiated selection of e-books and possible alignment with Shared Print
- Tools to facilitate identification and management of last and at-risk copies and policies or methods for collaboration across consortia (North American Storage Trust)
- Digitization-on-demand services
- Print-on-demand services

The task force recommends that the Collection Development Committee adopt the following guidelines for e-books in relation to shared collection initiatives:

- UC Libraries seek to avoid duplication of effort between the acquisition of commercial e-books and system-wide digitization projects

- When considering whether to purchase a commercial e-book package or mass digitize existing collections of the same titles, the UC Libraries prefer the option that
 - provides the best permissions for access, retention and preservation
 - provides the best services for the type of books and anticipated use
 - is most feasible (can be retained, made accessible and preserved) within a few years of the initial investment
 - is most cost effective not only in terms of acquisition cost but also in terms of costs to manage
- UC Libraries may acquire one or more copies of a print monograph also acquired in a commercial e-book package, based on the type of publication, long-term retention needs and anticipated demand for print. When making a decision to acquire shared print copies of titles also available electronically, the following factors will be considered:
 - Copyright status and the e-book access model
 - Significance of the collection
 - Extent of current and potential use
 - Presence of descriptive metadata
 - Relationship to other digital collections
 - Formats/ languages/nature of the materials
 - Sources of funding

PREFERRED E-BOOK MODELS

Licensing and Permissions

Overview of the Permissions Environment for E-books

Since 2001 there has not been much change with regards to permissions for e-books. While there has been some change on the part of publishers to make more books *available* electronically, e-book publishers and service providers continue to restrict the *use* of e-books by various means. These restrictions may be applied at the title level, the package level or the aggregator or service provider level by means of software or license provisions.

There are two ways in which *use* is restricted:

- **Physical Access Controls.** These are controls that allow or restrict physical access to the book. Access is a binary option: viewable or not viewable. The controls can associate the book with a specific computer or software, preventing the ability to access the book on other computers or software. The books can be encrypted to prevent sharing.

Examples:

- NetLibrary books, once downloaded, are technically associated with the user's computer and cannot be shared with another user.

- Mass digitized books are accessible or not based on copyright status controls or network controls.
- **Usage Controls.** These are controls on specific uses of the book. Such controls can be imbedded in the software that makes the e-book usable (Digital Rights Management software) or they can be stipulated in the license. They may only allow for such things as partial downloads, partial printing or view only access without printing or downloading.

Examples:

- Ebrary limits the number of pages that can be printed or downloaded at a time.
- Publishers may not permit the library to archive or preserve the book in digital format.
- Service providers or publishers may restrict libraries from providing the book on interlibrary loan.

In terms of e-book permissions and capabilities, there are some general areas of concern:

- **A tendency toward the lowest common denominator.** When permissions differ between the levels mentioned above (e.g., between package and aggregator), there may be a tendency toward the most restrictive set of permissions.
- **Non-uniform permissions within a package.** Publishers could potentially seek to apply different restrictions on titles within a package.
- **Publishers may fail to vet copyright on the complete contents of the work.** Publishers may have the rights to digitally reproduce the *text* of a work, but not the images, charts, graphs, sound or other components within it.
- **Inseparable parts.** Some e-book publishers and providers do not allow the user to extract and use the parts of a book separately, such as images, charts, graphs, etc. They may only allow the user to extract an entire page and make reference to the page. Publishers may be reluctant to allow users to separate and use the parts, even if users appropriately cite the work.
- **Digital Rights Management.** The e-book environment has swung from extreme concern about *access* controls on the part of publishers to greater emphasis on *usage* controls. Nevertheless, publishers continue to apply DRM software and to limit physical access.
- **ADA compliance.** Requirements for compliance with the Americans with Disabilities Act are under development. One of the requirements may include access through special software that can read the book aloud to the user. There may be a rights issue for publishers of e-books because the act of reading the work aloud may be considered a performance right. Some publishers may not have negotiated these rights with authors, and therefore they may not be able to include that service in their licenses to libraries.
- **Copyright laws vary worldwide.** Copyright laws and copyright duration terms differ from country to country and are in flux. Until harmonization of

copyright law occurs, this may create restrictions on the availability of content to users in different countries.

At this point standardization of rights expression for e-books is in its infancy. It is recommended that the Libraries continue to monitor the development of standards in rights expression for e-books. Libraries should consider whether to require publishers or providers to supply rights metadata with each e-book. The metadata should be supplied in a manner that is easy to incorporate into an Electronic Resources Management System.

Permissions for e-books should adhere to the following standards:

- Provide complete content and the broadest access to the greatest number of users
- Provide e-books that are fully usable for educational and research purposes
- Provide manageable resources and scalable solutions for enterprise-wide business environments
- Provide interoperable solutions that allow for the sharing of e-book content, services and descriptive information between functions, technologies, digital resources and institutions
- Allow for long-term access, retention, preservation and migration of the digital book

Access and Business Models

The University of California Libraries have worked collectively for many years to influence the market regarding desired business and access models for electronic journals. The Libraries should take advantage of current opportunities to exert similar influence in the development of business and access models for e-books. In many cases this will take the form of insisting that features currently available for electronic journals also be available for e-books.

One area in which business models for electronic journals and electronic books differ significantly is subscription vs. purchase. Electronic journals are acquired by means of subscription. An important negotiating point is the provision of perpetual access to previously subscribed content in the event that the subscription is not renewed. E-books, on the other hand, are available both by subscription and by purchase. Subscription plans, such as, for example, ebrary's Academic Complete, behave much like a journal package. In this case, there is no provision for continued access to content if the subscription is not renewed. Such subscription plans can be useful in providing a significant amount of content, often not the most current, at a low per-title cost.

Most e-books are now available by one-time purchase with a promise of perpetual access. E-books may be purchased title-by-title from traditional book vendors using their standard online selection tools. In this case, there is little difference in procedure between the acquisition of print and electronic books. This model may be appropriate when print manifestations are also desirable. In this case, licenses may need to be

negotiated with both publishers and book vendors; differences between the two licenses may need to be monitored to ensure the most advantageous access terms are applied.

Increasingly, e-books are also available directly from publishers in subject-related packages. The e-books in these packages are often available at a lower per title cost than if they were purchased through a vendor. While this is an advantage, disadvantages include the inability to select those titles that are really desired and to manage selected titles efficiently, particularly in conjunction with print manifestations.

A variation on traditional librarian selection is offered by patron-purchase or patron-selection plans. In such plans, catalog records for all e-books, or a specified sub-set, available from a particular vendor are loaded into the library OPAC. A title is purchased after it is accessed a specified number of times. While such plans have some advantages, they do carry the risk of impacting library budgets in unpredictable ways. In the event that a title is purchased, the library may also consider systematic acquisition of the print book and/or systematic deposit of the e-book into a digital repository.

It is not possible to make a blanket statement as to which acquisition model is to be preferred in all cases. Generally, the UC Libraries will prefer purchase over subscription, except for continually updated reference works that behave more like databases than traditional books. The Libraries will also generally prefer working with a standard academic book vendor rather than directly with a publisher because such vendors add value to the collection development, assessment and reporting processes. This should not be construed, however, as limiting the ability of the Libraries to license an e-book package directly from a publisher if it would be advantageous to do so.

Preservation and Perpetual Access

The University of California Libraries have a history of concern for the long-term preservation of their print collections. The Libraries have an equal concern for the long-term preservation of purchased electronic collections. Therefore, the Libraries will prefer those vendors who provide perpetual access to purchased e-books as well as the option for the Libraries to deposit purchased e-books in a trusted digital repository.

In evaluating preservation options for e-books, the following factors will be considered:

- The original format of publication will be preserved.
- The highest quality available electronic manifestation will be preserved
- Additional manifestations may be preserved, if fully supported

Assessment

Post-acquisition assessment can be conducted using the same criteria that are used to assess other electronic products. Such criteria are found in the Resource Selection and Evaluation Criteria and the Vendor Evaluation Report form found at <http://www.cdlib.org/inside/groups/rl>

A periodic assessment of the following should also be conducted:

- User experience (including experience with print books)
- Collection (Did we get what we wanted and expected? Were the terms and conditions met/still desirable? Has the usage of the print book been affected by the availability of an electronic counterpart?)
- Collection Development process
- Technical Services process
- Retention and Preservation (including audits of trusted digital repositories)

In addition, due to the changeable nature of the e-book environment, the Principles and preferred access models should be reviewed every three years.

PRINCIPLES FOR ACQUIRING AND LICENSING E-BOOK PACKAGES AND SERVICES

The task force reviewed the original **University of California Principles for Acquiring and Licensing Information in Digital Formats** with the aim of broadening these to include e-book packages and services. Many of the same basic principles apply as well to e-books. However, e-books introduce the need for clear statements on additional business and access models, licensing terms and content and management requirements. The task force, therefore, is recommending a revision to the UC Principles that can include e-books as an important part of the carefully coordinated and collaboratively managed variety of UC library collections.

The e-book revisions to the Principles are intended to apply to two types of e-books: the digitized versions of printed books and those that are born digital. Increasingly, the commercially available packages contain books that are only available electronically. At the same time, digitization initiatives are ramping up, greatly increasing the volume of digitized versions of print books. In either case, it is important that e-book acquisition and access options may be exercised flexibly and as needed and appropriate to meet changing demands for instructional support and research. Decisions on retention of e-book titles need to be considered at the time of acquisition as these help inform a preferred access option.

The following e-book principles highlight those that the task force is recommending be added as an appendix to the original document to guide the Libraries at both campus and system-wide levels in setting the terms of business relationships with providers of e-book packages.

Principles for Acquiring and Licensing E-book Packages and Services

1) Content/Collection Development

- a. In cases where e-books duplicate printed books, including those that result from mass digitization projects, a Shared Print monograph strategy should be considered and planned.
- b. In cases where e-books do not exactly duplicate the print version of a book, this should be noted in the descriptive cataloging and catalog records provided by the vendor, and ideally this information should be made apparent at the point of selection.
- c. Title-by-title usage statistics by campus are needed for effective management and evaluation of e-book packages. (Add to 5.a of the Principles)
- d. The supply of e-books through a standard academic book vendor is preferred although there may be instances where it is advantageous to obtain e-books directly from a publisher.
- e. When a publisher offers an e-book through multiple channels and the versions differ, the publisher's version is preferred.

2) Costs and Pricing

- a. Given the potential for dynamic updating of e-book content, the preferred business model will vary depending on the need to retain content. While the Libraries generally prefer to purchase e-books with perpetual access rights, vendors that offer a range of reasonably priced access options: lease, own, user-driven, etc. will be preferred.
- b. If there is a differential price for single vs. multiple user access, multi-user access should preferably cost 1 ½ - 2 times single user access depending on an assessment of value.
- c. Assurance of reasonably controlled price increases should be included in licensing terms.

3) Transformative Strategies

- a. In addition to transformative models that reduce access barriers (e.g., open access models) or that provide a sustainable alternative to expensive for-profit efforts, e-book publishing models, such as those emerging with WordPress, can build on the success of collaborative social networking to further transform scholarly communications. E-books offer the potential of truly integrating commentary and updating ongoing, developing research.
- b. University presses that are redefining their monograph publishing strategies offer opportunities for libraries to collaborate in support of new means of scholarly communications, especially in providing innovative forms of quality or peer review processes.
- c. Strategies for the access and use of mass digitized books can also aid in development of transformative models for libraries.

4) Licensing

- a. The provider should be able to warrant that it has the right to license all components of the e-books including text, image and sound. The e-books should be supplied with provisions that protect the hosting institution from vulnerability arising from unwarranted use of the resource.
- b. E-book services should be capable of providing access to users authenticated by IP address and/or by number of simultaneous users. A “check-out” model is not preferred, as it presents privacy issues inconsistent with the libraries’ service mission.
- c. Libraries should be permitted to loan and borrow complete books in the format in which they are purchased (if purchased in print, then loaned and borrowed in print; if purchased in electronic format, then loaned and borrowed in electronic format). Libraries should also be permitted to loan and borrow portions of books when the publication is organized in chapters or sections. The loaned e-book should be usable by and accessible to the borrower. (Link to 4.f of the Principles)
- d. Information about terms and conditions of access should be easily understood by users and all library staff. Permissions and restrictions should be explicit in the license agreement and the libraries should be informed in writing of the use of controls to monitor post-access uses of the material. Sufficient information necessary for transmitting permissions and restrictions to others should accompany each resource.

5) Functionality and Interoperability

- a. E-book packages should have broad access for research, education and scholarly purposes. Available uses should include standard academic practices such as the ability to electronically view, present and display e-books to others, provide access via the web, display in classrooms and other public venues, access them remotely, include full books as well as chapters and sections in printed and online coursepacks and reading lists, and share them on an ad-hoc basis with scholars and researchers in usable, software-independent formats.
- b. E-book software should add value through advanced searching, browsability, highlighting and marking text, integration with citation tools and linking with outside references, cited sources, dictionaries and media.
- c. Users should be able to access and use e-books without having to divulge personal information. Users should not be required to establish an individual account in order to access and use an e-book. If user accounts are necessary to implement value-added services such as bookmarking or highlighting, users should have the option to create an account or to access and use the e-book without the additional services. If user accounts are used, the provider must commit to protect users’ privacy. “Click through” licenses should not be required. (Link to 5.a of the Principles)

- d. It should be an option for users to be able to download the entire contents of the book in efficient ways and to external devices such as handheld devices for appropriate purchased e-books.
- e. When an e-book is downloaded, users should be able to mark up, highlight and annotate contents in external software (e.g., PDF).
- f. Libraries and users should be able to make use of the whole book in the same moment. Such uses should include viewing, downloading, printing, loaning, borrowing, displaying and sharing the entire work. This particularly applies to works that are meant to be read in their entirety, such as a work of fiction. Libraries and users should also be able to make use of parts of a work, when the nature of the work lends itself to partial reading--for example, a collection of essays, a book with distinct chapters or a guidebook. Users should also be able to use components within the text, such as images, graphs, charts, etc. with appropriate citation.
- g. When appropriate, it should be an option for users to be able to print the entire contents in efficient ways. Libraries should be able to print on demand and bind for preservation and other library services protected under the fair use provisions of the U.S. Copyright Act.
- h. Access to e-books should be ADA compliant, either within the service or through an additional service.
- i. E-book package titles, both purchased and not-purchased, should be integrated in standard vendor selection tools.
- j. E-book packages should include MARC records for each book and include metadata based on industry standards for the expression of permissions. Libraries should be able to augment descriptive data. Separate MARC records should be provided for e-books and the print equivalents.
- k. Metadata, snippets and descriptive information used to discover e-books should be open and exposed to all indexing, linking and access services and libraries should be able to expose this information.
- l. E-books should be provided in ways that are independent of specific operating systems, platforms and browsers and accessible/usable in any of the current versions of the same. E-book content should be transferable to and from content providers.
- m. E-books should be interoperable with digital content from diverse organizations and providers.
- n. Trial access should be an option for evaluation before purchase.
- o. E-book publishers should provide a title list and should strive to publish electronic and print versions simultaneously. They should disclose the approximate time difference between print and e-book publication, if there is a difference.
- p. The option to temporarily increase access to support class use (e.g., course reserves) should be available.

Appendix A
Task Force Charge

April 4, 2007

To: CDC Task Force on e-Books

From: Lucia Snowhill, Chair, UC Collection Development Committee

The Collection Development Committee identified a need for developing a set of guiding principles for collecting books in electronic format, in the broader context of system-wide monographic collection development, shared print goals and mass digitization projects. The Task Force should concentrate on e-monographs rather than on electronic reference works.

The Task Force is charged to

1. Identify system-wide synergies and possible opportunities for consortial purchase of e-books.
2. Develop a method(s) for UC librarians to make recommendations to JSC/CDC for consortial purchase of multi-disciplinary (or multi-publisher) e-book packages and services.
3. Examine the integration of e-books with other shared collection initiatives such as shared print and mass digitization.
4. Provide preferred models for rights management of e-books within the context of consortial collection development.
5. Investigate the extent to which the University of California should seek to influence the market regarding the implementation of desired business and access models. Develop guidelines for vendors, providers and agents.
6. Develop best practices to make e-books most useful for instruction and research within the University of California.
7. Develop guidelines for the intentional duplication of electronic and print titles.
8. Propose CDC's "Principles for Acquiring and Licensing E-book Packages and Services—Commercial and Non-Commercial." Include methods and requirements of post-acquisition assessment.

Appendix B
Environmental Scan

Tier 2 E-book Packages Currently Acquired

Acquired Ebook Products	UCB	UCD	UCI	UCLA	UCM	UCSB	UCSC	UCSD	UCSF	UCR	Notes
Dekker Encyclopedias							x		x		UCSF & UCSC: few titles
e-EROS Encyclopedia of Reagents for Organic Synthesis; (Wiley)				x	x						UCLA: Tier 2 (Sci & Eng) Tier 2 restricted to: UCB, UCD, UCI, UCLA,
Encyclopedia of Biostatistics (Wiley)				x			x				UCLA: Tier 2 (Sci & Eng)
EncyKorea		x		x							UCB, UCLA
JapanKnowledge		x	x	x							UCB, UCLA, UCI
Knovel Library titles such as "International Critical Tables of Numerical Data, Physics, chemistry and Technology", "Perry's Chemical Engineers' Handbook"; "Sax's Dangerous Properties of Industrial Materials"; "Smithsonian Physical Tables" , Lange's Handbook of Chemistry" and etc.	x		x	x	x			x			Tier 2, UCLA: Sci& Eng
MD Consult		x	x	x			x		x	x	Tier 2 for UCD UCI UCLA UCSF UCSB UCSC UCR
Sibu Congkan		x	x	x		x		x			UCB, UCI, UCLA, UCSB, UCSD
Siku Quanshu	x	x	x	x	x	x		x		x	T2 for UCB, UCD, UCI, UCLA, UCM, UCSB, UCSD and UCR.
Stat Ref!	x	x	x	x				x	x	x	UCLA: biomed titles for Dentistry and Nursing; UCSF: local titles not in Tier 2. Tier 2: UCB, UCD, UCI, UCLA, UCR, UCSD, and UCSF
SuperStar ebooks (Chinamaxx)	x		x	x		x		x			T2 for UCB, UCI, UCLA, UCSD, UCSB
Synthesis, the digital library of engineering and computer science	x	x	x	x	x			x			Tier 2: UCB, UCD, UCI, UCLA, UCM, and UCSD
Thieme Electronic Book Library:Flexibook Atlases& Textbooks	x	x	x	x				x	x	x	UCLA: Biomed title, (new T2 for UCB, UCD, UCI, UCR, UCSD, UCSF, UCLA)
World Bank e-Library Package, including World Bank e-Library, World Development indicators (WDI) and Global Development Finance (GDF)	x	x	x	x	x	x	x	x		x	5 campus sub for package: UCB, UCI, UCLA, UCM and UCR, WDI for UCD, UCSD, UCSB. And UCSC subscribed WDI+ GDF
Comments:											
1. UCLA Biomed Library: Inability to purchase/license an e-book title because it is part of a Tier 2 package and we can't add it add an individual campus need and/or we have to wait for the renewal to see if we can suggest the title for the new year (and get the participating libraries to agree to add the title).											
2. UCLA Sci & Eng Library: In general, there have been positive responses received. The O'Reilly Technical books get heavy use, complaints center around the limited number of											
3. UCLA EA Library: Positive reaction so far is that the ebooks are full-text searchable, which has extra value in comparing to printed copies;											
4. UCSF:Books @Ovid has bad interface and bad pricing. As for StatRef! it can not search Tier 2 and Tier 3 titles together, but the good part is it has good pricing, easy to work											

Tier 3 E-book Packages Currently Acquired

Acquired Ebook Products	UCB	UCD	UCI	UCLA	UCM	UCSB	UCSC	UCSD	UCSF	UCR	Notes
ABC-CLIO (which series?)				x			x	x			UCSD& UCSC have individual titles; UCLA: handbooks encyclopedias; UCR expresses local
ACLS Humanities E-Book (Formerly: ACLS History E-Book Project)	x				x		x				UCR expresses local interest
Antimicrobe.org (containing 4 e-books)				x							UCLA: biomed title
Apabi Ebooks (Chinese ebooks)				x	x						UCLA: East Asian titles
Bertolt Brechts Werke	x		x								
Books @Ovid		x							x		UCD: Tier 3 for selected medical texts; UCSF: one title
CABI Animal Health and Production Compendium		x									UCD: Tier 3
CDC Recommends	x		x								
Cliffs Notes (computer books)				x							UCLA: College Library
Columbia Granger's World of Poetry	x										
Credo (formerly Xrefer)			x		x						UCSC dropped 6/07
Deutsche Lyrik	x		x								
EBL (Ebook Library)						x					UCM: one purchase, not happy with "access model; UCR expresses local interest. UCSC exploring selected titles
Ebrary					x		x				UCM:
Editions and Adaptations of Shakespeare	x										
Gale Virtual Reference Library							x	x			UCSD & UCSC: individual titles
Goethes Werke (Goethes Werke in WWW?)	x		x								Goethes Werke im WWW? UCI has
Grizimek's Online (Grzimek's Animal Life Encyclopedia)		x	x				x				UCD: Tier 3
Gutenberg-e Online Monographs			x				x	x			
Idea Group - IGI Global (IGI)								x			UCSD: selected titles
Kafkas Werke	x										
LitFinder - Essays	x										
LitFinder - Plays	x										
LitFinder - Poems	x										
LitFinder - Speeches	x										
LitFinder - Story	x										
MyiLibrary					x						
National Bureau of Economic Research	x				x		x				
Netlibrary	x			x	x	x	x	x			UCB has selected titles; UCSD & UCSC: individual titles; UCSB: two 1x purchases; UCLA: several books in 2000-2001, no new acq after that
Old English Corpus	x										
Organic Syntheses				x							UCLA: Tier 2 (Sci & Eng)
Past Masters	x		x			x					UCI: Tier 3; UCSB: only owns segments
Schillers Werke	x		x								UCI: Schillers Werke im WWW : Nationalausgabe

ScienceDirect Online Reference Works												UCSD: individual titles; UCLA: selected titles about biomed online encyclopedias; UCSF: individual titles based on needs, UCI: "Encyclopedia of mathematical physics". But T2 for "International encyclopedia of the social & behavioral sciences(UCB, UCI, UCLA, UCM, UCSD) ; T2 for "Treatise on geochemistry" (for UCD, UCI, UCLA, UCM, UCSC, UCSD)
	x		x	x					x	x		
Thesaurus Linguae Graecae (TLG)	x		x						x			
W.B. Yeats Collection	x											
Wiley InterScience Books Online												UCB has selected titles; UCI: has " Wireless Series "; UCLA: has ebooks in Life Sciences, Medicine and Healthcare back in 2002- 2003; UCSC a few titles
	x		x	x					x			
Wiley InterScience Reference Works												UCB has selected titles; UCSF & UCSC: few Encyclopedia titles
	x								x			
Women Writers Online	x		x									
Comments:												
1.UCLA Biomed Library: Inability to purchase/license an e-book title because it is part of a Tier 2 package and we can't add it add an individual campus need and/or we have to wait for the renewal to see if we can suggest the title for the new year (and get the participating libraries to agree to add the title).												
2. UCLA Sci & Eng Library: In general, there have been positive responses received. The O'Reilly Technical books get heavy use, complaints center around the limited number of												
3. UCLA EA Library: Positive reaction so far is that the ebooks are full-text searchable, which has extra value in comparing to printed copies;												
4. UCSF:Books @Ovid has bad interface and bad pricing. As for StatRef! it can not search Tier 2 and Tier 3 titles together, but the good part is it has good pricing, easy to work												

E-Book Packages Under Investigation for Local Acquisition

Local Investigating Products	UCB	UCD	UCI	UCLA	UCM	UCSB	UCSC	UCSD	UCSF	UCR	Total	Notes
ABC-CLIO (any particular series?)										1	1	UCSD & UCSC have individual titles
ACLS Humanities E-Book (Formerly:ACLS History E-Book Project)										1	1	UCB, UCM, UCSC have it based on ACLS website
EBL (Ebook Library)	1		1				1		1	1	5	UCM has it but not happy with the "access model"
eBooks 24x7			1								1	
Ebrary (Academic Complete)	1		1					1	1		4	UCSD: would like to get it thru YBP/GOBI
Elsevier Books				1			1				2	UCLA: individual e-book titles in health and life sciences; selected encyclopedias
Informaworld E-Collection of Books							1			1	2	
Materials Research Society (MRS online proceedings library ?)										1	1	MRS Online available to UCB, UCD, UCI, UCLA, UCSB, UCSD
MyiLibrary	1		1	1							3	
Netlibrary			1		1					1	3	
Oxford Scholarship Online							1	1			2	UCSD: Interests in multi-subject and subject-specific packages
O'Reilly Book Series (Any particular one? i.e. Head First)				1							1	UCLA: wants to expand for IT professionals
Royal Society of Chemistry Books (Archival and ongoing)				1							1	
Springer Ebooks				1			1	1			3	UCSD: Interests in multi-subject and subject-specific packages;
Synthesis (Synthesis, the digital library of engineering and computer science by Morgan & Claypoor)										1	1	Tier 2? UCB, UCD, UCI, UCLA, UCM, UCSD have it UCLA: individual e-book titles in health and life sciences; selected encyclopedias
Wiley Books Online				1			1				2	

Comments:

UCSB & UCSC: interest in online reference titles and would like to purchase on a title by title base

UCD: None. Some faculty might interest in SS or few ref in Bio-ag

UCR: Not yet investigating particular packages

E-Book Packages Under Investigation for System-Wide Acquisition

Suggestiong System-Wide Products	UCB	UCD	UCI	UCLA	UCM	UCSB	UCSC	UCSD	UCSF	UCR	Total	Notes
ABC-CLIO										1	1	UCSD has it
ACLS Humanities E-Book (Formerly:ACLS History E-Book Project)					1					1	2	UCB, UCM, UCSC have it based on ACLS website
EBL	1		1			1			1	1	5	UCM has it but not happy with "access model"
eBooks 24x7			1								1	
Ebrary	1		1		1	1	1	1	1		7	UCSD: would like to get it thru YBP/GOBI. Particularly interests in multi-subject and subject-specific packages, such as "Ebrary Academic Complete"
e-Duke Scholarly Books Collection								1		1	2	UCSD and UCR are involved in the e-Duke Scholarly Books Collection pilot program in 2008.
Elsevier Books				1							1	UCLA: individual e-book titles in health and life sciences; selected encyclopedias
MyiLibrary	1		1		1	1					4	
Netlibrary			1			1	1				3	
Oxford Scholarship Online							1	1			2	UCSD: Interests in multi-subject and subject-specific packages
Springer Ebooks							1	1			2	UCSD: Interests in multi-subject and subject-specific packages
SuperStar (expand)				1							1	UCSB: suggest to expand it to a Consortia deal

Comments:

UCSB- possibility to purchase thru YBP

UCD - interests in E reference. Need to consider whether to handle course reserves use via ebook packages

UCR - Not yet, will be in later phase of work

UCLA - any ebooks published in Japan, Korea, Taiwan or Hong Kong

Local Campus E-Book Task Forces

	UCB	UCD	UCI	UCLA	UCM	UCSB	UCSC	UCSD	UCSF	UCR	Comments
Local Ebk TF	Yes	No	Yes	Yes	No	No		Yes		Yes	

Chairs/ or person who in charge of Local Ebks TF:

UCB- Kathleen Gallagher
 UCI- Kristine Ferry
 UCSD - Holly Eggleston (Asst HoAcq)
 UCR - Michele Potter
 UCLA - Ellen Brody and Rita Costello who investigated back in 2000-2001