Policy Title:	**UNF Library Digital Collection Development Policy**
Policy Number:	**6002**
Sponsor:	**Vice President - Academics**
Contact:	**University Librarian**
Approved by:	**Academic Council**
Date:	**March 11, 2024**
Next Review Date:	**March 11, 2027**

1. Policy Statement

University of Niagara Falls Canada (UNF) strives to provide equitable access to the library resources that the UNF community requires for their teaching, learning and research needs. The Library understands that innovation and a digital mindset across the different disciplines informs our decisions for inclusion, acquisition, and retention. We support open access and sustainable alternative publishing models as a means to provide our students, faculty and staff access to emerging and faculty works. UNF Library is committed to ongoing communication and transparency regarding our collection development and management processes.

2. Purpose and Scope

The purpose of this Digital Collection Development Policy is to guide the acquisition, management, and assessment of digital resources at UNF Library. This policy applies to all digital content, including but not limited to e-books, databases, online journals, multimedia materials, and other electronic resources.

3. Mission and Goals

The mission of UNF Library is to foster innovation, facilitate information literacy, and to enhance the overall educational experience. The goals of the digital collection are to provide accessible and diverse digital resources that support the research, teaching, and learning needs of our academic community.

4. Selection Criteria

Digital resources will be selected based on their relevance to the curriculum, scholarly significance, and alignment with the mission and goals of the library and the institution. The following criteria will be considered during the selection process:

    a. Academic and Research Significance
    b. Currency and Timeliness
    c. Authoritativeness and Credibility
    d. Accessibility and Usability
    e. Cost-effectiveness
    f. Licensing and Copyright Compliance

5. Collection Development Responsibilities

The University Librarian and designated librarians will be responsible for the ongoing development and management of the digital collection. Librarians will collaborate with faculty, students, and other stakeholders to ensure that the collection meets the evolving needs of the academic community. Deselection of items in the collection will result from a rigorous analysis of usage, academic significance, accessibility, cost-effectiveness and licensing and copyright compliance.

The University Librarian welcomes faculty feedback, consultation and collaboration in both selection and deselection processes.

6. Access and Usage

Access to digital resources will be provided through the library's electronic resources catalogue and authentication systems. The library will prioritize resources that allow for unlimited usage and remote access to accommodate the needs of a diverse and technologically connected user base. Usage statistics will be regularly monitored to assess the value and relevance of digital resources, guiding decisions on subscription renewals and new acquisitions.

7. Collection Assessment

Regular assessments of the digital collection will be conducted to evaluate its effectiveness in meeting the needs of the academic community. Feedback from faculty and students will be actively sought, and adjustments to the collection will be made based on usage patterns, evolving curriculum, and emerging trends in scholarship.

8. Budget Allocation

Funding for the acquisition of digital resources will be allocated based on the strategic priorities outlined in this policy. The library will strive to maximize the value of available resources while maintaining fiscal responsibility and transparency.

9. Open Educational Resources and Open Access Initiatives

The Library aims to utilize and support Open Education Resources (OER) and other Open Access (OA) initiatives whenever available in its collection development activities. This is to promote and find effective models of scholarly communication that are sustainable, economically viable, and provide access to information without barriers. The Library is committed to upholding OA developments as highlighted by the International Federation of Library Associations and Institutions in their *Statement on Open Access to Scholarly Literature and Research Documentation.*

10. Revision of Policy

This Digital Collection Development Policy will be reviewed annually to ensure its alignment with the evolving needs of the academic community and advancements in digital scholarship. Any necessary revisions will be made in consultation with relevant stakeholders and in accordance with established governance processes.

11. Intellectual Freedom Statement

The Library supports and adheres to the principles of intellectual freedom as outlined and expressed by the *Statements of Intellectual Freedom and Libraries* from the Canadian Federation of Library Associations, as well as UNF's Academic Freedom Policy. The Library is committed to supporting a diversity of viewpoints in academia without restriction, limitation, or censorship.

12. Approval

This Digital Collection Development Policy is approved by the University of Niagara Falls Academic Council. It will be made available to the public on the library's website for reference.