

CCL NetLibrary/EBSCO eBooks Shared E-Book Collections
De-Selection Policy & Procedure
May 7, 2014
May 21, 2014 rev.

Background

California community college libraries that bought any of the 10 NetLibrary (now EBSCO eBooks) Shared Collections through 2008 were guaranteed access to their purchased content in perpetuity. However, several members have expressed concerns about the detrimental use of dated content by students. Consequently, the CCL-EAR Committee formed *the CCL-EAR NetLibrary Shared E-Book Collections De-Selection Team* (aka the *Team*) and drafted a policy for identifying titles to be removed from any of the Shared Collections under specified circumstances.

Purpose

This document identifies the criteria, timeline, and steps to be followed by the CCL-EAR NetLibrary Shared E-Book Collections De-Selection Team (the “Team”) in evaluating and choosing titles to be removed from any of the 10 collections during the de-selection process. This document will be used to promote consistency among those responsible for identifying titles, and provide a procedure for alerting and seeking input from California community college libraries before final removal of titles.

Responsibility

De-selection processes are overseen by the CCL-EAR Committee and the Team, under the general direction of the Council of Chief Librarians. The Team is comprised of individuals from the CCL membership who are appointed by the Chair of the CCL-EAR Committee. Membership is comprised of a Team Chair who is a member of the CCL-EAR Committee, and other members who serve as de-selectors for specific subject areas (and may or may not be members of the CCL-EAR Committee).

The Team Chair coordinates the team’s activities and provides progress reports to the CCL-EAR Committee. Team members are responsible for identifying titles within their defined subject areas.

The Team will use the criteria set forth in this document, and consider feedback and suggestions from all California community college libraries.

Criteria

Team members will consider the following factors in identifying titles for removal:

- accuracy
- last date of use
- timeliness and currency where important to the subject
- ongoing relevance to the curriculum of most California community college libraries
- additionally, titles with imprints 5 years or older in the following areas should be considered:

- AIDS and HIV, CPR and first aid
- career exam preparation (accounting, allied health, nursing, etc.)
- college entrance exam preparation
- self-help legal works, such as Nolo Press titles
- retirement planning
- vocational exploration
- tax preparation

California community college libraries are encouraged to submit suggested titles for withdrawal to the Team Chair. Team members may also elicit feedback from community college users, librarians, and staff when appropriate.

Appeal Process

California community college libraries may appeal titles recommended for removal by the Team/CCL-EAR Committee within 3 weeks of the list being publicized. Titles on appeal will be reviewed by the Team, with final decisions made by the CCL-EAR Committee.

Timeline for the initial De-Selection Project

The target completion for the initial de-selection process is the end of May 2015. Tasks will be undertaken following this timeline:

- FALL 2014: The Team reviews and identifies titles to remove from the Shared Collections.
- DECEMBER 2014: The Team Chair compiles a list of titles recommended for removal and sends it to the CCL-EAR Committee for review and approval.
- JANUARY 2015: The Team Chair publicizes to all CCL member libraries the titles approved by the CCL-EAR Committee for removal.
- FEBRUARY 2015: Appeals from any California community college library must be submitted by the end of the month.
- APRIL/MAY 2015: The Team and the CCL-EAR Committee reviews/makes final decisions on titles appealed by California community college libraries, and finalizes de-selection list.
- JUNE 2015: The Consortium Director will communicate with the vendor by the end of the month regarding titles to be removed from the Shared Collections; as soon as the records are removed, and will send a message via CCLEARINFO listserv announcing that the shared e-book titles have been removed.

CCLC Shared eBook Collections Deselection Task Force
Review Procedures
9/11/2014

The CCLC Shared eBook Collections are comprised of a total of 27,732 books in 14 collections (10 regular collections and 4 supplements), and includes multiple copies of some titles in either the same or different collections. Each reviewer is assigned approximately 2500-2600 books from one or more collections to examine and make a retention recommendation.

Records for every book are on a master spreadsheet (copies in Excel and Open Office formats), divided into 11 individual sheets. The sheet with your name contains your assigned books. Note that multiple copies of the same book may be assigned to different reviewers *if* the copies are part of different collections.

Each sheet includes data to assist reviewers in identifying, locating, and evaluating their assigned books, including publication title, author names, print identifier (ISBN), OCLC number, EBSCO eBook title URL CCLC shared ebook collection number, publication date, subject keywords (“title notes”), etc.

You may undertake your reviews in a way that works best for you, but please observe the following guidelines to ensure we conduct a consistent and complete review of the entire collection:

- a. Review and make recommendations on all the books assigned to you.
- b. You may also review and make recommendations on any other shared ebook, but are not required to do so. ALL recommendations will be considered and weighed equally.
- c. Follow the criteria outlined in the *CCL NetLibrary/EBSCO eBooks Shared E-Book Collections De-Selection Policy & Procedure* (May 21, 2014 revision) to guide your recommendations.
- d. Fill in the following blank fields for each book you review, using the codes listed on a separate attached file:
 - reviewers identification
 - recommendation
 - reason for deselection recommendation
 - notes (if any)
- e. Do not modify the spreadsheet **except** to add data in the 4 fields noted above. (If you need to temporarily modify or manipulate the spreadsheet in any way, e.g., to sort, filter, or hide data, it is suggested that you make a copy and modify that; your final submission must be on the original spreadsheet.)

CCLC Shared eBook Collections Deselection Task Force
 Codes for review master spreadsheet
 11/18/2014 rev.

REVIEWER NAME	ENTER CODE
[name removed for privacy]	a
[name removed for privacy]	b
[name removed for privacy]	c
[name removed for privacy]	d
[name removed for privacy]	e
[name removed for privacy]	f
[name removed for privacy]	g
[name removed for privacy]	h
[name removed for privacy]	i
[name removed for privacy]	j
[name removed for privacy]	K

RECOMMENDATION	ENTER CODE
Keep	0
Deselect	1
Not sure	2

REASON*	ENTER CODE
none (recommend 'keep')	aa
accuracy	bb
timeliness and currency	cc
ongoing relevance	dd
older than 5 years in specified subject/discipline/genre**	ee
Other (explain in "notes")	ff
last date of use*** (prior to 9	gg

NOTES
 This is a free-text field for reviewer to expand on recommendation, reason, or anything else relevant to the review or decision.

*Criteria outlined in *CCL NetLibrary/EBSCO eBooks Shared E-Book Collections De-Selection Policy & Procedure Document*, dated May 7, 2014, revised May 31, 2014, and approved by CCL Executive Board.

**AIDS, HIV, CPR, first aid, dental assisting, nursing; career and exam prep; college entrance exams; self-help legal works; retirement planning; vocational exploration; tax prep

***this is to be used as further support for other criteria, and must be obtained upon request from

Sample Reviewer Worksheet

REVIEWER A WORKSHEET

publication_title	print_identifier	onlin_date	f_title_url	first_author	coverage_d	title_notes	publisher_n	oclc_numbe	REVIEWER	RECOMMEN	REASON	NOTES	COLLECTION
101 Law Forms for Personal Use {5Th Ed.}	9781423730439	2005	http://search.	Warner, Ralph	eBook	Law	Nolo	62153822					collection 6
11 September 2001 : War, Terror, and Judgement	9780203493113	2003	http://search.	Gökay, Bülür	eBook	History: Unite	Frank Cass	57175220					collection 6
2006 Report On the Global AIDS Epidemic {A UNAIDS 10th /	9781429402316	2006	http://search.	ebcohost.co	eBook	Social Scienc	UNAIDS	71778610					collection 6
300 Best Jobs Without a Four-year Degree {Jist's Best Jobs	9781593572914	2006	http://search.	Farr, J. Mich	eBook	Business, Ec	JIST Works	65169727					collection 6
50 Things Every Guy Should Know How to Do : Celebrity and	9780786563531	2006	http://search.	Kline, Daniel	eBook	Home Econo	Plume	70247212					collection 6
500 Tips On Assessment {2Nd Ed.}	9780203307359	2004	http://search.	Brown, Sally	eBook	Education	RoutledgeFalmer	57241741					collection 6
69 A.D. : The Year of Four Emperors	9781423745594	2006	http://search.	Morgan, Gwy	eBook	History: Wor	Oxford University	62868545					collection 6
A Better Way to Think About Business : How Personal Integri	9781429401289	1999	http://search.	Solomon, Ro	eBook	Philosophy	Oxford University	252598493					collection 6
A Bolt From the Blue : Coping With Disasters and Acute Trau	9781846420917	2005	http://search.	Saari, Salli.	eBook	Social Scienc	Jessica Kingsley	62075942					collection 6
A Citizen's Guide to Ecology	9781423745983	2003	http://search.	Slobodkin, L:	eBook	Biology and I	Oxford University	62873238					collection 6
A Clinical Guide to Inherited Metabolic Diseases {3Rd Ed.}	9780511136849	2005	http://search.	Clarke, Joe T	eBook	Medicine	Cambridge Unive	65173940					collection 6
A Clinician's Handbook of Child and Adolescent Psychiatry	9780511136955	2006	http://search.	Gillberg, Chri	eBook	Medicine	Cambridge Unive	65189435					collection 6
A Common Foreign Policy for Europe? : Competing Visions o	9780203982723	1998	http://search.	Peterson, Jol	eBook	Political Scie	Routledge	437150856					collection 6
A Computational Introduction to Number Theory and Algebra	9780511113635	2005	http://search.	Shoup, Victo	eBook	Computer Sc	Cambridge Unive	60656418					collection 6
A Concise History of Bulgaria {Cambridge Concise Histories;	9780511137396	2005	http://search.	Crampton, R	eBook	History: Wor	Cambridge Unive	70167177					collection 6
A Course in Modern Analysis and Its Applications {Australian	9780511061660	2003	http://search.	Cohen, Grae	eBook	Mathematics	Cambridge Unive	57218451					collection 6
A Course in Public Economics	9780511165726	2004	http://search.	Leach, John.	eBook	Business, Ec	Cambridge Unive	560104555					collection 6
A Crisis of Meaning : How Gay Men Are Making Sense of AIC	9781429401272	1996	http://search.	Schwartzber	eBook	Social Scienc	Oxford University	251538664					collection 6
A Decade of Hubble Space Telescope Science : Proceedings	9780511062292	2003	http://search.	Livio, Mario;	eBook	Science: Ger	Cambridge Unive	57309022					collection 6
A Defense of Abortion {Cambridge Studies in Philosophy and	9780511061110	2003	http://search.	Boonin, Davi	eBook	Philosophy	Cambridge Unive	70727452					collection 6
A Dictionary of the European Union {1St Ed.}	9780203403464	2002	http://search.	Phinnemore,	eBook	Law	Europa	252908729					collection 6
A Field Guide for Science Writers {2Nd Ed.}	9781429410465	2006	http://search.	Blum, Debor	eBook	Library Scie	Oxford University	74496292					collection 6
A Future for Everyone : Innovative Social Responsibility and	9780203487952	2004	http://search.	Maurrasse, C	eBook	Business, Ec	Routledge	56609635					collection 6
A Generation At Risk : The Global Impact of HIV/AIDS On Or	9780511132704	2006	http://search.	Foster, Geoff	eBook	Social Scienc	Cambridge Unive	63110496					collection 6
A Gentleman of Color : The Life of James Forten	9781429401210	2002	http://search.	Winch, Julie.	eBook	Political Scie	Oxford University	560166783					collection 6
A Guide to Asperger Syndrome	9780511132957	2002	http://search.	Gillberg, Chri	eBook	Medicine	Cambridge Unive	62334345					collection 6
A Handbook for Beginning Choral Educators	9780253110237	2004	http://search.	Lamble, Walt	eBook	Arts	Indiana Universit	62335733					collection 6
A Historical Dictionary of Psychiatry	9781423763413	2005	http://search.	Shorter, Edw	eBook	Medicine	Oxford University	65200006					collection 6
A Historical Guide to Emily Dickinson {Historical Guides to An	9781423763208	2004	http://search.	Pollak, Viviar	eBook	Literature	Oxford University	65196499					collection 6
A Historical Guide to Herman Melville {Historical Guides to Ar	9781423762225	2005	http://search.	Gunn, Giles I	eBook	Literature	Oxford University	65189086					collection 6
A Historical Guide to Langston Hughes {Historical Guides to /	9781423761471	2004	http://search.	Tracy, Steve	eBook	Literature	Oxford University	65192802					collection 6
A Historical Guide to Nathaniel Hawthorne {Historical Guides	9781429401593	2001	http://search.	Reynolds, La	eBook	Literature	Oxford University	560167364					collection 6
A Historical Guide to Ralph Ellison {Historical Guides to Amer	9781423761556	2004	http://search.	Tracy, Steve	eBook	Literature	Oxford University	65188504					collection 6
A Historical Guide to Ralph Waldo Emerson {Historical Guide	9781429401326	2000	http://search.	Myerson, Joe	eBook	Literature	Oxford University	560168304					collection 6
A History of Appalachia	9780813171166	2001	http://search.	Drake, Richa	eBook	History: Unite	University Press	65184302					collection 6
A History of Argentina in the Twentieth Century	9780271030593	2002	http://search.	Romero, Luis	eBook	History: Wor	Pennsylvania Sta	75196083					collection 6
A History of Child Psychoanalysis {New Library of Psychoana	9780203013700	1998	http://search.	Geissmann-	eBook	Medicine	Routledge	62294805					collection 6
A History of Eastern Europe : Crisis and Change	9780203007259	1998	http://search.	Bideleux, Rol	eBook	History: Wor	Routledge	67552407					collection 6
A History of India {4Th Ed.}	9780203391266	2004	http://search.	Kulke, Herm:	eBook	History: Wor	Routledge	57054139					collection 6
A History of Inner Asia	9780511066382	2000	http://search.	Soucek, Svat	eBook	History: Wor	Cambridge Unive	57301163					collection 6
A History of Money : From AD 800	9780203347065	1996	http://search.	Chow, John	eBook	Business, Ec	Routledge	70734246					collection 6
A History of Nerve Functions : From Animal Spirits to Molecu	9780511215681	2004	http://search.	Ochs, Sidney	eBook	Biology and I	Cambridge Unive	560236351					collection 6
A History of Portuguese Overseas Expansion, 1400-1668	9780203324042	2005	http://search.	Newitt, M. D.	eBook	Political Scie	New York	252738371					collection 6
A History of Rome Under the Emperors	9780203979082	1996	http://search.	Mommsen, T	eBook	History: Wor	Routledge	252736528					collection 6
A History of the Soviet Union From the Beginning to the End	9780511169304	2006	http://search.	Kenez, Peter	eBook	History: Wor	Cambridge Unive	69661604					collection 6
A History of the World From the 20th to the 21st Century	9780203641767	2005	http://search.	Grenville, J.	eBook	History: Wor	Routledge	62148097					collection 6
A History of Theatre in Africa	9780511195716	2004	http://search.	Banham, Maie	eBook	Arts	Cambridge Unive	560093235					collection 6
A History of Wine in America : From Prohibition to the Presen	9781423727590	2005	http://search.	Pinney, Thon	eBook	Home Econo	University of Cali	61730604					collection 6
A Journey With Fred Hoyle : The Search for Cosmic Life	9789812565792	2005	http://search.	Wickramasin	eBook	Science: Ger	World Scientific	62458427					collection 6
A Life of Sir Francis Galton : From African Exploration to the I	9781423761228	2001	http://search.	Gillham, Nich	eBook	Biology and I	Oxford University	65192643					collection 6
A Nation Transformed By Information : How Information Has	9781423760306	2000	http://search.	Chandler, Alf	eBook	Business, Ec	Oxford University	65180551					collection 6
A Nation Within a Nation : Amiri Baraka {LeRoi Jones} and Bl	9780807876176	1999	http://search.	Woodard, Ko	eBook	Literature	University of Nort	62153789					collection 6
A Natural History of Vision	9780585322360	1998	http://search.	Wade, Nicho	eBook	Medicine	MIT Press,	45844332					collection 6
A Navajo Legacy : The Life and Teachings of John Holiday {C	9780806181202	2005	http://search.	Holiday, Johr	eBook	History: Unite	University of Okl:	62329693					collection 6
A New Euro-Mediterranean Cultural Identity	9780203508411	2003	http://search.	Panebianco,	eBook	Social Scienc	Frank Cass	57239496					collection 6
A New Kind of War : America's Global Strategy and the Trum	9781429401296	1997	http://search.	Jones, Howa	eBook	Political Scie	Oxford University	191935371					collection 6
A New Significance : Re-envisioning the History of the Americ	9781423740728	1996	http://search.	Milner, Clyde	eBook	History: Unite	Oxford University	560022625					collection 6
A Political and Economic Dictionary of Africa {Europa Politica	9780203403792	2005	http://search.	Seddou, Dav	eBook	History: Wor	Routledge	63787520					collection 6
A Political and Economic Dictionary of Latin America {1St Ed.	9780203403785	2004	http://search.	Calvert, Pete	eBook	History: Wor	Europa Publicatic	62745647					collection 6
A Popular Dictionary of Buddhism {Rev. Ed.}	9780203986165	1997	http://search.	Humphreys,	eBook	Religion	Curzon Press	62338866					collection 6
A Popular Dictionary of Shinto {Rev. Ed.}	9780203986271	1997	http://search.	Bocking, Bri	eBook	Religion	Curzon Press	264474222					collection 6