

## The Arkansas Digital Library Consortium

### Eligibility

The Arkansas Digital Library Consortium (ADLC) is an open consortium formed to facilitate the acquisition and use of digital content by pooling the buying power of Arkansas public libraries.

The consortium is open to all public libraries in Arkansas. Membership in the eBook consortium requires committing to a multi-year contract with the content vendor OverDrive. Libraries must sign an additional Memorandum of Understanding granting permission for annual content fees to be applied by OverDrive to the central budget account. Interested libraries may contact the Arkansas State Library or OverDrive for more information and joining instructions.

### Membership Costs

Annual contract costs are tiered by legal population served. A third of the annual fee covers system maintenance and hosting costs, while the balance is used to purchase content for shared use by the consortium. The annual content allowance of member libraries is pooled into a centralized budget for the use of a selection committee who will purchase materials on behalf of the consortium.

Current annual fee schedule:

Contract Level	Legal Service Area	Total Cost	Hosting Fee	Content Fee
Tier 1	0 - 5,000	1500	500	1000
Tier 2	5,001 - 25,000	3000	1000	2000
Tier 3	25,001 - 55,000	6000	2000	4000
Tier 4	55,001 - 100,000	9000	3000	6000
Tier 5	100,001 - 150,000	12000	4000	8000
Tier 6	150,001 - 200,000	15000	5000	10000

Any member library may spend beyond the annual content fee for additional materials. Additional funds intended for shared content can be applied to either the selection committee's central budget account or an individual consortium account. While the member retains purchasing control with the latter, content purchased through a consortium account is shared across ADLC members. The expenditure of additional funds not channeled to the selection committee is the sole responsibility of the individual institution.

### Advantage Collections

Although encouraged to do so, libraries are not required to share additional purchased content with the consortium. All members may create Advantage or Advantage Plus accounts with OverDrive. Advantage content is restricted to that library's individual patron base. Content from Advantage Plus accounts may be shared or permanently transferred to the consortium. Shared Advantage Plus content is available to other consortium members, but hold priorities are granted to the purchasing institution's patron base. All libraries choosing to spend beyond their annual content fees with either Advantage or Advantage Plus accounts are responsible for their own ordering, and will be invoiced directly by OverDrive.

### Program Withdrawal

Should an ADLC member choose to withdraw from the program, that library forfeits all content purchased by the central selection committee or under an individual consortium account to remaining consortium members. The withdrawing library retains ownership of any content purchased through an Advantage account. Members retain ownership for all content shared from an Advantage Plus account. Any content permanently transferred from an Advantage Plus to the shared pool remains with the consortium.

## **Central Selection Committee**

### **Committee Chair**

The Arkansas State Library's Acquisitions Manager will serve as committee chair to ensure continuity of service and efficient program facilitation. The chair will monitor expenditures of the selection committee, ensure materials are ordered according to established timelines and procedures, prepare and distribute periodic reports to the consortium, and serve as a central contact between committee members, member libraries and OverDrive.

### **Selection Committee Members**

Representatives from each ADLC member institution shall elect annually a central selection committee. Potential candidates are identified via nomination by ADLC member representatives. One selector is chosen via majority vote to represent each legal service population tier. In the event there are no willing candidates from each tier, a candidate from a different tier may be elected to fill the vacancy. Excluding the chair, there is a potential maximum of six selectors. The number of standing selectors can be reassessed as needed to ensure maximum efficacy.

Selectors will serve 1 year terms based on the calendar year. Annual nominations will commence in October, with subsequent confirmations in November of each year. In the event an active selector can no longer perform his or her duties, the consortium will elect a replacement to serve the remainder of the term. For the first year, selectors will serve until December of 2019.

Subsequent to elections, funding allocations will be determined, and a buying schedule agreed upon by selectors. As needed, the committee will develop procedures for Marketplace purchasing. All current calendars and documentation will be included as addendums to standing ADLC policy.

The selection committee may recommend to implement or modify current ordering guidelines, lending policies, and spending allocations. Any proposed policy change is to be submitted to consortium members for consideration prior to adoption.

All names and contact information of current selectors will be made available to consortium members. Any member library may submit title requests and suggestions to the selectors at any time.

The Arkansas State Library will host quarterly meetings for the selection committee. These meetings are open to all ADLC members. The Arkansas State Library will also maintain an email discussion group for active selectors to facilitate coordinated ordering and distribution of member requests. The selection committee may opt to hold additional meetings or maintain novel records as needed.

## **Content Selection Guidelines:**

### **Ordering frequency**

Selectors will order content on a semimonthly basis, with individual buying schedules staggered for efficiency as appropriate. Adherence to schedule will be monitored by committee chair.

### **Spending allocation:**

The central budget will be reviewed and adjusted as the availability of funds change. Generally, the selection committee will allocate 80% of available funds to adult content, and the remaining 20% to young adult and children's materials. Spending caps within these areas may be modified as needed to account for the availability of content and any changing needs of the consortium. Selectors are not required to spend at the maximum cap.

Initial caps on maximum spending within each area budget:

- 50% on holds management
- 25% on audio materials
- 20% on Non-Fiction content

### **Selection Guidelines**

Selectors are encouraged to use automated tools like Holds Manager and Smart List. Tool settings should be configured to populate carts at appropriate intervals, but not trigger automatic purchasing. Selectors must review the contents of each cart prior to order submission. Ordering priority is granted according to the following criteria:

- Member requests, including Patron to Library requests recommended by receiving institutions
- Best sellers and new releases from popular authors
- Titles exceeding acceptable holds to title ratio
- Existing series completion
- Expiring titles with holds

### **OverDrive Marketplace Lending Policies**

Initial limits may be adjusted as needed as consortium-wide usage information becomes available.

- 5 titles per patron
- 14 day loan period
- 1 title renewal per patron; no renewals if holds exist
- 5 number of holds per patron

### **Member Requests**

Library representatives not actively serving on the selection committee may submit title requests at any time. In the event of limited funds, requests will be prioritized according to basic ordering guidelines.

Members may contact the committee chair with requests, who will record requests and forward the information to the appropriate selector.

## **Materials Challenge**

The Arkansas Digital Library Consortium recognizes that some content may be deemed controversial or considered offensive by some patrons. Anticipated approval or disapproval is not a criteria during the selection of consortium content, nor is the possibility that content may come into the possession of children. Responsibility for children's use of materials rests with their parents or legal guardians.

Patrons challenging materials held in the consortium collection may submit a form to their local library. The member library should then forward the information to the selection committee chair. The active selection committee will review the complaint on its merit, and make a formal determination at its next scheduled meeting.

This process applies only to challenged materials that are held within the shared ADLC collection. Any patron objecting to content privately held in an ADLC member's Advantage account should employ that institution's internal policies and procedures regarding challenges.