**UNC Chapel Hill University Library E-Books Checklist**

Background:

Because e-books are often available from more than one platform/source, librarians need to be aware of which options overall would result in greater value and utility to the library and its patrons. In particular, licensing negotators need to ask publishers/vendors crucial questions that suggest good pratice and selectors need to consider much more than price in making decisions. Librarians also need to take a holistic perspective that integrates many elements in order to make optimal choices. The sections below provide a guide to the relevant questions to consider, along with the UNC University Library’s implied preferences.

Checklist Elements:

* Vending Options:
* Sells e-books via YBP as well as directly to libraries?
* Offers subscriptions options as well as purchase?
* Participates in a Demand-Driven Acquisitions (DDA)/Patron-Driving Acquisition (PDA) via YBP in addition to outright purchase?
* Works with library consortia?
* Publishing Model:
* Are e-books sold title-by-title, in packages, or preferable both venues?
* Are all frontlist monographs available as e-books? If not, what categories are excluded and what percentage of total output do they represent?
* How many frontlist e-books are published annually?
* Are frontlist e-books released at least simultaneously with print or preferably before print?
* If frontlist e-books are not released at least simultaneously with print, what is the release schedule?
* Are backlist titles also available in addition to frontlist e-books? If so, how are they sold, e.g., as an entire archive or by publication year?
* How many backlist titles are available?
* Are plans in place to digitize additional backlist e-books? If so, what is planned and when do you project these retrospective e-books will be available?
* Content Elements:
* Do titles include book summaries and/or chapter abstracts?
* Are e-books available as PDFs? And, if so, are the PDFs text or image?
* Are e-books available in EPUB or other XML formats?
* Can entire e-books or individual chapters be read online?
* Can entire e-books or individual be downloaded as PDF files that never expire?
* Does platform use book chapters rather than arbitrary page limits as the units of downloading, printing, saving, and emailing?
* Do e-books have stable URLs that can be found in the browse and search interfaces? If so, are they based on the OpenURL standard?
* Do e-books have a distinct eISBNs at the title level?
* Do e-books have DOIs at the chapter level?
* Discovery & Metadata
* Are e-books ingested/indexed by discovery systems such as Summon?
* If so, is the entire text ingested/indexed or just the metadata?
* Are relevant match points included in e-books MARC records so they link to Syndetic Solutions metadata?
* Does publisher/vendor work with Google so that its search engine pulls from publisher/vendor-supplied book summaries, chapter abstracts, and keywords and other metadata rather than just crawling publisher/vendor website?
* Alternatively, does Google crawl and index the e-book table-of-contents (TOC) page, which includes chapter titles and each chapter author as well as well as any chapter abstracts?
* Is linking permitted from any online courseware management systems such as Sakai and Blackboard?
* Is linking permitted from course pages?
* Are free full MARC records provided? If so, are they provided directly by publisher/vendor or via OCLC?
* Accessibility/Interfaces:
* Are e-books accessible across all reading devices: desktop, laptop, tablet, and smart phone?
* Does the user need to install any programs, such as Adobe Reader, or other plug-ins to read the e-book? If so, is an alternate HTML/XML browser view option available?
* Are displays reflowable: that is, do they adapt well to various sized devices and therefore are easy to view on small screens?
* Are e-books compliant with Americans with Disabilities Act standards for the visually impaired?
* DRM Restrictions:
* Are e-books sold with unlimited simultaneous users (SUs) access? If not, indicate specific SU options?
* What restrictions exist on copying, pasting, printing, saving, downloading, and emailing?
* Do downloads require additional user registration beyond the protections provided by the library’s authentication firewall?
* Do downloads require additional programs or plug-ins such as Adobe Reader?
* Pricing Regimes:
* What is the relationship of frontlist e-book title-by-title pricing to print counterparts?
* Do pricing differentials exist among categories of e-books, especially based on DRM restrictions such as number of simultaneous users? And, if so, what are they?
* Does pricing differ by institutional type or size? Is pricing otherwise tiered? If so, what is the cost for differential pricing/tiered models?
* What standard pricing incentives/deep discounts are offered for buying packages or other en bloc large purchases?
* Ownership & Archiving
* Are e-books sold with perpetual access/ownership?
* Are e-books archived on Portico? If not, what other e-archiving arrangements exist?
* Permissions
* Will allow dual hosting by delivering e-books files and corresponding metadata so the library can mount them on a specified local platform? If so, indicate which platforms are acceptable.
* Are text and data mining allowed upon request? If so, what is allowed and under what conditions?
* Is interlibrary library lending of the e-book allowed? If so, under what conditions?
* Is interlibrary lending of e-book chapters allowed? If so, under what conditions?
* Is free alumni access allowed? If alumni access is not free, what fees are charged?

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