

## **PLAN Cooperative Purchasing Program - OverDrive**

The PLAN cooperative purchasing group for e-books, e-audiobooks, and e-magazines provides participating libraries with significant cost-savings and access to a much larger collection. All PLAN member public libraries are invited to join this group. If your library is already a customer of OverDrive, or some other vendor, your current e-book service can be merged into the PLAN cooperative purchase to take advantage of the benefits enjoyed by the group.

### **Membership Costs**

The Annual Participation Fee shall be based upon the Participating Library's Legal Service Area Population as reported by the then current information available at the Institute of Museum and Library Services. The Annual Participation Fee collected during each year shall be allocated as follows: one-fifth (1/5) towards configuration, system fees, and maintenance, and four-fifths (4/5) toward selection of Content for the shared collection. Annual Participation Fee:

Contract Level	Legal Service Area	Total Cost	Hosting fee	Content fee
Tier 1	0 – 10,000	\$2,000	\$400	\$1,600
Tier 2	10,001-50,000	\$4,000	\$800	\$3,200
Tier 3	50,001 – 100,000	\$8,000	\$1,600	\$6,400
Tier 4	100,001 – 200,000	\$14,000	\$2,800	\$11,200
Tier 5	200,001 +	\$22,000	\$4,400	\$17,600

At any time during the term of this Agreement, Consortium and/or Participating Libraries may select additional Content subject to standard terms and pricing. Consortium and/or Participating Libraries shall make payments to OverDrive for additional Content selections within 30 days of receipt of invoice from OverDrive.

### **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**

If a Participating Library withdraws from the PLAN Cooperative Purchasing program, all content, products, and services purchased with the Participating Library's Participation Fee shall remain with Consortium. Content purchased by Participating Library for its own use apart from the Cooperative's shared collection(s) may be transferred out of OverDrive to another platform if the publisher(s) of the content allows this.

### **E-Collection Development Committee (ECDC)**

The PLAN Electronic Collection materials are selected through recommendations of the E-Collection Development Committee, which reviews products for PLAN and solicits and reviews input from member libraries. Membership in the ECDC is representative of participating PLAN member libraries.

### **Materials**

The PLAN electronic collection is selected through recommendations of the ECDC, which reviews materials for the cooperative and solicits and reviews input from member libraries. Electronic resource selection guidelines are developed to ensure a diverse and balanced collection based on:

- Usage statistics;
- Participating library input; and
- Reviews from other general interest media outlets and professional literature.

### **Types and Formats of Electronic Resources Collected**

- Formats
  - eBooks
  - Digital audiobooks
  - Magazines
- Audience
  - Adult Fiction & Non-Fiction

- o Young Adult Fiction & Non-Fiction
- o Juvenile Fiction & Non-Fiction, as requested
- o Children's, as requested

## **Responsibility for Selection**

The ECDC is responsible for selecting the materials purchased for PLAN's electronic collection. Suggestions for electronic materials may be submitted to the ECDC via PLAN staff ([projects@plan.lib.fl.us](mailto:projects@plan.lib.fl.us)) for consideration. Committee members will review suggestions and facilitate the final decision to make additions or changes to the collection.

## **Criteria for Selection**

Criteria for selection may include:

- Content (i.e. accurate, balanced, well-written, current, credible author);
- Favorable reviews (or other quality indicators) of content and format;
- Need for content (i.e. availability and currency of existing similar holdings);
- Cost relative to available funds.

While perpetual access to electronic resources is usually desirable, the committee will consider metered or time-limited purchases to meet demand. Determination of number of copies, and lending model will be based on anticipated longevity. The committee will consider purchasing an additional copy when the holds ratio exceeds 5 holds per copy.

## **Guidelines for Weeding Electronic Resources**

Librarians use weeding criteria derived from selection guidelines, including relevance, demand, cost, accuracy, currency, access, format, and ease of use. Weeding of electronic material is the responsibility of the ECDC. Suggestions for removal should be submitted to the ECDC for review.

## **Circulation Policies:**

Five (5) titles may be checked out at one time per cardholder, and titles are returned automatically. The standard loan period for eBooks is 21 days, with one renewal if the item is not requested by another borrower. Holds may be placed on up to 10 items at a time.

## **Materials Challenge**

The Panhandle Library Access Network, Inc. recognizes that some content may be deemed controversial or considered offensive by some patrons. Anticipated approval or disapproval is not a criterion during the selection of cooperative 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 cooperative 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 PLAN collection. Any patron objecting to content privately held in an PLAN member's Advantage account should employ that institution's internal policies and procedures regarding challenges.