Planning for ebooks

I assume that because the decision has already been made to present a plan for implementing ebooks in the library, the library has already determined that their users want ebooks and will welcome this enhanced service.

I. Preparing to plan

A. Discuss goals for ebook program

What benefits do we expect implementation of ebooks to provide for our libraries and our users? What are we aiming to achieve by providing ebooks? How will we measure our success?

B. Schedule for planning

We have four months to prepare our recommendation. Outline stages of planning (below); assign time limits to each stage.

II. Research Alternatives

What technologies exist, and what contracts are being offered to libraries? What are the costs involved? Does the contract allow for the library to select what texts are made available on ebooks? How do we secure the equipment? Etc. What are the potential benefits and drawbacks for each alternative?

Narrow alternatives to four at most for final decision.

III. Solicit Feedback

Present the alternatives with analyses to staff for evaluation and feedback. Discuss feasibility and/or desirability of soliciting user feedback through questionnaires or possibly a website where faculty and students can view the chosen alternatives and indicate their preferences.

IV. Choose contract and formulate administration

Make a selection of which vendor to contract with, under what terms. Prepare policies the library will follow for ebook use. Determine storage space and/or new shelving and security required. Determine staffing needs: training for ebook implementation; new staff needed?

V. Prepare formal recommendation for budget submission

Report will itemize costs for planned implementation, and provide details of the proposed contract. Policies that will govern ebook use, physical accommodation and security of ebooks, and benefits to the university will also be outlined.

VI. Plan to Evaluate

Assuming your submission is approved: include in your plans the means of evaluating the success of your program, with allowances for any adjustments that may need to be made in the contract, in usage policies, in storage, etc.