

Jeanette Albiez Davis Library
University of Rio Grande/Rio Grande Community College
Collection Development Policy

Need for a Collection Development Policy: The immensity of materials available, along with the increased costs of these materials, the dynamic nature of new technology as it affects various formats for delivery of information, and high processing costs, all make it mandatory that the Library has a written collection development plan which stresses wise selection to strengthen the resources of the Library. The Library is not a rigidly fixed entity, but a constantly changing and working institution mirroring the academic programs of the University.

The policies stated herein will not, therefore, be considered unalterable regulations and may be amended when, in the judgment of the Librarian, such amendment will permit the addition of valuable material to the collection or that changes in content or material formats require that these changes be specifically addressed in this document. Amendments to this policy must be approved through the Academic Affairs Committee of the University of Rio Grande.

Mission Statement: The Library's mission is to facilitate the retrieval of information in any form; to provide other library materials and services in support of the academic programs of the University; and to strive to meet the informational needs of the faculty, students, administration and staff of the University, as well as members of the surrounding four county Community College District.

General Principles: The collection development program of the Library is expected faithfully to reflect the educational objectives, and to support the approved programs of the University. The Library will acquire the most important sources of information in the disciplines of the programs offered by the University, appropriate to each level of instruction. Special efforts may also be made to acquire works which, in scope, are broader than any discipline or field of interest defined in the curriculum, provided these works strengthen the overall usefulness of the collection. Support will be given to the development of a strong reference collection because such a collection is the basic tool of scholarship and because it is comprised of materials that cannot be borrowed from other libraries.

Collection development decisions will be made in the context of cooperation with those libraries with which the Library has entered into cooperative agreements, such as OhioLINK. The goal is to build complementary collections to expand the resources available.

Davis Library supports the statements on collection development contained within the "Standards for Libraries in Higher Education" adopted by the American Library Association's Association of College and Research Libraries. Since accrediting agencies, such as the North Central Association, the National Council for Accreditation of Teacher Education (NCATE), Assembly of Collegiate Schools of Business (ACSB), to name a few, generally use these standards to evaluate library collections, it is important that the library maintain these standards.

The Library will not itself censor any subject or viewpoint, and will vigorously resist any censorship attempts from the outside. To this end, the Library subscribes to and complies with the American Library Association Library Bill of Rights and its accompanying statement of interpretation including, but not limited to statements on Intellectual Freedom, the Freedom to Read, Freedom to View, Access to Electronic Information, Services and Networks, Challenged Materials, and Statement on Labeling.

The Library does not add or withdraw, at the request of any individual or group, material that has been chosen or excluded on the basis of stated selection criteria. Faculty may request reconsideration of materials for continued inclusion in the collection that are of questionable scholarship (See Appendix A). Otherwise, an individual or group questioning the appropriateness of material within the collection will be referred to the Director of Davis Library.

The American Library Association's Code of Ethics states that "Librarians must protect each user's right to privacy with respect to information sought, received, and materials consulted, borrowed, or acquired. In addition, Davis Library adheres to the American Library Association's "Policy on Confidentiality of Library Records" and "Confidentiality of Library Users."

Davis Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The Library strongly supports the Fair Use section of

the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship and research.

The Library uses standard bibliographic tools to assist in developing and maintaining its collection in terms of new acquisitions and weeding. Works such as Books for College Libraries provide guidance as to essential core resources that should be provided in a quality local collection.

All materials purchased with funds allocated to the Library become Library property, available for the use of the entire campus community. It is highly inappropriate to use Library funds to acquire materials for the exclusive use of any group or individual. Departmental or personal office collections should be purchased with the funds of the department or person using such a collection.

Policies by Clientele Served: The Library's first priority is to serve the student's research needs; in not only the basic materials, but also specialized resources for graduate and certification programs.

The Library endeavors to serve the needs of the faculty either by purchasing (if the materials can be used by the student body) or securing through OhioLINK or through interlibrary loan those resources needed for their study and research.

The Library serves the entire University community, including residents of the surrounding four-county community college district, through the purchase of recreational, cultural, and general informational materials. In doing so, the Library recognizes the need to complement, rather than duplicate, the holdings of neighboring public and school libraries.

The Library reserves the right to enter into reciprocal borrowing and lending agreements with other academic libraries providing that these agreements offer value to the students and faculty of the University in terms of obtaining materials which may otherwise be unavailable and that such agreements do not serve to place a disproportionate burden on the Library's collection in terms of its primary mission.

Supporting Collection Development: Since faculty members are most directly involved with the teaching programs of the University, it is important that they have the major role in selecting materials supporting these programs. To this end, a portion of the Library's materials budget will be allocated for use by the various Schools and their disciplines to be spent at faculty recommendation. The amount allocated for this purpose will be determined annually by the Director of Davis Library and shall take into account such factors as total funds available, number of courses taught, the instructional level of courses taught as it affects the relative need for Library resources, number of students enrolled in these courses, and the average price of books and other materials in the particular subject areas.

It may be necessary to request additional funding from the University for collection development when new programs are initiated. Even though Davis Library's

participation in OhioLINK provides access to the combined collections of academic libraries across the State of Ohio, some additional resources may be necessary to provide a basic core collection within the program's field of study. This is particularly germane with graduate level programs. Graduate programs may also require additional funding on an annual basis for maintaining a viable, up-to-date collection in the program's field of study.

Responsibility for Selection: The Director of Davis Library will not normally overrule faculty requests for purchases as long as funds are available and the item requested falls within the guidelines of this policy and the appropriate departmental chair and respective dean concurs with the recommendation. In an effort to facilitate communications between the Library, faculty, the various departmental chairs, and respective dean, each professional librarian on staff will serve as a liaison to one or more of the Schools for collection development purposes. The liaison's responsibility is to facilitate the solicitation of recommendations for new acquisitions from faculty and to serve as a resource to faculty regarding available funding

The Library staff has the responsibility, however, for the development of a well-balanced collection. To this end, the Library staff may initiate the purchase of material in a specific subject area and charge this purchase to the appropriate Library fund. The liaisons additionally assist in developing the Library's collection in the designated areas listed below.

The Library staff has the principal responsibility for selecting materials in the following categories:

- Reference and bibliographic works;
- Interdisciplinary works;
- Continuations publications (serials)
- Periodicals and Journals
- Government Documents;
- Biographies and current fiction;
- Works in fields for coordinating the collection as a whole;
- Recreational materials, as funds permit.

In each of the above areas, the liaisons will meet periodically throughout each year to determine which new acquisitions, if any, will be added to the collection. In the case of Government Documents, each liaison will review the selection lists made available by the Government Printing Office (GPO) each semester to determine which new items, if any, will be selected in accordance with the various provisions of this document. When the list has been circulated throughout all the liaisons, the finalized list is forwarded to the Access Services Associate who will review the selections and process them through the Government Printing Office.

Students seeking to have items added to the collection are encouraged to submit their recommendations to Library staff. Requests from students will be given serious

consideration whenever the material requested falls within the guidelines of this policy. Student requests for materials within a specific discipline will be referred to the appropriate faculty member for consultation with his/her department chair. Student requests that are more general or interdisciplinary in nature can be referred to the Director of Davis Library.

Policies by Format of Material: Content, not format, will be the primary criterion for deciding whether or not to add any item to the collection. Since format does affect use, cost, equipment requirements and storage, however, it must be carefully considered in light of available resources.

Books: When a book is available in both hardcover and paperback editions, it will normally be acquired in paperback, unless the book's value is expected to be relatively unchanging and/or undiminished over time or which is expected to be used heavily, in which case the hardcover edition will be preferred. In the case of titles that have gone through several editions, the latest edition will automatically be acquired unless an earlier edition is specified because of historical value or because it contains material not found in the later edition.

In the acquisition of new book titles, the major emphasis will be on current publications and among those, works that promise to fulfill future as well as current needs will receive preference. As a rule, duplicate copies are not acquired. Exceptions are made for books required for course reserve, in which case sufficient copies are acquired to satisfy the demands of students enrolled in a given course. This should not

exceed three copies per title. Any materials placed on reserve must conform to guidelines as specified in the current U.S. Copyright Law and in the University's own Copyright Policy. Once any material on reserve will no longer be in demand for a specific course, the material should be taken off reserve; and, if no longer necessary, duplicate copies of it should be withdrawn from the collection.

It is expected that purchase of, or subscription to, new materials and/or services would offer new information and/or enhance the existing collection. For example, the acquisition of a new periodical indexing service (in either traditional paper form or electronic format) would need to be justified in relation to other services already received; in terms of the number of periodical titles it indexes which the Library presently receives as well as the scope of the service as it reflects the curriculum of the University and the Library collection as a whole. If the purchase of new materials and/or services is seen to replace and improve on one or more existing resources, the existing resource(s) may be withdrawn or discontinued as funding constraints may require.

Out-of-print materials will meet the same criteria for purchase as other books. Where possible, modern reprints will be preferred to out-of-print originals. It must be borne in mind, however, that out-of-print items are difficult and costly to obtain and that it can rarely be anticipated that any out-of-print work will become available at a price judged to be reasonable.

Textbooks: It is the responsibility of students to provide their own textbooks. The Library will not undertake to maintain a collection of textbooks used in courses taught as part of the curriculum of the University, or to obtain them through interlibrary loan services. Single titles of textbooks may be added to the collection only when those titles are judged to represent valuable additions to a body of knowledge not sufficiently developed within the collection. Instructor's manuals and student workbooks of texts will not be added to the collection. Instructor's copies of these materials may, however, be placed on reserve as needed.

Periodicals: Periodical subscriptions are recommended in the same manner as books. New periodical titles should be included in an indexing service that is subscribed to, or otherwise available through, the Library. New subscriptions will be purchased only if they are not currently available in electronic form in full-text through OhioLINK. Electronic, full-text, versions of a periodical title will be preferred for local purchase in lieu of the paper version only if the cost is not prohibitive (generally not more than three times the cost of the paper subscription), and then only with the expressed recommendation of a faculty member. *A New Periodical Recommendation and Evaluation Form* (see Appendix B) should be completed for each periodical title under consideration. The Collection Development Liaison representing the subject field most relevant to the periodical will also review the title under consideration.

Initial purchase of a subscription will be charged to the allocation of the department recommending the subscription, or in the case of titles recommended by the Library staff, the Library's general book fund. Back issues of new periodicals or back issues acquired for the purpose of expanding the Library's holdings of a title from

an earlier date, will be charged to the allocation of the department recommending them, without consideration of which fund is paying for the current subscription.

As with out-of-print books, the availability of back issues cannot be anticipated. Back issues will only be purchased, however, if they are not currently available in electronic form through OhioLINK. As needed, local back files will be acquired in microform, if available, or failing that, in electronic format such as CD-ROM or in paper reprint unless the original issue is essential. Journal article reprints are not acquired for the permanent collection. If needed for reserve or individual use, uncataloged reprints may be acquired through interlibrary loan or other document delivery service, provided this practice conforms to the current U.S. Copyright Law and the University's own Copyright Policy. In order to gain the widest possible periodical coverage with available funds, second copy subscriptions will generally not be placed, except in limited instances when second copy subscriptions of heavily used titles, at risk of being lost, stolen, and/or mutilated, are required. For economy in storage, and for durability and archival quality, microforms will be purchased for local back files of periodicals, except under the following circumstances when paper is preferred:

- Indexes
- Art periodicals
- Periodicals that have historically been bound because of heavy use or new periodicals which are expected to be used heavily

The Library may choose not to bind or purchase microform back file(s) for some titles, due to the ephemeral nature of their content. In these instances, the Library will maintain the unbound issues for a predetermined length of time (e.g., five years), after which time the oldest year will be discarded on an annual basis.

Microforms: The selection of microforms should be limited to books now out-of-print and likely to remain so; titles too costly for purchase in their original form; backfiles of periodicals; and any voluminous series not expected to be used heavily.

E-books: The selection of e-books for local purchase should be limited to books that are not currently available through OhioLINK. Such selections should undergo an evaluation as to cost-effectiveness in relation to print versions and how electronic access can be provided through Library or other campus technology resources.

Pamphlets: Although much of this material may reach the Library without expenditure of Library funds, the purchase of any of these written and visual forms should be made only when they represent the best or an uniquely concise source of information on a topic. Care should be taken not to divert limited funding toward this type of literature at the expense of other, more research oriented materials.

Government Documents: The status of the Library as a partial depository of U.S. government publications makes certain categories of government publications available free of charge from the Superintendent of Documents. Generally, items selected for this collection cover a broader spectrum than those in the general collection, since the

documents collection is meant to serve not only the needs of the University, but also those people in this geographic area. Government documents will normally be retained for no more than five years or as required by law, after which time they will be withdrawn from the collection according to depository guidelines. Some categories of government documents will be retained longer than five years because of their long term usefulness and/or research value. The Library should select, when available, electronic versions of government documents since these are most useful for both on-campus and distance learners.

In maintaining its documents collection, the Library will strive to abide by the rules set forth in the Government Printing Office's *Legal Requirements and Program Regulations of the Federal Depository Library Program*. In an effort to stay aware of the needs of the community it serves, the Library will maintain statistics on those government documents that circulated over the previous year. In addition, the Library will maintain a log of those government documents ordered through its traditional interlibrary loan service and/or through OhioLINK during the previous year. As always, the Library invites suggestions and comments from its clientele regarding adding new government documents to the collection. All such measures and suggestions will be reported to the Director on an annual basis and will serve as the basis for new selections prior to the June deadline for new selections as set forth by the GPO.

Newspapers: The objective of the Library is to subscribe to representative major local, regional, national, and international newspapers. Subscriptions and backfiles of newspapers are purchased and retained on the basis of need, cost, storage, and

availability of indexing. As electronic versions of newspapers become available through OhioLINK or other Internet sources, it may be in the Library's interest to reduce the number of paper subscriptions it maintains for its clientele, particularly if the electronic versions prove to be more accessible and timely than the paper counterparts. Care should be taken, however, to maintain an essential core of local, regional and national newspapers in paper form for in-house use by students, faculty and staff.

Maps: Maps, other than those that are bound, such as atlases, are generally not acquired due to lack of appropriate storage space. If loose maps are required by faculty in support of a course, the Library will try to accommodate inclusion by placing the map(s) in the reserves collection.

Foreign Language Materials: Foreign language materials are purchased to support the foreign language curriculum of the University. Materials written in foreign languages not offered as part of the University's curriculum are generally not acquired.

Theses: One copy of each University of Rio Grande's Masters theses and one copy of each Honors Program theses will be bound and cataloged into the Davis Library collection. Theses of other universities that are available through such vendors as ProQuest's UMI, may be selected by faculty for the general collection following the same general criteria established for library materials.

Juvenile Materials: Books for children, young adults, etc. are normally added to

the collection as specifically needed for use in courses. Typically, these include the

major award winning selections by ALA and School Library Journal.

Research Projects: Davis Library does not purchase extensive in-depth materials for short-term research projects of faculty and staff or graduate students. Use of interlibrary loan is encouraged.

Seldom Used Materials: Seldom used materials and expensive sets are purchased for the collection only after consideration of the resources of other libraries in the area. Resources needed only for research of an individual student or faculty member are obtained whenever possible through interlibrary loan, or through other consortial arrangements such as through OhioLINK, rather than by purchase. It is recognized, however, that occasionally some titles falling into this category may be purchased due to their landmark importance or their preeminence to scholarship.

Audio-Visual Media: Many types of communication media such as film, slides, audio recordings, video recordings, etc., are important in the transmission of information and as an adjunct to the learning process. These materials are selected on the basis of curricular need, cost, and general interest to Library clientele. As with other formats, however, factors such as storage (both physical and electronic), and equipment required to utilize the materials(s) must also be taken into account prior to purchase. As with adding other materials to the collection, the policy is to select the materials which best serve the objectives of the University. In purchasing or otherwise adding

these materials to its collections, the Library must comply fully with the current U.S. Copyright Law and with the University's own Copyright Policy. This may require, for example, that the Library purchases public performance cleared copies of motion picture recordings or pursues permission through the owner of copyright to add particular items to the collection to be used in the Library. The Library will not, under any circumstances, knowingly accept any dubbed copy of a copyrighted work for inclusion in its collection without prior written documentation that said copy was made with the expressed permission of the copyright owner for the use intended.

An increasing number of motion picture films are available through OhioLINK and its Digital Media Center. These films are available for viewing via streaming or downloading over the Internet. These films are distributed for use throughout all OhioLINK participating libraries. Arrangements have been made between OhioLINK and some of these film distributors to allow individual institutions to purchase electronic titles of films that can also then be made available to the entire OhioLINK membership. When possible, the Library should prefer purchasing motion pictures under this arrangement.

All audio-visual materials acquired for the Library's local collection, including those recommended by faculty, are to be cataloged and indexed in the Library holdings and are to remain in the Library to be used by members of the University community as circulation policies dictate. Under certain circumstances, the Library may allow these materials to be stored and utilized at an alternate location on campus. Under these circumstances, the Library's cataloging record will include, in addition to standard

cataloging information, an indication of where the material is stored on campus and whether the material is available for circulation.

Audio Recordings: The Library maintains a collection of audio recordings in various formats, i.e., long play (LP), standard audiocassette, and compact disk (CD). Presently, audio recordings on CD are preferred for purchase over all other formats.

Video Recordings: The Library will acquire video recordings provided these recordings meet the criteria set forth in this policy. Video recordings will be purchased in the preferred DVD format. Other formats (i.e., VHS, U-Matic, Beta, 8mm, and 12" laserdisc) will generally not be purchased if available in DVD. Lacking availability in DVD, the video recording will be purchased in the next most usable format available and, lacking that, permission to dub the video recording onto DVD or VHS will be obtained from the copyright owner prior to purchase.

Electronic Resources: In general, the Library will not actively build up the software collection, nor automatically order revised versions of purchased software. Academic department requests will be scrutinized following the same guidelines as other materials and the additional guidelines below. Developmental software such as those meant to be used to develop and produce multimedia, and/or software for office or classroom should be purchased from funds other than the library materials budget. Electronic formats present management issues that more traditional formats do not:

1. They may be significantly more expensive to acquire and maintain.
2. They may reside physically in the Library or elsewhere.
3. They may be accessible outside the library via the Local Area Network or the Internet.
4. They may require additional hardware and software to operate or to use.
5. They present special problems of acquisition, storage, and preservation.

Electronic resources considered for acquisition or access should:

1. Follow all current collecting guidelines as presented in the Collection Development Policy.
2. Represent materials useful and important to a significant segment of the Library's user community, or be pertinent for reference services, and reflect curricular and research needs.
3. Be evaluated in light of other potential acquisitions, and weighed against other acquisition priorities.
4. Provide improved access to or be an enhancement or enrichment of current library collections.
5. Reflect the excellence, comprehensiveness, and authoritativeness expected of materials in other formats.

6. Have adequate print or online documentation available, such as useful manuals, guides, and tutorials from the producer.
7. Be broadly accessible under current copyright and licensing laws.
8. Be updated often enough to be useful, if currency is important.
9. Have the ability to be archived, if necessary.
10. Be user-friendly.

One time purchase and subscription of electronic formats are included in the library materials budget. As with periodical titles, electronic formats distributed on a subscription basis will be charged to the discipline's during the first year it is recommended and paid from the Library's serials budget in subsequent years. A *Database Evaluation Criteria Form* (see Appendix C) should be completed for each electronic title under consideration. The Collection Development Liaison representing the subject field most relevant to the Resource will also review the title under consideration. In general, it is the responsibility of the Director to negotiate licensing agreements with the vendor or publisher, unless the licensing agreements have already been negotiated through a consortia, such as OhioLINK.

Additionally, Davis Library participates in consortial agreements for access to electronic resources with OhioLINK. Generally, OhioLINK can provide cost-effective access to a wide variety of electronic resources, including electronic, full text journals and e-books, digital media, electronic indexing services and the like. Because of its extensive membership of academic libraries throughout the State of Ohio, OhioLINK

can provide these resources through negotiated agreements with publishers and distributors that individual institutions simply cannot.

Evaluation of the Collection: The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. Evaluations should be made to determine whether the collection is meeting its objectives, how well it is serving its users, ways in which it is deficient and what remains to be done to develop the collection. This process requires the same attention to quality and authoritativeness as the original selection. The systematic removal of material no longer useful is essential to maintaining the high quality and integrity of the collection. Typically, the following categories of materials will be subject to weeding:

1. Duplicates of titles no longer in demand.
2. Material of no current or historical significance to the University.
3. Badly damaged or worn material.
4. Peripheral material that is inconsistent with current selection criteria.
5. Material containing outdated or inaccurate information.

For periodical titles, both the value of complete holdings and the consequences of any action taken should be added to the factors influencing withdrawal/cancellation decisions. Periodical cancellation generally results from one or more of the following circumstances:

1. Changes in the University programs.
2. Budgetary constraints.
3. Emerging electronic resources that make continuation unnecessary.
4. Insufficient use to warrant continuation.
5. Shortage of physical space in the Library.

The Library staff seeks the advice of departmental faculty members in the evaluation process. Materials selected for weeding which are included in the standard academic library bibliography, *Books for College Libraries*, are retained in storage. If a book from storage is requested five times, it will be returned to the Circulating Collection.

Discarding and Replacement of Lost Materials: Lost materials are replaced after three years or immediately when a member of the faculty or collection development liaison approves replacement; otherwise lost books are decataloged and recorded as withdrawn. Reserve materials that are lost or stolen should be replaced as soon as possible. Replacement copies are charged to the appropriate Library fund allocation.

Request for withdrawal or reconsideration of material: Faculty or Library Staff may request that materials be withdrawn for any of the reasons specified above

pertaining to weeding (as listed under “Evaluation of the Collection”) or faculty may request reconsideration of materials for continued inclusion in the collection that are of questionable scholarship by completing a Request for Reconsideration form (see Appendix A).

Gifts: The Library encourages gifts and donations of useful material, provided they fit into the acquisitions policies and provided there are no restrictions attached which run counter to the policies set forth in this document. Gifts provide many valuable additions to the collection.

After it is learned that a gift of library resources (books, periodicals, recordings, etc.) has been offered to the University, the following steps should be taken:

1. A list of the items offered should be submitted for review by the Library. The collections of a university library differ substantially from those of a library of general interest and circulation. Some books are of such nature that their use in the Library may be limited, while they might be important additions to the collections of other libraries. The opportunity enable the Library to select those books and items that represent significant and useful additions to the collection, while at the same time giving the donor the opportunity to assist other libraries where some of the books may be more effectively used. This procedure will also save the Library the cost of cataloging and storing items that are not appropriate to its overall collection, or items that are duplicate copies.

2. After a list has been agreed upon, the donor should furnish an appraisal or donor estimated value of the items selected when the donations are to be used for income tax purposes. Under Internal Revenue Service (IRS) regulations, furnishing an appraisal is the obligation of the donor. In

some instances, it may be appropriate for the University to submit a list of items selected for the Library to a dealer for appraisal.

In addition to the gift of actual items, cash gifts to be used for the purchase of library resources are welcomed. If desired, the donor may specify particular material(s) for purchase or recommend a subject area in which to purchase using their donation, provided the materials fit into the acquisitions policy as stated herein.

Summary

This document states the general goals and guidelines for development of the collection of the Davis Library. It is intended to foster consistency and good communication between those engaged in book selection. This policy will constitute a commitment of those selecting library materials throughout the University to maintain the collecting program described and to make periodic and carefully considered adjustments as the University of Rio Grande and the information universe evolved

APPENDIX A

Request For Reconsideration Of Material

Date:

Your Name:

Phone:

Email:

Format of Material on which you are commenting (circle one):

Book _____

Periodical _____

AudioVisual _____

Title:

Author:

Specific reason(s) the above mentioned material needs to be reconsidered:

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? :

APPENDIX B

New Periodical Recommendation and Evaluation Form

Title: _____

ISSN: _____

Publisher: _____

Frequency: _____ Price: _____

Program or classes for which the title is being requested: _____

If the libraries already subscribe to other periodicals in this subject area, list possible titles that could be cancelled to make room for your recommendation:

Other reasons for recommendation: _____

Requester name and notification info: _____

Library Collection Development Liaison Section

Curriculum relevance: _____

Other use/relevance: _____

Language, level, format considerations: _____

Publisher stability: _____ EBSCO availability: _____ Cost: _____

Circulation history of similar titles: _____

E-format availability: Availability elsewhere: _____

Retention suitability: _____ Indexed: _____

Withdrawal candidates: _____

Recommendation: _____

Selector initials: _____ Date of request: _____ Date of review: _____

Appendix C

Database Evaluation & Criteria Form

Requestor Evaluation Section

Please fill out this form to the best of your abilities. Remember that database selections should be considered with regard to Davis Library's Collection Development Policy.

Database Information

Database Title:

Vendor:

Type of database: (check all that apply)

- Primary Source _____
- Periodical Full Text _____
- Periodical Abstract _____
- Periodical Index _____
- Book Full Text _____
- Other (Please explain) _____

Cost/Content Information: (provide all applicable information as available)

Cost: \$ _____ Remote Access Allowable: • Yes _____ • No _____

Coverage: Date Range: _____

- Updates: • Daily _____ • Weekly _____ • Monthly _____
- Other: _____

- Please list specific courses supported by this database:

Comparison to Competitive Products:

Are there other databases that would be considered similar to this one?

- Yes ____
- No ____

If yes, please name and indicate if Davis Library has access to them:

Should Davis Library discontinue any current database offering in lieu of this database?

- Yes ____
- No ____

If yes, please list those offerings:

Overall Potential for Use:

Library Collection Development Liaison Section

Cost/Contract Information: (provide all applicable information as available)

Flat fee: \$

Subscription: \$

Consortial Price: \$

Per Search Fee: \$

Number of Simultaneous Users: _____

Data is: • Owned _____ • Leased _____

Ancillary Use: • ILL _____ • Reserves _____

• Other _____

Content Information

Full Text:

• Data (items in database): • Complete _____ • Partial _____ • None _____

• Scope (i.e.. all articles in journal): • Complete _____ • Selected _____ • None _____

• Type: • ASCII _____ • PDF _____ • Other: _____

Technical Information

Access: • Local Load _____ • CD-ROM _____ • Web _____

Trial/Demo Available: • Yes _____ • No _____

Z39.50 Compliant: • Yes _____ • No _____

Remote Access via:

- IP Address _____
- Password _____
- None _____

Browser Limitations: [Works successfully with the following: (check all that apply)]

- Netscape _____
- Internet Explorer _____
- Java _____
- Javascript _____
- Windows only _____
- Other: _____

Customer Support/Training: • Yes _____ • No _____

If yes, please explain: _____

Interface Information

Intuitive Search Interface: • Yes _____ • No _____

Please comment: _____

Clear directions/instructions/help: • Yes _____ • No _____

Please comment: _____

Interface easy to use: • Yes _____ • No _____

Please comment: _____

Searching: What is searched?

- Author _____
- Title _____
- Subject _____
- Abstract _____
- Full Text _____
- Selectable Fields _____
- Other: _____

Keyword Searching: • Yes _____ • No _____

Subject Searching (Controlled Vocabulary): • Yes, with Thesaurus _____

- Yes, without Thesarus _____
- No _____

Limits Available:

- Date _____
- Source _____
- Full Text _____
- Article Type _____
- Peer Reviewed _____
- Other _____
- Truncation: • Yes _____ • No _____
- Phrase Searching: • Yes _____ • No _____
- Boolean Searching: • Yes _____ • No _____
- Search Options: • Simple/Fast _____ • Advanced/Expert _____ • Guided _____
- Other _____

Combine Searches: • Yes _____ • No _____

Browse Searching: • Yes, with Journal Browse _____

- Yes, without Journal Browse _____
- No _____

Speed:	SLOW	MEDIUM	FAST
Load Time	_____	_____	_____
Search Time	_____	_____	_____
Retrieve Time	_____	_____	_____
Graphics/Multimedia:	Included:	• Yes _____	• No _____
	Enhance or detract:	• Yes _____	• No _____
Results are:	• Downloadable _____	• Printable _____	• E-mailable _____
	• Markable _____		
Results Include linkable fields:	• Yes _____	• No _____	
Linkable Fields Include:	• New Searches _____	• Holdings _____	
	• Full Text in Other Databases _____		
	• Other Online Documents _____		
Requires broadband connection?	• Yes _____	• No _____	

Statistics

Statistics Collected: • Queries _____ • Sessions _____ • Items Examined _____

• Time of Day _____ • Amount of Data Transferred _____

Reports: • Customizable _____ • Web _____ • Print _____

• Frequency: _____

Recommendation: _____
