Decision Process Checklists/Forms

ERMdb
Boston College Libraries

PUBLIC INTERFACE: Electronic Resources Management Database   Log O

FIND RESOURCES | CONTACTS | ORGANIZATIONS | TRIALS

Do you need help? Send E-Mail to: bceaccess@bc.ec

Electronic Resource Request/Review Form

<-- Back to Review Form List

Submit Final Review to ERRB

I. Resource Title   **Created on:** | Save Form | Reset Form |

Form Status: 🔬 New Form / Not Yet Submitted

Review Submitted By: | Select a Name |

Form Type:
○ New Request Form   ○ Renewal Review Form   ○ CD-ROM Request Form
○ Vendor/Interface Change   ○ Cancellation

Reviewed/Requested Title:

Title: *** Required Field   ***

Subscription Expiration Date: format: YYYYMMDD

Fee/Payment Due Date: (if applicable)   format: YYYYMMDD

II. How to Access Resource | Save Form |

Access Method:
○ Web   ○ CD-ROM   ○ Locally Mounted Data   ○ Other

Resource URL:

Additional Access Notes:

III. Resource Description / MetaQuest Info   Save Form

Update / Add to MetaQuest?:   ○ Yes   ○ No

Full Text Resource?:   ○ Complete Full Text   ○ Partial Full Text   ○ No Full Text

Date Coverage:

Resource Description:
(Description will display in MetaQuest
and on the Library Online Databases
Web Page)

MetaQuest Subjects:
(The resource will display under
these subjects in MetaQuest
and on the Library Online Databases
Web Page)

☐ Archives   ☐ African and African Diaspora Studies
☐ Art & Architecture   ☐ Asian Studies
☐ Biography   ☐ Biology
☐ Business and Management   ☐ Chemistry
☐ Classical Studies   ☐ Communication
☐ Computer Science   ☐ Data/Statistis
☐ Dictionaries   ☐ Economics
☐ Education   ☐ Encyclopedias
☐ Film   ☐ Gender Studies
☐ General Reference   ☐ Geology

☐ German Language and Literature   ☐ History

☐ Interdisciplinary   ☐ Irish Studies

☐ Islamic Civilization and Societies   ☐ Language and Literature in English

☐ Language and Literature   ☐ Latin American Studies

☐ Law   ☐ Library Catalogs

☐ Library Science   ☐ Linguistics

☐ Mathematics   ☐ Music

☐ News   ☐ Nursing and Health Sciences

☐ Philosophy   ☐ Physics

☐ Political Science and Government   ☐ Psychology

☐ Reviews   ☐ Romance Language and Literatures

☐ Slavic Language and Literatures   ☐ Social Work

☐ Sociology and Anthropology   ☐ Theater and Dance

☐ Theology

IV. Publisher/Vendor Info   Save Form

Publisher:

if not in list above, **New Publisher:**

Publisher URL:

Customer Support Contact:

Customer Support Phone:

Customer Support e-Mail:

Tech Support Contact:

Tech Support Phone:

Tech Support e-Mail:

Vendor:
(Who we pay, if different from publisher)

if not in list above, **New Vendor:**

V. Business Terms   Save Form

Expected Cost:
(explain, if necessary)

How will Resource be Funded?:

Is a License Required?: ***   ○ Yes ○ No   ***If this is a new request, please forward a copy of the license to bceaccess@bc.edu.

Pricing Model:
(How do we pay?)

Perpetual Access Rights?:   ○ Yes ○ No

Perpetual Access Note:

Consortial Agreement?:   ○ Yes ○ No

No. Simultaneous Users: ***   ***Leave blank if there is no user limit

Details of Pricing & Business Terms:
(Include info on print vs. electronic,
bundled costs, and long-term costs)

VI. Use and Duplication   Save Form

User Groups:

☐ Undergraduate   ☐ Graduate   ☐ Faculty   ☐ Staff

Does Resource Duplicate Content Found in Other Resources at BC?:

○ No   ○ Yes (explain below)

Why Acquire if Resource Duplicates Content?:
(e.g. Provides easier access to content;
More timely than other sources;
Broader coverage, etc...)

Are Other Resources with Similar Content Available?:

○ No   ○ Yes

If yes, have your reviewed them?:

○ No   ○ Yes (explain below)

List Other Similar Resources and Why You Did Not Choose Them:

List Other Vendors of this Resource and Why You Did Not Choose Them:

Features of this Resource:

☐ Save Options - Available and Easy to Use
☐ E-Mail Options - Available and Easy to Use
☐ Print Options - Available and Easy to Use
☐ Alerts Feature Available
☐ Save Search History Feature Available

The BIG Picture - How does this resource relate in importance to other resources at BC?:

If Resource Duplicates Content in Other BC Resources, Should Any Be Canceled?:

○ No   ○ Yes (explain below)

Resources to Be Cancelled: (if any)
***Include Aleph System # of item to be cancelled

Any Cancellation Restrictions?:
Such as print tied to microfiche;
print tied to online version, etc.

○ Yes   ○ No

Explain Cancellation Restrictions:

If Print Cancelled, Retain Backfiles?:

○ Yes   ○ No

What Backfile Years Should Be Kept?:

Shelve Backfiles in Following Location:

○ O'Neill Stacks   ○ O'Neill Reference   ○ Off-Site Collection   ○ Other

BOSTON COLLEGE
Electronic Resource Request/Review Form

VII. Compatibility with Local Systems   Save Form

Does this Resource have Components that Require Cataloging?:   ○ No ○ Yes (explain below)

Cataloging Note:

Are MARC Records Available?:   ○ No ○ Yes (explain any costs below)

if Yes, **Have MARC Records Been Reviewed by Cataloging?:**   ○ No ○ Yes

MARC Record Costs / Other Notes:

SFX Source: Is Resource OpenURL Aware?:   ○ No (explain below) ○ Yes
More info on SFX Sources is at http://www.exlibrisgroup.com/sfx_sources.htm

SFX Target: Does Resource Provide Services (Such as Full Text or Holdings Information) that We Should Link to from the FindIt (SFX) Menu?:   ○ No (explain below) ○ Yes
More info on SFX Targets is at http://www.exlibrisgroup.com/sfx_targets.htm

OpenURL Compliance Note:

Is Resource Searchable in MetaQuest Using Z39.50, HTTP or Other Protocols?:
(explain below)   ○ No ○ Yes

MetaQuest/Z30.50 Search Notes:

Does Resource Work with RefWorks?:   ○ No ○ Yes
See http://www.refworks.com/refworks/importdbs.asp

Does Resource Work with EndNote?:   ○ No ○ Yes
See http://www.bc.edu/libraries/services/ref-instruc/s-endnote/

VIII. Usage Statistics   Save Form

Are Usage Stats Available?:   ○ Yes ○ No

Usage Stats Delivery Method: ☐ E-Mail   ☐ Online   ☐ Snail Mail

Usage Stats Format: ☐ ASCII Text ☐ Comma-Separated Values ☐ Excel ☐ HTML
☐ PDF ☐ Tab-Delimited Text ☐ Other

Usage Stats Frequency:

Usage Stats Online Location:
URL, FTP, or File Path

Usage Stats Notes:
a.) Does Vendor Adhere to the COUNTER Code of Practice?
b.) If statistics are not available, explain vendor's stated reason.

IX. Vendor / EZProxy Statistics   Save Form

Enter a year's worth of **monthly vendor statistics**. Begin by selecting a starting and ending month and year. Then, enter monthly counts for each category in the text boxes below. **Month1:** represents the starting month you select, and **Month12:** represents the ending month you select. (e.g. if you select "March" as your starting month and "February" as your ending month, you should enter statistics for March next to the

Month1: label in each box. Statistics for April should be entered next to the **Month2:** label, and so on). Do not enter statistics for more than a 12 month period. Please Note: Each statistics field is a free text field. If you do not have statistics for each month, you can delete the month labels and enter the statistics in any way you require.
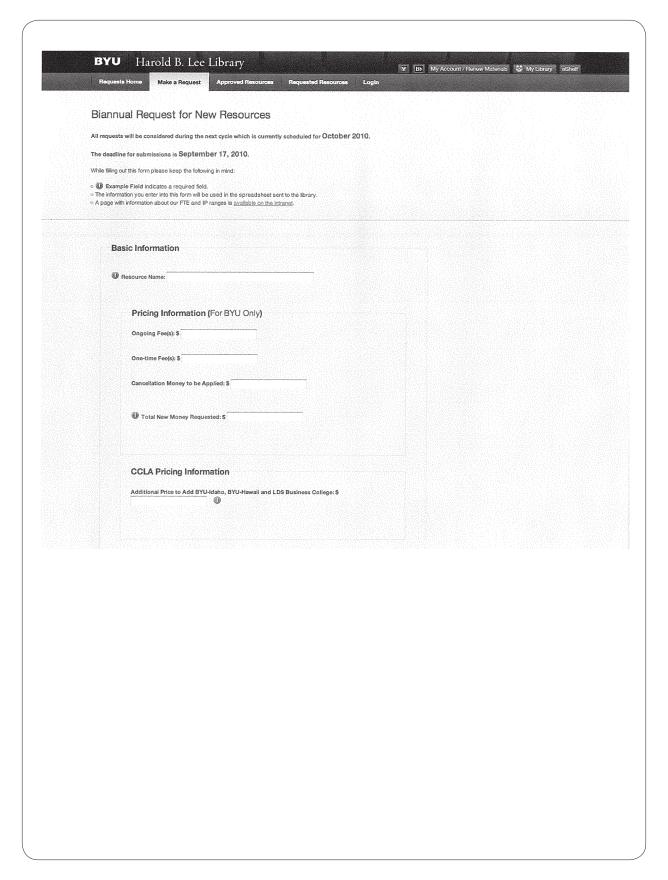
| Statistics Start Month: | Select a Month | Statistics Start Year: | Select a Year |
| Statistics End Month: | Select a Month | Statistics End Year: | Select a Year |

Session Count: # of logins or sessions	Search Count: # of searches	View Count: # of on-screen displays of articles	Retrieval Count: # of results saved, printed or e-mailed	Turnaway Count: # of rejected connection attempts	EZ Proxy Count: # hits on BC ezProxy server
Month1: Month2: Month3: Month4: Month5: Month6: Month7: Month8: Month9: Month10: Month11: Month12:	Month1: Month2: Month3: Month4: Month5: Month6: Month7: Month8: Month9: Month10: Month11: Month12:	Month1: Month2: Month3: Month4: Month5: Month6: Month7: Month8: Month9: Month10: Month11: Month12:	Month1: Month2: Month3: Month4: Month5: Month6: Month7: Month8: Month9: Month10: Month11: Month12:	Month1: Month2: Month3: Month4: Month5: Month6: Month7: Month8: Month9: Month10: Month11: Month12:	Month1: Month2: Month3: Month4: Month5: Month6: Month7: Month8: Month9: Month10: Month11: Month12:

X. Other Considerations   Save Form

Feedback:
Summarize any feedback you have received from faculty, students, staff, public trials, reference interactions, etc.

Other Considerations:
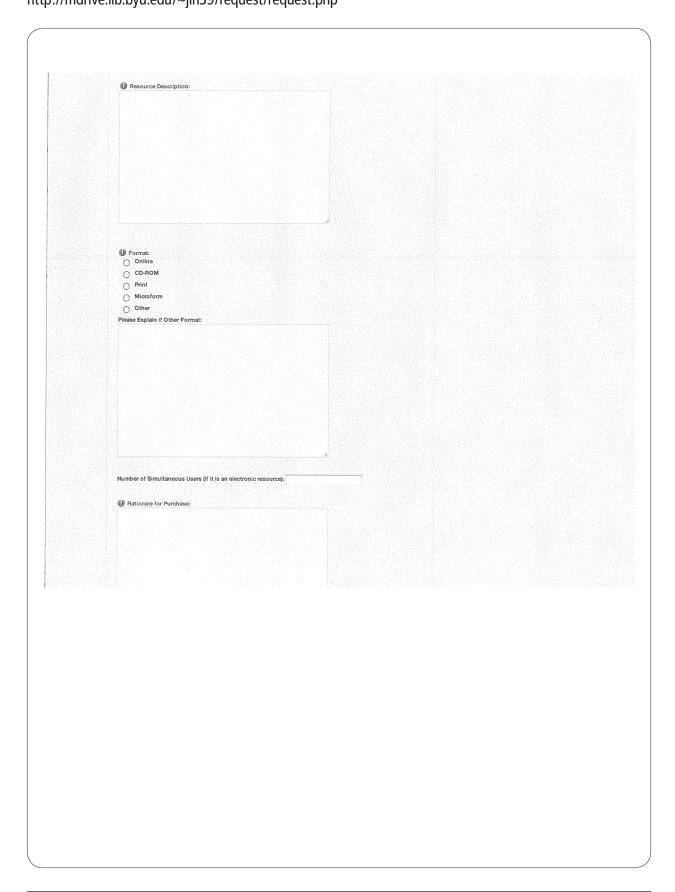List any additional factors that should be considered.

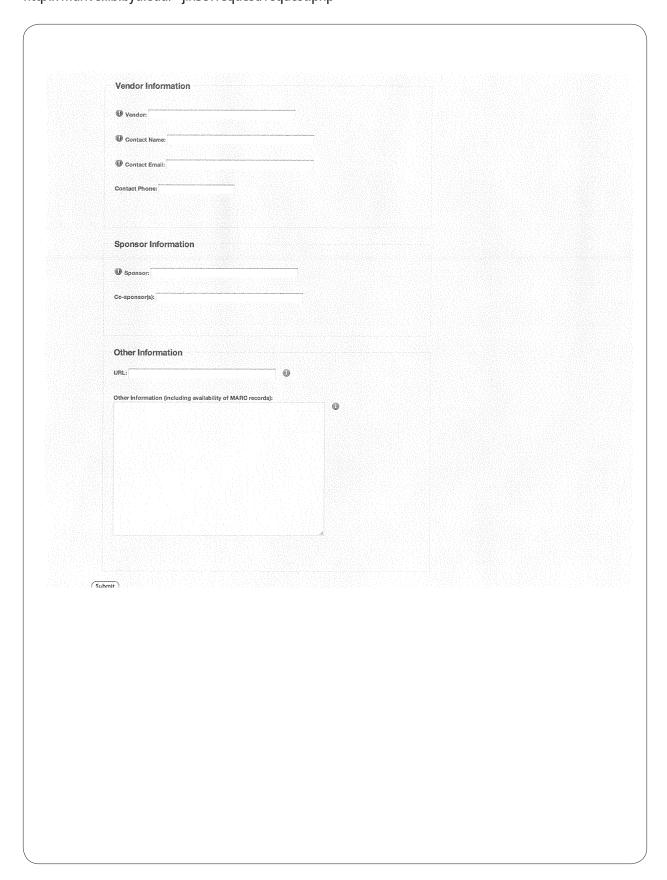| METAQUEST ADMIN | METAQUEST PUBLIC | ONLINE DATABASES |
| SFX ADMIN | OpenURL GENERATOR | CITATION LINKER | QUEST | UTILITIES/REPORTS |

Resource Description:

Format:
- Online
- CD-ROM
- Print
- Microform
- Other

Please Explain if Other Format:

Number of Simultaneous Users (if it is an electronic resource):

Rationale for Purchase:

Vendor Information

ⓘ Vendor:

ⓘ Contact Name:

ⓘ Contact Email:

Contact Phone:

Sponsor Information

ⓘ Sponsor:

Co-sponsor(s):

Other Information

URL: ⓘ

Other Information (including availability of MARC records): ⓘ

Submit

Electronic Resource: _____

Authorized Users Definition	_____
	_____
	_____
	_____
	_____
	_____
Fair Use Clause Indicator	____ Present ____ Absent
Citation Requirement Detail	_____
	_____
	_____
	_____
	_____

Digitally Copy	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable

Digitally Copy Term Note	_____
	_____
	_____
	_____
	_____

Print Copy	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable

Print Copy Term Note	_____
	_____
	_____
	_____
	_____

Scholarly Sharing	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable
Interlibrary Loan Print or Fax	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable
Interlibrary Loan Secure Electronic Transmission	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable
Interlibrary Loan Electronic	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable

Interlibrary Loan Term Note	_____
	_____
	_____
	_____
	_____

Course Reserve Print	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable
Course Reserve Electronic	____ Permitted (Explicit)	____ Permitted (Interpreted)
	____ Prohibited (Explicit)	____ Prohibited (Interpreted)
	____ Silent (Uninterpreted)	____ Not Applicable

Course Reserve Term Note   _____

Electronic Link
- ___ Permitted (Explicit)
- ___ Prohibited (Explicit)
- ___ Silent (Uninterpreted)
- ___ Permitted (Interpreted)
- ___ Prohibited (Interpreted)
- ___ Not Applicable

Course Pack Print
- ___ Permitted (Explicit)
- ___ Prohibited (Explicit)
- ___ Silent (Uninterpreted)
- ___ Permitted (Interpreted)
- ___ Prohibited (Interpreted)
- ___ Not Applicable

Course Pack Electronic
- ___ Permitted (Explicit)
- ___ Prohibited (Explicit)
- ___ Silent (Uninterpreted)
- ___ Permitted (Interpreted)
- ___ Prohibited (Interpreted)
- ___ Not Applicable

Course Pack Term Note   _____

Remote Access   ___ Yes   ___ No

Concurrent User (enter a number)   _____

Concurrent User Note   _____

Other Use Restriction Note   _____

Perpetual Access Right   ___ Yes   ___ No   ___ Undertermined

Perpetual Access Holdings (ANSI/NISO Z39.71)   _____

Perpetual Access Note   _____

Archiving Right   ___ Yes   ___ No   ___ Undertermined

Archiving Format
- ___ Remote
- ___ Tape
- ___ CD-ROM
- ___ Unspecified

Archiving Note   _____

Confidentiality of User Information Indicator   ___ Yes   ___ No

BRIGHAM YOUNG UNIVERSITY

Electronic Resource Evaluation Form

http://mdrive.lib.byu.edu/~jlh39/erl/evaluation/

The deadline for submitting database evaluations was September 1st.

Electronic Resource Evaluation Form

Contact **Jared Howland** (422-3416) for questions.

While filling out this form please keep the following in mind:

- Fields marked as follows are required fields: ⓘ Example Field. If you do not have information to fill in the required field, please wait to fill out the form until you have it.
- Clicking on the information icon (ⓘ) will open a new window with more information about a particular field.

Basic Information

ⓘ Resource Name: [   ]

ⓘ Your Name: [   ]

ⓘ Are you the sponsor/co-sponsor?:
- ▢ **Yes**
- ▢ **No**

Evaluation Information

ⓘ Access: ⓘ
- ▢ **Very accessible**
- ▢ **Somewhat accessible**
- ▢ **Not very accessible**

ⓘ Cost-effectiveness: ⓘ
- ▢ **Very cost-effective**
- ▢ **Somewhat cost-effective**
- ▢ **Not very cost-effective**

ⓘ Breadth/audience: ⓘ
- ▢ **Very broad audience**
- ▢ **Somewhat broad audience**
- ▢ **Narrow audience**

ⓘ Uniqueness: ⓘ
- ▢ **Unique**
- ▢ **Somewhat unique**
- ▢ **Not unique**

Recommendation

ⓘ Your Recommendation:

[   ]

[Submit]

Contact **Jared Howland** (422-3416) for questions.

Thursday, May 27, 2010

519 Submission Request Form v.3.2 (February 2010)

Cornell University Library, Database Review Committee

Please fill out and return this form and send it with a one-page letter of justification via email to bb75@cornell.edu (Baseema KrKoska, DRC Chair)

Please cite your source (url, etc.) of information whenever possible.

1. Name of Submitter:
2. Names of Other Selectors Supporting the Submission:
3. Emails of Submitter and Supporting :
4. Date of Submission:
5. Item Identification:

   a) Title:
   b) URL for information about this title:
   c) Voyager ID (if available):
   d) Publisher of this title:
   e) Vendor (if different from Publisher):
   f) Name of Consortium, if consortial purchase:
   g) Other:

6. Trial Information:

   a) URL for trial site:
   b) Start and end date of trial:
   c) Username and password for trial:

7. Coverage of Content:

   a) Dates covered:
   b) Frequency of update:
   c) Titles of serial publications covered (if possible link to title list):
   d) Types of monographic titles indexed (e.g. proceedings vs. textbooks)(if possible provide link to title list)
   e) Other contents:

8. Type of Content (Check all that apply)

   a. _ Full text/Full image
   b. _ Abstracts
   c. _ Indexing
   d. _ Bibliographic

    e. _ Numeric/statistical
    f. _ Other, Define:
        i. Portion (%) of Contents Covered:
        ii. Type of Contents Covered (e.g. articles, book reviews):

9. Cost of Title:

    a) Annual Subscription:
    b) One-time costs (if any, eg .startup fee, backfile, etc.):
    c) Other costs (e.g., additional simultaneous users):
    d) How many simultaneous users are included in this price?
    e) Do we need to maintain other subscriptions to get this price?
    f) Will other funds be sharing the cost: (please list fund(s) and division of costs dollars ,%):

10. Subscription/Licensing Details

    a) URL or vendor contact for License:
    b) Will we own the data or lease it?

11. Equivalents or Similar Resources

    a) Does CUL have access to similar or equivalent titles? Compare and contrast these resources.
    b) What existing resource(s) could be canceled (any format) if we subscribed to this proposed new resource?

12. User Access/Restrictions

    a) Available to all Cornell IP addresses (Med School, Geneva, etc)?

13. Use Statistics

    a) Are statistics available? Please provide a sample if available.

14. User Interface

    a) Web interface?
    b) Special plug-in required?
    c) Proprietary client?
    d) Other, please describe:

15. Functionality

    a) Saving/output options (Download, email, print, EndNote, etc.):
    b) Describe searching capabilities (Keyword, fulltext, etc.)
    c) Hyper-linked references?
    d) Additional comments:

16. Cataloging Issues

    a) Analytics available?
    b) Link to holdings?

Last update, 15 February 2010 [BBK]

ER1: Electronic Serials Order Form

Send completed form to: Janet Arcand, 204 Technical Services

Use for paid subscriptions, including index databases, which require access restrict-
tions, registration, licensing, trial period, or any other acquisitions-related activities.

Is this is a time-sensitive offer? ☐

Deadline Date:

Reason:

Date:	
Title:	
URL:	
Producer:	
Vendor Contact:	
Vendor's Address:	

	Check all that apply:
Price:	☐ New Subscription (desired starting date:)
ISSN:	☐ Trial Subscription (time period:)
Subject Code:	☐ Expands access to existing title:
Subject Librarian:	
Holdings/Time Coverage:	

Funding
☐ Serials
☐ Monographic
☐ Foundation/Gift
☐ Upfront cost – Mono, amount $____
   Annual access fee - Serial, amount $____
☐ Other (specify) ____

Range of Users
☐ Maximum number of users: ____
☐ Site license

Cataloging of individual titles in product
☐ Desired, see attached ER1 Supplement Form

Web Placement Issues
☐ Add to Web pages. List pages desired: ____

Physical Site Limitation
☐ Specify: ____

Banner page
☐ Desired; include description:

Other

☐ **If you intend to replace a previous format/platform of this title, you must attach a goldenrod Serials Department Location/Holdings Change Form (LHCF).**

Please forward this form with all publisher-supplied information you have (flyers, letters, information from vendor representative, etc.) to: **Janet Arcand, 204 Parks Library**.

Information Technology Division Use
☐ Technical check. Areas of concern:

Revised 2008-01 (ver 2.1)

ER3: ADDITIONAL Format Notification	**Technical Services Tracking**		
Return completed form to:Janet Arcand, 204 Tech Services	Received Acquisitions	/	/
Use this form when an existing print serial is now also available on the Web. If obtaining this access requires extra funding, use ER1 form; ER3 is only used if current print subscription entitles us to online access.	Received IT	/	/
	Acquisitions Activates	/	/
	Notify Bibliographer	/	/
	Proxy Work Done	/	/
Is this is a time-sensitive offer? ☐	Received Cataloging	/	/
Deadline Date:	Cataloged	/	/
Reason:			
From:	Date: / /		
Title: URL: Horizon Record Num:			

Range of Users
☐ Maximum number of users: ____
☐ Site license

Banner page
☐ Desired; include description:

Web Placement Issues
☐ Add to Web pages. List pages desired: ____

Other

Physical Site Limitation
☐ Specify: ____

Acquisitions Use
☐ Licence or access check
Issues:

Information Technology Division Use
☐ Technical check
Issues:

Revised 12/2007 ver2.01

Collection Development: Database Evaluation Form

Add a report

NOTE - Please fill out all fields marked with *. If any required fields are not filled in, you will get an error message. If you are using Internet Explorer, using the BACK button may erase your data.

Resource Title: Avery index to architectural periodicals [electronic resource].

Data Updated: 2/12/2010

Steward: Craig, Susan

Subscription Expiration Information: 2010-06-30; to cancel, notify elecres@ku.edu by 2010-03-30

Full Text Journals Covered: No Details

PO Number: 98-00414-01-EI

Platform/Provider Information

Current Platform/Provider: ProQuest

To request a quote for alternate platforms or providers, please use the EIPR form.

*Are there alternate vendors for this product?

⚬ Yes

⦿ No

Please explain:

*Is there an alternative product or products?

☐ Yes

☑ No

Please explain:

*Information provided to users:

If the database description in KU's Information Gateway is not current, and/or the assigned subject headings are not appropriate (see Jupiter), indicate the date when you requested the update. Requests can be made through the EIPR form(link opens a new window).

Usage and Pricing Information

Simultaneous Users Information: No Details

Use patterns

Include searches and sessions, and full-text article requests where applicable. Usage data accessible on Information for Subject Specialists web site under Electronic Resources Usage Reports.
If there is no usage data avaiable for a category, please enter "n/a".

***Please note that where there are unlimited simultaneous users, turnaway data may not be collected.

*Usage Data	Searches (Queries)	Sessions (Logins)	Full-Text Article Requests	Turnaways
Last Year (FY08)				
Current Year (FY09)				

Price (from CPH report)

• FY05: $1,935.00
• FY06: $2,037.00
• FY07: $2,140.00

- FY08: $2,247.00
- FY09: $2,360.00
- FY10: $0.00

*Cost per use	Searches	Sessions	Full-Text Article Requests
Last Year (FY09)	$	$	$
Current Year (FY10)	$	$	$

Renewal Information

*Do you recommend renewing this resource?

◉ Yes

○ No

Please explain:

Additional Comments

Do you have any additional comments about this resource or report (optional)?

Evaluation of the new Database Evaluation form

This form was easy to use:

○ Strongly disagree ○ Disagree ◉ Neutral ○ Agree ○ Strongly Agree

The questions were presented clearly and in a logical manner:

○ Strongly disagree ○ Disagree ◉ Neutral ○ Agree ○ Strongly Agree

Please share with RDC any comments or suggestions you have for improving this form:

*Please provide your email address:

Click the submit button to submit your report to RDC.
You will be able to print a copy of this report for your records on the next page.

Submit

Back to Information for Bibliographers
Contact Monica Claassen-Wilson libcolldev@ku.edu with questions or problems.
Last modified July 21, 2009.
Contact Us
KU Libraries
A Division of Information Services
Lawrence, Kansas 66045
(785) 864-8983

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PENNSYLVANIA STATE UNIVERSITY
New Database Request Form

PENNSTATE
UNIVERSITY | LIBRARIES

New Database Request Form

Your Name: [ ]
Your Email Address: [ ]
Database Name to be Displayed: [ ]
Add parenthetical qualifier if needed
URL: [ ]
For Remote Access... Penn State users only? ○ Yes ○ No
Are there Limits on Number of Users? ○ Yes If yes, how many? [ ]
                                      ○ No
Database Description: (Text to be used in further information about the database.)

☐ E-journal (packages only)
☐ Electronic book (packagesonly)
☐ Encyclopedia (packages only)
☐ Index
☐ Images
☐ Library
☐ Museum
☐ Newspaper
☐ Search engine
☐ Subject gateway (all other)

Subject Area for multisearch (Only if you are the specialist for that area.):
Agriculture + Biology
Area + Cultural Studies
Arts, Architecture + Music
Business + Economics
Communications
Education

[Submit New Database]   [Reset Form]

E-RESOURCE PROPOSAL TEMPLATE

RESOURCE NAME:

SUBMITTED BY:

DATE:

RESOURCE TYPE: [e.g. A&I / full-text / dataset / audio-visual / images / other]
VENDOR:
INTERFACE:
PURCHASE TYPE: [e.g. one-time purchase / annual subscription]
PRICE:

RESOURCE DESCRIPTION:

Content & Coverage

Functionality

Relevance to Collection

Peer Institution/Program Analysis.

AUDIENCE SERVED BY RESOURCE:

DATABASE TRIAL AND SUBSCRIPTION REQUEST

Requests from patrons must be adopted by a library employee who agrees to be its champion.

By filling this form in completely you will have gathered enough information about the database that you can make a sound recommendation about its value. You are agreeing to be the champion of this database which means selling it both to the Database and Serials Evaluation Team and, if purchased, to users. DASET believes promotion is a key factor in database use.

Trials take time and effort to set up. We start them when this form is complete and if there is a reasonable chance the database will prove useful and affordable.

Process:
- Champion fills out top of form and notifies Electronic Format Coordinator. The Champion may add additional information during and after the trial.
- Electronic Formats Coordinator gets exact price, statistics availability and trial dates from vendor. Electronic Formats Coordinator adds data to electronic form and notifies champion and Coordinator of Selectors..
- Champion collects input from trial and asks Coordinator of Selectors for an appointment with DASET to advocate purchase. If trial was not a success, the request can be withdrawn.
- Champion and EFC come to meeting where DASET decides on purchase and fills out bottom of form. Approved subscriptions can usually be started fairly promptly.
- Database will be reviewed after a two year probation to judge its success. Databases which supply usable statistics will be favored over those without.

To be filled out by champion.

Name of database

Publisher's URL

Name of champion (may be more than one library employee)

What are the unique attributes of this database which make it worthwhile?

What overlap in content or function is there with existing resources?

Identify specific faculty or other key users who will evaluate database during trial

Specific classes and campus projects known to benefit from this database

Other potential users

How will the champion promote this resource during the trial and after purchase?

Other comments

To be filled out by Electronic Resources Coordinator
Cost

Usage statistics availability

Trial dates

Unusual technical requirements

Other comments

To be filled out by DASET
Date of champion's presentation to DASET

DASET decision and date

DASET comments on decision

Please copy, fill out, save as "Serials Request JournalTitle", and email to Barbara Cox.

Title:

ISSN:

Format (DASET will order online if such exists, unless there is a compelling reason not to):

Cost:

Publisher:

URL:

Pubcontact (list address/email for non-major publishers):

Indexed:

Backrun needed?:

Backrun format:

Backrun fund (backruns bought from your firm order budget):

Location (if not Currents/ARC):

Academic departments served:

Holdings at other libraries (UALC, Worldcat total):

Other info (your chance to further convince DASET on why this should be bought. DASET appreciates information about how this specifically serves current research and teaching):

Name: