

Shawn Patterson, 12:17 PM 11/21/97, Agenda, again

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Reply-To: DALNET Collection Development Committee <DALNETCD@cwis-20.wayne.edu>
Sender: DALNET Collection Development Committee <DALNETCD@cwis-20.wayne.edu>
From: Shawn Patterson <PATTERSV@UDMERCY.EDU>
Subject: Agenda, again
To: Multiple recipients of list DALNETCD <DALNETCD@cwis-20.wayne.edu>

Some of you weren't able to read the agenda that I sent before, so here it is again:

DALNET Collection Development Committee

AGENDA

Monday, December 1, 1997 1:00-3:00pm

1. Last meeting's minutes
2. Clarification on the membership charge (S.Patterson)
3. WilsonWeb free trial
4. Electronic collection development policies/ evaluation criteria
5. Communicating with DALNET libraries & Project Managers Committee
6. Other electronic resources
7. Next steps
8. Next meeting

Procedures for MLC Group Licenses

- Step 1** **Contact.** MLC has contact with vendor. This could happen because: 1) the vendor contacts MLC about a new product or service; 2) MLC contacts the vendor because of a member library suggesting the vendor; or 3) MLC staff contacts vendor independent of any suggestion from a member library.
- Step 2** **MLC staff evaluation.** After meeting with the vendor and/or trying out the product/service, MLC staff will make a determination of whether to offer the product to the group. See below for factors involved in making this decision. Should MLC decline to offer a particular product or service to the group, MLC will notify all libraries of this decision and the reasons for the decision. If a group it wishes to proceed, they should notify MLC who will continue to act as negotiator and mediator.
- Step 3** **Survey.** MLC will conduct a survey of COLD, AICUM, and community college libraries. As much information as possible will be sent to a designated resource person at each campus. This may include text about the product, URLs of company web sites, and preliminary pricing. Within 2 weeks each campus will respond with expressions of interest. Those that respond positively will form the basic working group for any future license or subscription. At this stage, there is no commitment to purchase implied by expressing an interest in learning more about the product.
- Step 4** **Demo/Trial.** If there is sufficient interest to proceed, MLC will contact the vendor to schedule a demo and/or a trial. The nature of the product under consideration will determine the procedure at this point.
- Step 5** **Demo/Trial completed.** MLC will conduct a survey among those who initially expressed interest to determine who will proceed so that final pricing can be obtained. Libraries will indicate their intent to continue within 1 week of the end of a trial or by a date specified by MLC.
- Step 6** **Final pricing.** MLC will negotiate prices with the vendor. Only those institutions that responded positively to the second survey will be included. Vendors will be instructed to have final prices within 2 weeks.
- Step 7** **Final decision, 1.** MLC will provide each library with final pricing. Decisions must be made and sent back to MLC within 2 weeks.
- Step 7a** **Final decision, 2.** If the mix of libraries changes after viewing pricing, it will be necessary to return to the vendor for another price quote. Vendors will be instructed to have prices within 5 days. Libraries will have 3 days to indicate acceptance.
- Step 8** **License signed.** MLC will send license forms to each institution for signature. If necessary, MLC will sign a license for the group.

Evaluation Factors

The following factors will guide the decision to offer any product or service to the group:

1. Is the content likely to appeal to a number of institutions?
2. Is it available via the web product?
3. Is the price reasonable?
4. Is the search engine user-friendly?
5. Is telnet access available?
6. How does the vendor handle authentication?
7. Are remote users included in the license?
8. What is the consortium discount?

License Negotiation Guidelines

The following guidelines will outline the general principles for negotiating the contract with any vendor:

1. The vendor will allow onsite use by "walk-ins" who may not be affiliated with the university.
2. The vendor will allow networked access to the materials on campus and will allow remote use of the materials by authorized users.
3. The vendor will allow library users to save portions of the data in electronic format for use in e-mail messages, papers, etc. which are related to academic work and/or research.
4. The vendor will allow the library to make print copies of portions of the data for interlibrary lending purposes (within fair use guidelines). When this is not possible, the vendor will allow the library to make print copies of the data for interlibrary lending purposes on those portions of the database for which the library receives the print equivalent.
5. The vendor will provide copies of the data in as many formats as the library desires (CD, tape, remote access) without additional cost for each additional format.
6. The data will be accessed by some secure means which does not require the library to maintain passwords.
7. Print equivalent of the data will be provided at no cost or heavily discounted rates.
8. In the event that any of all libraries participating in a license choose to terminate the license, each library shall be allowed to retain data (or retain access to data) for that portion of the database included when the license was in effect for that institution.
9. The member libraries or MLC shall be allowed a copy of the data for purposes of archiving.

In addition, there are other points of ongoing negotiation between libraries and vendors:

- method of access, with web access preferred as the standard and without use of proprietary clients
- price
- definition of authorized user
- agreement on how "regional" campuses should be included

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IV. CONSIDERATIONS FOR SELECTION OF SPECIFIC MATERIALS

A. Serials

Serials are subject to evaluation on a three year basis. The following considerations are to be made, in conjunction with the General Considerations for Selection of Materials, in the selection of any serial title:

- Inclusion in an indexing and abstracting service available at the University
- Refereed journal
- Scope and depth of coverage
- Citation frequency
- Examination of an individual journal issue
- Accuracy and relative objectivity
- Reputation of the publisher and/or editor
- Cost and format
- Content of local interest
- Availability of backruns

If the cost of a serial exceeds \$500, the Dean of Libraries will consult with the librarian in that particular field to make purchase or renewal decisions.

B. Non-Print Materials

Due to the growth of non-print formats as important and unique sources of information, the L/MS is committed to providing its community with non-print materials. All materials, including non-print materials, will be collected based upon their quality and usefulness in supporting the academic programs at the University of Detroit Mercy. However, the nature of non-print formats requires that special consideration be taken in their selection. Therefore, the following considerations are to be made, in conjunction with the General Considerations for Selection of Materials, in the selection of non-print materials:

1. General Considerations for the Selection of Non-Print Materials

- Effectiveness of format for teaching purposes
- Technical quality
- Durability of the physical item
- Cost effectiveness of one format over another
- Promotion of private or commercial interest held to an acceptable level, not distracting from the central theme and content
- Anticipated usage
- Availability of compatible software/hardware

2. Considerations for the Selection of Audio/Visual Materials

- **FILMS AND VIDEOCASSETTES** - When a selection is available in both 16mm. film and videocassette format, videocassette format is preferred.
- **SLIDES** - Slides are purchased with accompanying sound materials if available.
- **PICTURES** - A circulating picture collection is provided primarily in support of the teacher education program. Emphasis in selection is on pictures with accompanying lesson plans or manual. Color pictures are preferred to black and white.
- **MODELS/ GAMES/ KITS** - Three-dimensional models, games, and kits are purchased for university-wide programs. Elementary and secondary materials are also purchased in support of the teacher education programs.
- **SOUND RECORDINGS** - The L/MS acquires phonograph records, compact discs, and audiocassette tapes for both music and the spoken word. If a title is available in both compact disc and phonographic record, the compact disc is given preference. If a title is available in both compact disc and audiocassette tape, intended usage determines format selection.

3. Considerations for the Selection of Electronic Resources

Electronic resources refers to materials that require a combination of hardware and software for access. This section refers to materials selected for addition to the collection, not for operational use by the L/MS. Subject content and intellectual level of each information resource will be reviewed in the context of the LMS's established collection development policy.

a. Product Considerations

- Appropriateness in meeting curricular and/or teaching needs.
- Evaluation of the strengths and flexibility of the electronic format compared with the print resource, such as additional information, access points, and user-friendliness.
- Cost effectiveness of the product, including potential cancellation of the print source with acquisition of the electronic source.
- Coverage and scope of the information.
- Currency of the product.
- Frequency and modes of updates, such as cumulations or supplements.
- Accessibility of simultaneous users.

b. Cost Analysis

- One-time cost or initial subscription costs
- Annual subscriptions
- Cost to obtain backrun
- Equipment acquisition and maintenance costs
- Staffing cost to configure new products
- Training costs

c. Search/System Capabilities

- Reasonable response time
- Provision of quality search features such as Boolean operators, truncation, and proximity searching
- Possibility of downloading search results

d. Vendor/Contract Considerations

- Availability of a demonstration disk or trial account
- Inclusion of hardware maintenance in the subscription price
- Accessible customer support line
- Reputation of the vendor
- Assessment of penalties by the vendor for early contract cancellation
- Contract restrictions such as:
 - obligation to return superseded disks
 - limited access
 - restrictions on downloading
 - liability from patron use of information

e. Hardware Considerations

- Availability of the hardware required
- Sufficiency of storage and memory of current equipment
- Possibility of subscription price discount with the purchase of vendor hardware

f. Implementation

- Additional hardware, wiring, furniture, etc. requirements
- Renovation or space reconfiguration requirements
- Quality of the search software
- Impact on other reference sources
- Availability of technical support

4. Computer Software

Computer software that can be run on microcomputers and is designed to support the curriculum may be acquired for the L/MS's collection.

C. Reference Collections

The reference collections of the L/MS are designed to meet the information needs of the University's community. Therefore, the reference collection contains materials that support the University's curriculum, as well as general materials not directly related to curricular areas, but which are basic to the community's general informational needs.