

Barber Library Collection Development Policy
Subscription Databases and Online Reference Platforms

Discussed/passed by AIM Winter 2011

BUDGET

At the beginning of each Fall term, the Associate College Librarian for Collections and Acquisitions (ACLCA) and the College Librarian will determine funds and budget lines available for subscription databases/online reference platforms for that fiscal year.

WHAT'S COVERED ELSEWHERE

Generally, electronic journal packages, streaming video collections and electronic book collections will be funded from their respective budget lines and follow different (although similar) decision making processes guided by the ACLCA. Individual online reference titles are generally selected by the Associate College Librarian for Public Services and ACLCA.

Trials and subscriptions to web based information management systems and services that are not content oriented (Ariel, OCLC PromptCat, Serials Solutions Core, potential link resolvers and discovery tools) are managed by the Emerging Technologies librarian.

DATABASE/ONLINE REFERENCE PLATFORMS—TRIALS AND SELECTION

Librarian staff will recommend subscription databases and online reference platforms (past examples include CREDO, Oxford Reference, CQ Researcher) for review, trial, and possible subscription. To identify a database/online reference collection for review, librarians will perform a preliminary assessment consisting of:

- Basic cost and pricing models for the database
- Relevance to COCC curriculum and programs
- Brief analysis of database compared to current COCC database holdings esp. regarding platform, duplication of key titles, and comparative full text holdings.
- Brief search of other consortial libraries—especially community college libraries—subscribing to the database.
- User interface

Preliminary assessment information on each proposed database/online reference platform will be shared in library management meetings and provided to the Associate College Librarian for Collections and Acquisitions (ACLCA). The ACLCA will follow up with database vendors and establish pricing and licensing requirements, possible existing Orbis-Cascades consortial pricing, and set up a trial. College and library staff will have the opportunity to experiment with and comment on trial versions of databases/online reference collections under consideration for purchase. Database/online reference platform trial information is posted to library staff, on Comlines, and on the Barber Library **ALL DATABASES page at <http://campuslibrary.cocc.edu/Research+Tools/Databases/dblist/default.aspx?p1=All>**. User comments and use statistics are recorded for trial databases.

Based on user feedback, user comments (with weight given particularly to teaching faculty comments), use stats and available funds, the ACLCA will bring a short list potential database purchases back to the Library Management meeting for final decision. Database purchase decisions can be made at anytime during the academic year (particularly if the decision timeline is influenced by Orbis Cascades renewal dates) but need to be completed by mid-Spring term of each academic year. Database purchase decisions are made depending on applicability to COCC programs and curriculum, full-text vs. citation access, review sources, pricing, indexing and searching viability, pricing, and consortial purchasing participation and pricing agreements.

COCC Library funds will not be used to support database purchases for OSU/Cascades programs.

ANNUAL REVIEW AND RENEWALS

Subscription databases and online reference collections will be reviewed annually for use statistics and continued relevance to COCC curriculum. Database renewal dates often depend on the Orbis-Cascades renewal calendar. Subscription renewals approved by the ACLCA and are processed by the Barber Library Administrative Assistant.

RECORD KEEPING AND ACCOUNTS

The Barber Library Administrative Assistant keeps a regularly updated spreadsheet of renewable and one time database/reference platform purchases.