Evaluation criteria for online databases

NEW/RENEWALS

DATE: ……………………….

1. SECTION FOR COLLECTION DEVELOPMENT

1.1 PRODUCT DESCRIPTION

Title:	
Publisher:	
Supplier/Vendor:	
Price:	

1.1.1 Bundling
Is subscription to the print format included in the purchase price?

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Is this product acquired via a consortium/ an individual institution?

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1.2 ARCHIVING

1.2.1 What happens to access to the information when the contract expires?

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1.2.2 Will the library still have access to the content but in a different format?

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1.2.3 Does the database allow harvesting

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1.3 COST IMPLICATIONS

1.3.1 Are there any other costs to be considered over and above the price of the database?

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1.3.2 Indicate how the product will be funded/ afforded.

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1.3.3 Is the price for a particular period, or any other length of time?

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1.4 TERMS OF LICENSE AGREEMENT

1.4.1 Are there any unacceptable restrictions placed on copying, access and distribution?

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1.5 SUPPORT

TECHNICAL SUPPORT:	YES	NO
Was technical support provided promptly during the subscription period?		
Is there an agency in South Africa?		
Is there a contact person available?		
Is there a service level agreement specifying a time period for troubleshooting?		
TRAINING:	YES	NO
Is there support provided with regards training material and / or training sessions for users/ trainers?		
STATISTICS:	YES	NO
Are usage statistics readily available?		
Are they provided at regular intervals?		
Are they provided on request?		
Are the statistics available in a workable format- can you use them?		
Is a statistics report compiled and e-mailed to a person?		
Is it compliant with Scholarly Stats?		
HOLDINGS:	YES	NO
Can the holdings of our library be incorporated easily?		
Is support provided in this regard?		

1.6 COST OF DATABASE PER USER
Over the last year what is the cost of the database per search?

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1.7 ACCESS

	YES	NO
1. Is this database available via the web?		
2. Does the database allow activation in link resolvers?		
3. Can the database be accessed via a mobile devise?		
4. Can the database provide access via EzProxy		

1.8 TECHNICAL SPECIFICATIONS

	YES	NO
1. Can our library network support this product?		
2. IS THE LICENSE FOR:		
• Single user?		
• Concurrent users?		
• Network version?		

	YES	NO
3. ARE THE BACKFILES / ARCHIVES AVAILABLE :		
• Online?		
• On CD ROM?		
• Can the library's network support it?		
4. Is it easy is it to install the product?		

2. SECTION FOR INFORMATION SERVICES

2.1 SUBJECT LIBRARIAN/S

2.1.1 COVERAGE / CONTENT

	YES	NO
1. Which subject areas does this database cover?		
2. Does the library have any other online/CD ROM databases which cover the same subject areas?		
3. Has the journal title list been compared to those of other databases in the library?		
4. Does the database still contain sufficient unique information that is not included in other databases?		
5. Is the subject area still covered adequately at the required level for the main user group?		

2.1.2 CURRENCY

Which years are indexed? ....

2.1.3 ACCURACY

Is the information still reliable and relatively error-free? …...

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2.1.4 IMAGE QUALITY

Are the documents of high quality

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2.1.5 USER INPUT

What is the feedback from users? …………………………………………………………..

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2.1.6 USAGE STATISTICS

	YES	NO
1. Were the usage statistics acceptably high over the previous year?		
2. Were there many rejected logins in cases where the license limits the no of users?		
3. Are the limits to the no of users that can access the database, in cases where it is limited, still adequate for the user population?		

2.1.7 CURRENT AWARENESS SERVICES (CAS) OR ALERT SERVICES

	YES	NO
1. Does the database have flexible profiling features?		
2. How many profiles can be established?		
3. How specific can they be?		
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4. Are there any limits on the number of alerts?		
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2.1.8 MOTIVATION

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2.1.9 MOTIVATION FOR RENEWAL/PURCHASE OF DATABASE OBTAINED FROM DEPARTMENT OR FACULTY INCLUDED:

Yes ☐   No ☐

2.1.10 RENEWAL RECOMMENDATIONS

Recommended by:	
NOT Recommended by:	

Librarian:	
Academic Department:	
Date:	

2.2   ELECTRONIC RESOURCES LIBRARIAN

2.2.1 MOTIVATION

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Signed:	
Date:	

3. TECHNICAL SERVICES

RECOMMENDED	REJECTED	APPROVED	AMENDED

3.1.1 COMMENTS

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Signed:	
Date:	
Chair of forum:	

4. LIBRARY EXECUTIVE MANAGEMENT TEAM

RECOMMENDED	REJECTED	APPROVED	AMENDED

4.1.1 COMMENTS

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Signed:	
Date:	
Director:	