Checklist for Adding Resources

Evaluation and Selection
- Resource fit with collection development criteria:
  - Requested by faculty
  - New curricular need
  - Existing curricular need
- Access models:
  - Good usability and responsive content design (easily read on multiple types of devices)
  - IP based campus-wide access, or password protected access?
  - Unlimited simultaneous users or access “seats”
  - Demand-driven acquisition
  - “Get it Now” or other article purchase service
  - Interlibrary loan
- Content discovery:
  - Simple to add to discovery tools (Summon, WorldCat Discovery, EDS, etc.)
  - MARC catalog records available – plans for RDA?
  - Content discoverable in Google Scholar
  - Simple to remove from all discovery tools if no longer subscribed
- Accessibility for users with disabilities, as demonstrated through a [Voluntary Product Accessibility Template (VPAT)](https://www.itic.org/vpat/) (from the Information Technology Industry Council) and captioning for video
- Enhanced content access (and/or monetary credits) for resources with previously acquired print counterparts
- Perpetual access through participation in initiatives such as CLOCKSS, LOCKSS or PORTICO
- Resource trial availability
  - Not needed - adding content to an existing platform or database
  - Yes, IP based so entire campus can use OR password protected trial for individuals
- Usage statistics that are easily accessible and meet Project COUNTER standards
- Decision Support Data:
  - Check consortial pricing and offers
  - Consider initial price AND cost of resource over long-term
  - ILL Data
  - Overlap analysis to determine unique contributions of resource
  - Citation data to determine field-weighted impact (eg. SNIP)
  - Publication data to determine where faculty are publishing / editing
  - Turnaway data to document constituent need
  - Feedback from trials or other user experience analysis
  - Projected return on investment (ROI) for resource
- Add resource under consideration to the library’s ERM to document decision-making process and track progress through resource lifecycle

Acquisition
- Determine official FTE requirements of vendors (for example “science” students, all students, research associates included, other discrete populations)
- Licensing and renewal documentation that is clearly written and understandable. Request license modifications to meet institutional requirements and needs.
  - Does the license permit interlibrary loan of purchased e-content?
  - Does the license permit non-affiliated users to access in the library?
- Smooth and minimal set up for implementation, with minimal ongoing monitoring

Additional considerations
- Availability of in-depth, specialized research options, such as text mining
- Alumni access
- Open access (OA) credits for institutional authors who wish to pay article processing charges (APC) to make content OA. Can be a subscription credit or APC credit for authors.