

DIGITAL RESOURCE SELECTION & PROCESSING FORM

For Collection Specialists

Please complete pertinent sections of this form—not all questions apply to all resources.

If you are recommending a digital resource to be licensed, please refer to the *CDL Licensing Toolkit* (<http://www.cdlib.org/libstaff/sharedcoll/toolkit/>) for criteria to consider. If you are recommending a digital resource to be managed on the Library's servers, please consult *Collection Criteria for Digital Additions to the Davidson Library Server* (1:\collections\digital\criteria.doc) to determine if the digital resource is appropriate for consideration. Complete this page, and as much as you can of the next page. Submit your request to your collection coordinator. Please attach any related information you have about the resource being requested.

Title of Digital Resource _____

Format(s) _____ **Updates?(Y/N)** _____ **If yes, how often?** _____

Vendor/Donor _____ **Faculty request?(Y/N)** _____ **If yes, who?** _____

URL for further information _____

Initial Price _____ **Ongoing fees/subscription price** _____

Recommending Collection Specialist _____ **Date** _____

Brief Description of Data. Include scope of content and potential primary users. As appropriate, include: time period covered, source and reliability of data (e.g. US Bureau of the Census), restrictions on use, software and/or hardware required to access the data (e.g. SASS), uniqueness or availability of the data elsewhere, and any special handling, personnel, and equipment. Please attach further relevant information (e.g. publisher information), if available.

APPROVALS:

- [] _____ Collection Coordinator
- [] _____ AUL , Collections
- [] _____ Licensing/contract review
- [] _____ Director of Library Technologies and Digital Initiatives (if the resource will be managed on the Library's server).

CHECKLIST FOR PROCESSING DIGITAL RESOURCES

Please complete pertinent sections—information below will not apply to all resources requested.

BIBLIOGRAPHIC INFORMATION:

PEG ID: _____

TITLE: _____

ISSN/ISBN _____

OCLC _____

RLIN _____

NEW TITLE/HAS NO HARDCOPY ANALOG

HAS HARDCOPY ANALOG

HARDCOPY PEG ID _____

CALL NO: _____

URL _____

LICENSING/CONTRACTUAL INFORMATION

MAY LEND

MAY NOT LEND

NO CONTRACT REQUIRED TO USE RESOURCE

CONTRACT REQUIRED

Reviewed by CDL

Reviewed by AUL Administrative services

initials : _____ date: _____

sign copy returned by: _____ date: _____

COPY OF CONTRACT ON FILE IN _____

USER VERIFICATION/RESTRICTIONS

NONE—PUBLIC DOMAIN

PASSWORD _____

IP ADDRESS SPECIFIC _____

OF SIMULTANEOUS USERS _____

OTHER RESTRICTIONS (please explain on the following page)

Test dates: _____

ADDED TO INFOSURF ON: _____

CATALOGING/METADATA/DOCUMENTATION

MARC records

Metadata source: _____

Describe metadata fields/values _____

Documentation available (e.g. code books) _____

FINAL RESTING PLACE

PROCESSING FORM ON FILE IN _____

COPY OF PROCESSING FORM SENT TO AUL COLLECTIONS

SYSTEMS REQUIREMENTS

Software _____

Hardware _____

Disk Storage Needs _____

Bandwidth Required _____

METHOD OF ACQUISITION

PURCHASE Fund _____

FREE W/ PRINT SUBSCRIPTION

Fund OF PRINT/HARDCOPY _____

FREE or DEPOSITORY

PUBLIC DOMAIN

GIFT—Gift Acceptance Form Attached

Donor _____

CONSORTIAL ACQUISITION

CDL

OTHER UCs

OTHER SPECIFY _____

Fund USED FOR CONSORTIAL ACQ: _____

ORDER INFORMATION

VENDOR/SOURCE _____

PRICE _____

INITIAL COST _____

RECURRING COST _____

verified by _____ date: _____

ordered by _____ date: _____

DATABASE MAINTENANCE

Data delivery: ___ One-time ___ Incrementally

Update frequency _____

Provided by: _____ date: _____

PRESERVATION OF DATA

Who is responsible for preservation of the data?

UCSB Library

Other _____