

Database Selection Policy/Guidelines (as of June 11, 2009)

LMC Mission: The Bellevue College Library Media Center (LMC) plays a central role in accomplishing the college's mission and goals of being student-centered and committed to teaching excellence.

LMC Collection Development Goal: The primary purpose of the Library collection is support of the college curriculum. Minor allocations are made to support the extra-curricular reading interests of staff, faculty and students.

General Collection Dev Criteria: The followings applies to

- Relevance to the BC curriculum/programs
- Quality of contents
- General reference and research needs
- Contribution to breadth or depth of the collection
- Faculty recommendation via faculty liaison/Library Advisory Committee

- 1) Periodicals database; 2) Ebooks: individual titles,
Reference ebooks,
ebook database

1. Periodical Databases -- Specific Criteria

Patron considerations:

- Scope and coverage (extent of coverage; breadth & depth of coverage; timeliness of information)
- Availability of FT vs. bibliographic citations/abstracts
- Search features: (advanced search availability, Boolean searching, thesaurus searching, ease of use, good help features, simple interface, record consistency)
- Result usability: downloading, printing, emailing capabilities
- Unlimited access capabilities: simultaneous use by multiple users in terms of ebooks
- Universal access: having the flexibility of being used with adaptive technology

Technical considerations:

- Cost consideration: including one time fees, hosting fees, availability of consortium pricing, etc.
- Licensing issues

- Vendor responsiveness and accountability – good tech support
- Use of EZproxy; IP authentication
- Availability of statistical reporting module, including direct access to the admin module
- Use of Serials Solutions overlap analysis for both subscribing or cancelling a database

2. EBooks – Specific Criteria:

Patron considerations:

- Emphasis on acquiring new or current titles, although retrospective titles may be acquired when appropriate. Attempt to get the latest edition of a title.
- Result usability: Look for any unreasonable restriction on printing and/or downloading
- Unlimited access capabilities: simultaneous use by multiple users when possible

Technical Considerations:

- Access via IP and proxy server (no individual password)
- Require minimal technical maintenance
- Cost consideration: A one-time payment is preferred over ongoing obligations, i.e. price should include permanent right to content and access.
- None or minimum hosting fees
- Availability of usage statistics