

Approaches to Database Management: Did Our Comprehensive Review Work? Emily Scharf | Webster University Library | Library Technology Conference

Current Database Review Sheet

Please review your assigned databases using this sheet. The bold headings are areas to examine, followed by questions/things to look at that may help you determine your database rating.

Official database title: _____

AKA: _____

Vendor: _____

Your name/initials: _____

Date document completed: _____

History

Have we added this in the last two years? Y N

Was this recommended by a faculty member?

Content/Interface/Search:

What type of data does this database store? Financial, full text articles, indexing, etc.

Ease of use; appearance (e.g. ads, links to vendor store, etc.)

Search capabilities, ease, functionality, special features

Compare (overlap or differentiation) to current database(s), for example Serial Solutions overlap to determine unique titles (optional as a justification).

Usage

How have you used this database (teaching, ref desk, research for others or yourself, etc)?

Would you recommend this to students or faculty?

If not, what would you recommend instead?

2008 and 2009 calendar year proxy server stats are on master list

Reviewers check vendor stats (optional)

Do you think this database is underutilized? Can that be remedied with marketing or by other means?

Technical set up and ongoing issues:

Access limitations (e.g. small number of simultaneous users, CD-ROM, etc):

Integration into federated search, ILL, Article Linker, MARC records

Final Recommendation:

Should we keep this? Y or N

Rate this database 1 2 3 4

1=Cancel

2=Questionable, Cancel If _____

3=Important, Fills Niche

4=Essential

Why did you pick the rating you did/why should we keep or cancel this database? Write a justification for management team (a sentence or two).

Comments from other reviewers:

Categories in database master list Excel spreadsheet

1. Database name
2. Vendor
3. Liaison (reviewer)
4. 2008 proxy server stats
5. 2009 proxy server stats
6. 2009 pricing info
7. Check with... (other liaisons, depts, etc). Also, a field where other librarians could review the database.
8. In federated search now?
9. Scoped for federated search?
10. Subscription end date
11. Ok to renew early?
12. Explanation for cancelation/keep
13. Reviewer's rating (1-4)
14. Link to review sheet (as a Word document)
15. Liaison meeting rating
16. Savings (\$)
17. Notes (miscellaneous information on the databases that might not fit elsewhere)

Database review process

These tasks were all done by the project managers, unless otherwise noted.

- Create current database review sheet
- Divide databases by subject and assign to liaisons and reference librarians; distribute general/multidisciplinary databases to liaisons
- Identify databases whose subscription periods end during review and notify Acquisitions to check with reviewer before renewing
- Schedule visits by major vendors
- Liaisons agree on a rating scale, process and procedures
- Compile vendor and proxy server statistics
- Check consortial pricing for current and new databases
- Liaisons complete a review sheet for each assigned database
- Liaisons and reference librarians note their comments about databases assigned to others on database master list and on review sheets
- Compile database review master list in preparation for liaison meeting
- Provide liaisons with list of databases for possible cancelation
- Update new database evaluation sheet template
- Liaisons trial new databases and invite faculty comment if appropriate
- Liaisons complete evaluation sheets for new databases and transfer pertinent information to new database list
- Liaisons meet to review databases suggested for cancelation and prioritize list of new databases for possible purchase
- Library Management Team makes final decisions on cancelations and new databases