Electronic Resource Selection Checklist
(To be filled out with the assistance of the Division Librarian)

Product Name: ________________________________________________

Preferred Vendor: ____________________________________________

Vendor Contact Information: ____________________________________

Type of Resource: (i.e., A&I database, journal article database, electronic book, etc.)

With assistance from the Division Librarian, please complete sections 1-3

1. **Basic Information**

   1.1 Price: ________________
       Ownership of content _____
       Subscription _____
       Other _______

   1.2 Availability of similar information:
       Format _____________________________________________________
       Vendor ____________________________________________________
       Cost __________

   1.3 Dates of coverage:

   1.4 Does product fill a curriculum need? Who will be using this information? (campus users, distance education students)

   1.5 How is electronic resource different from currently available resources?

   1.6 Print or electronic resources it could replace?

   1.7 Frequency of content updates?

2. **Software considerations**

   2.1 Quality of searching software

   2.2 Ease of use?

   2.3 Does product interface comply with Section 508 Guidelines?
3. **Vendor support and documentation**

   3.1 User documentation:
      - Availability
      - Quality
      - Additional Cost?

   3.2 User support

   3.3 COUNTER compliant usage statistics available?

4. **Include an analysis of the product’s compatibility with the library’s existing systems, provided by the Automation Specialist**

   4.1 Staff available to provide product support

   4.2 Ex-Libris SFX compatibility

   4.3 Ex-Libris Primo compatibility

   4.4 Proxy server compatibility

5. **Service considerations (To be completed by the Electronic Resources Committee)**

   5.1 Proposed contract dates

   5.2 Staff available to provide services for product (loading software, troubleshooting, repair, etc.)?

   5.3 How will library usage policies (fees, restricted availability to certain patron types, etc.) affect patron access to product?

   5.4 Interlibrary loan rights/restrictions?

   5.5 Product’s security features.

   5.6 Method of access:
      - ____ I.P.
      - ____ Password
      - ____ Other

   5.7 Number of simultaneous users?

   5.8 Archival Files Available?

   5.9 Portico Participant? _____Yes _____No