

MSU Library

Purchase Process and Communication of Digital Resources

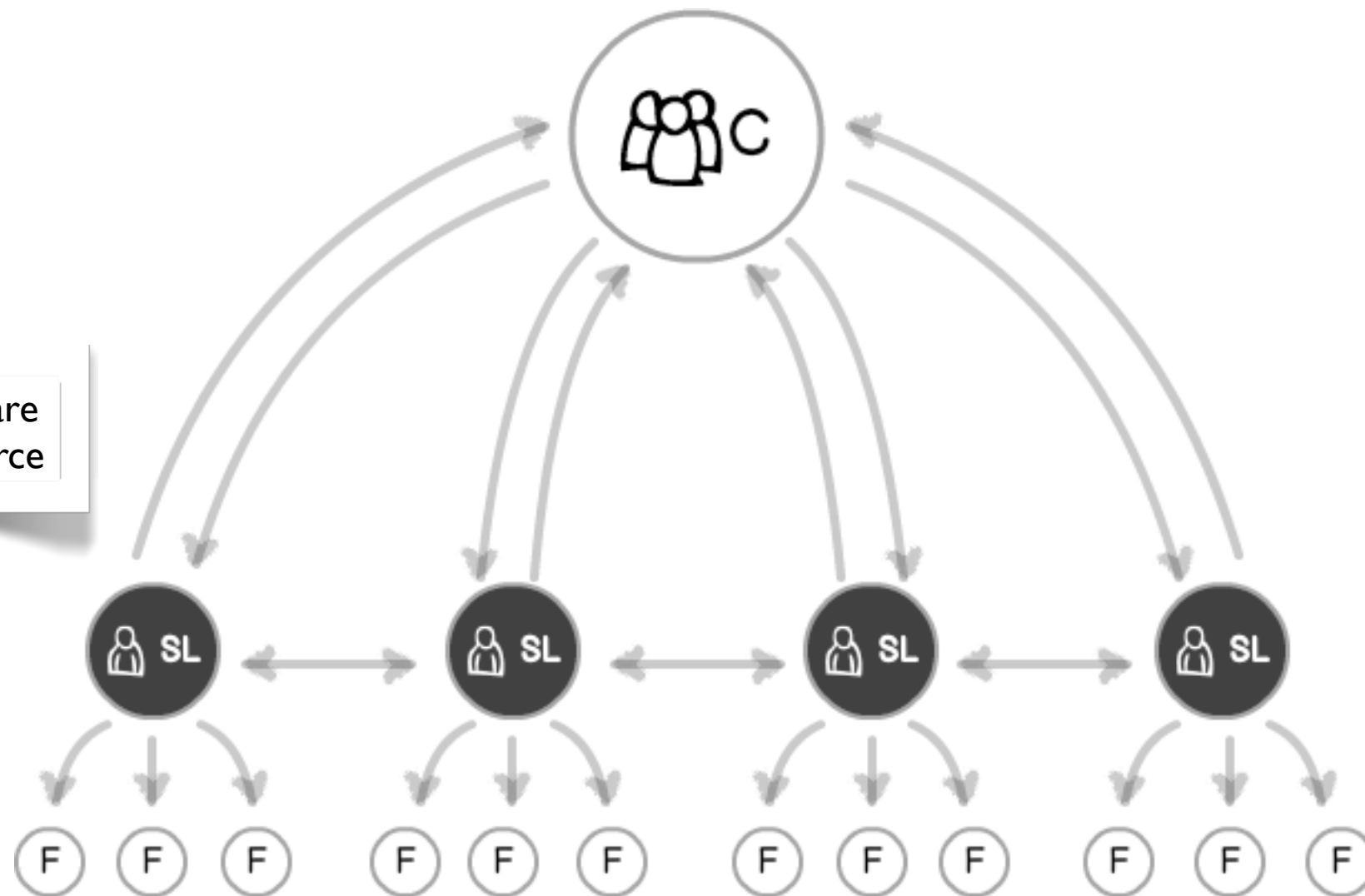
“Enhance workflow by increasing communication among
library staff and faculty”

By Amy Scott, Ellen Gustafson, Sarah Billiu, Jim Rampton and Marlon Phillips

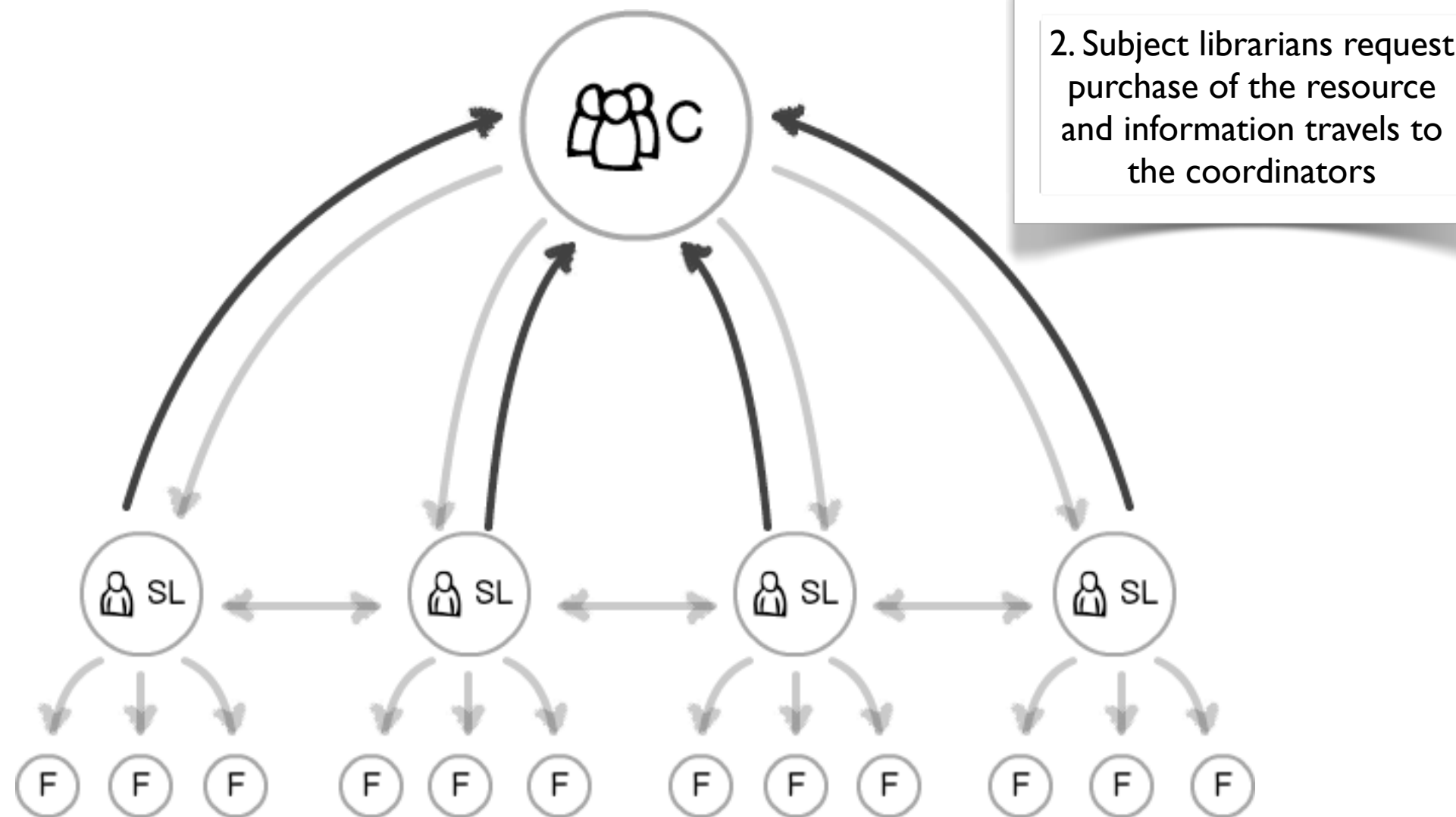


Digital Resource Acquisition Process

I. Subject librarians are interested in a resource

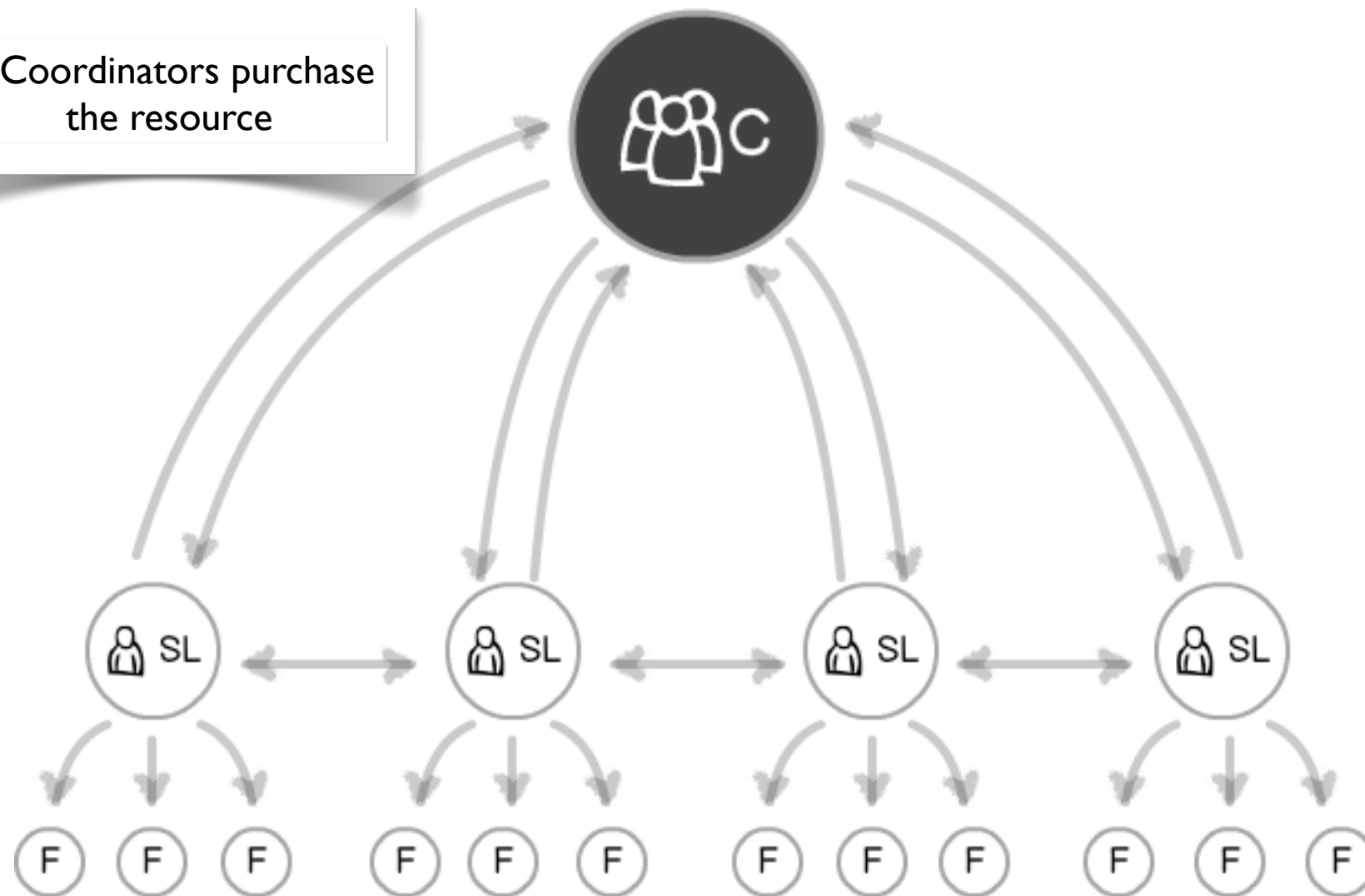


Digital Resource Acquisition Process

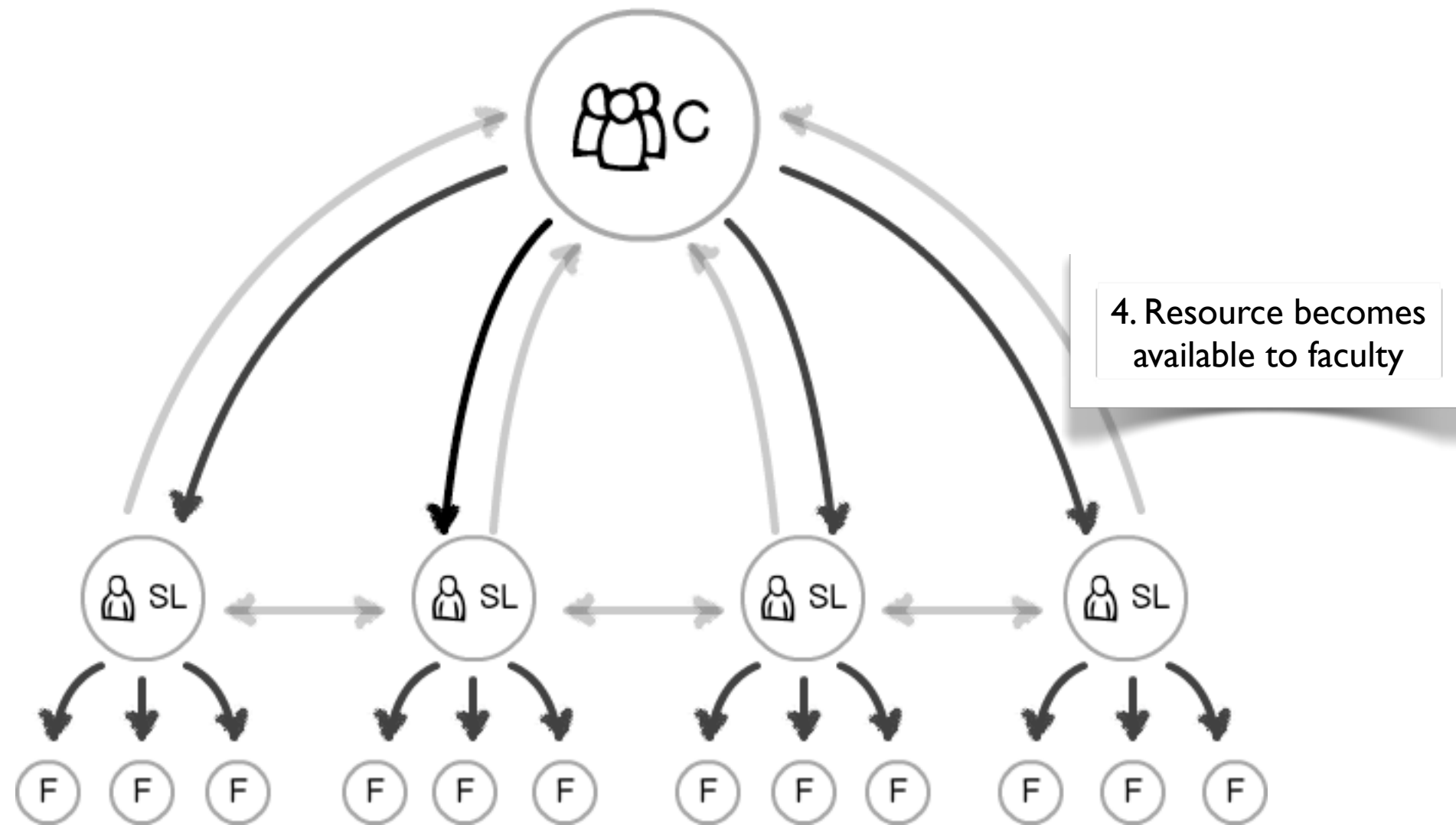


Digital Resource Acquisition Process

3. Coordinators purchase the resource



Digital Resource Acquisition Process



Problems

Overall Problem: We examined failures and delays in communication within the process itself.

Specific Problems:

I. There is a lack of communication among Subject Librarians

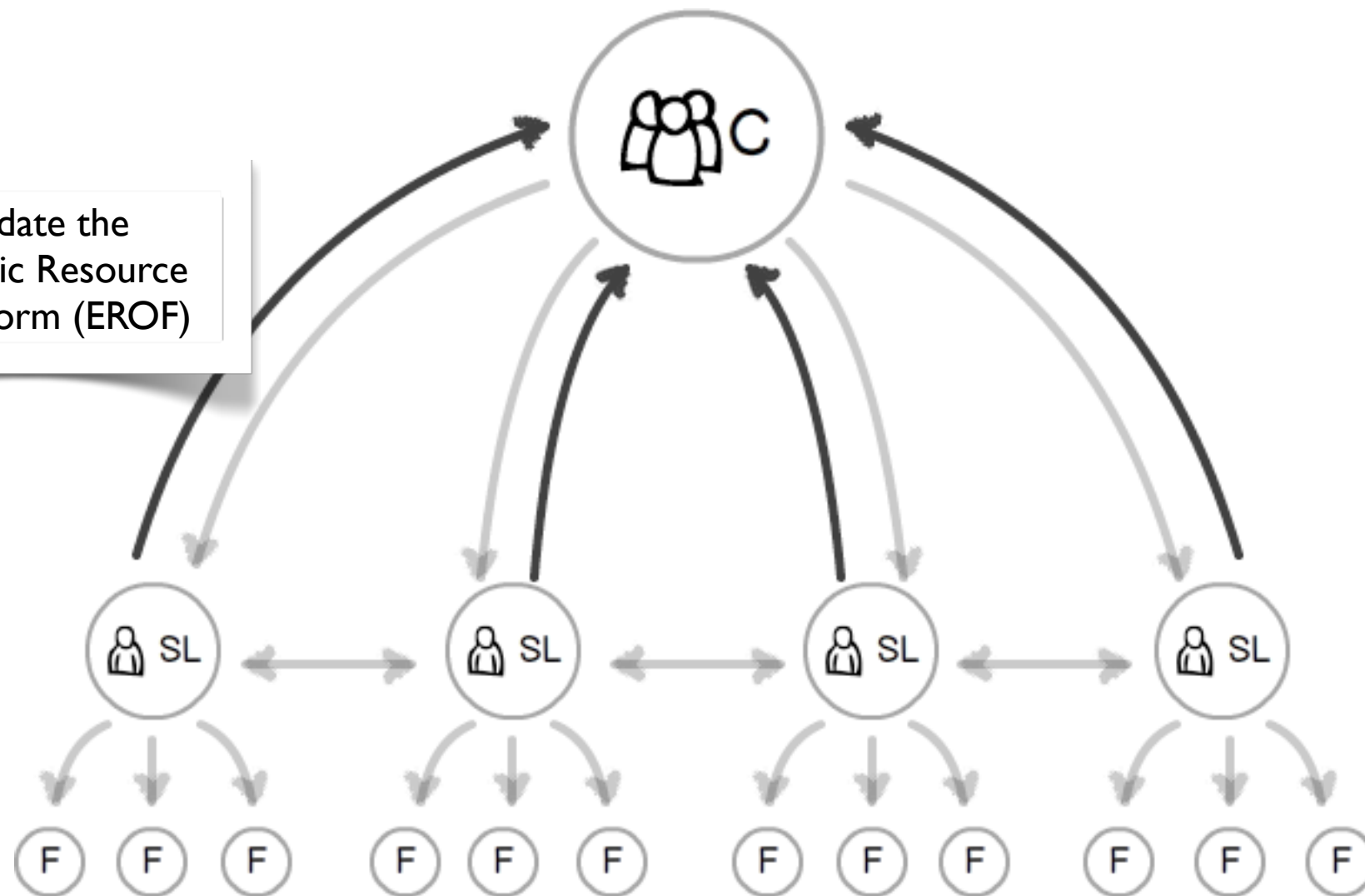
II. There is a lack of understanding regarding roles and contribution to the purchase process

III. There is not a standardized process for purchasing electronic resources

IV. Subject Librarians are not being informed of new electronic resources, limiting communication to end users

Recommendations

I. Update the
Electronic Resource
Order Form (EROF)



Recommendations

ELECTRONIC RESOURCE ORDER FORM

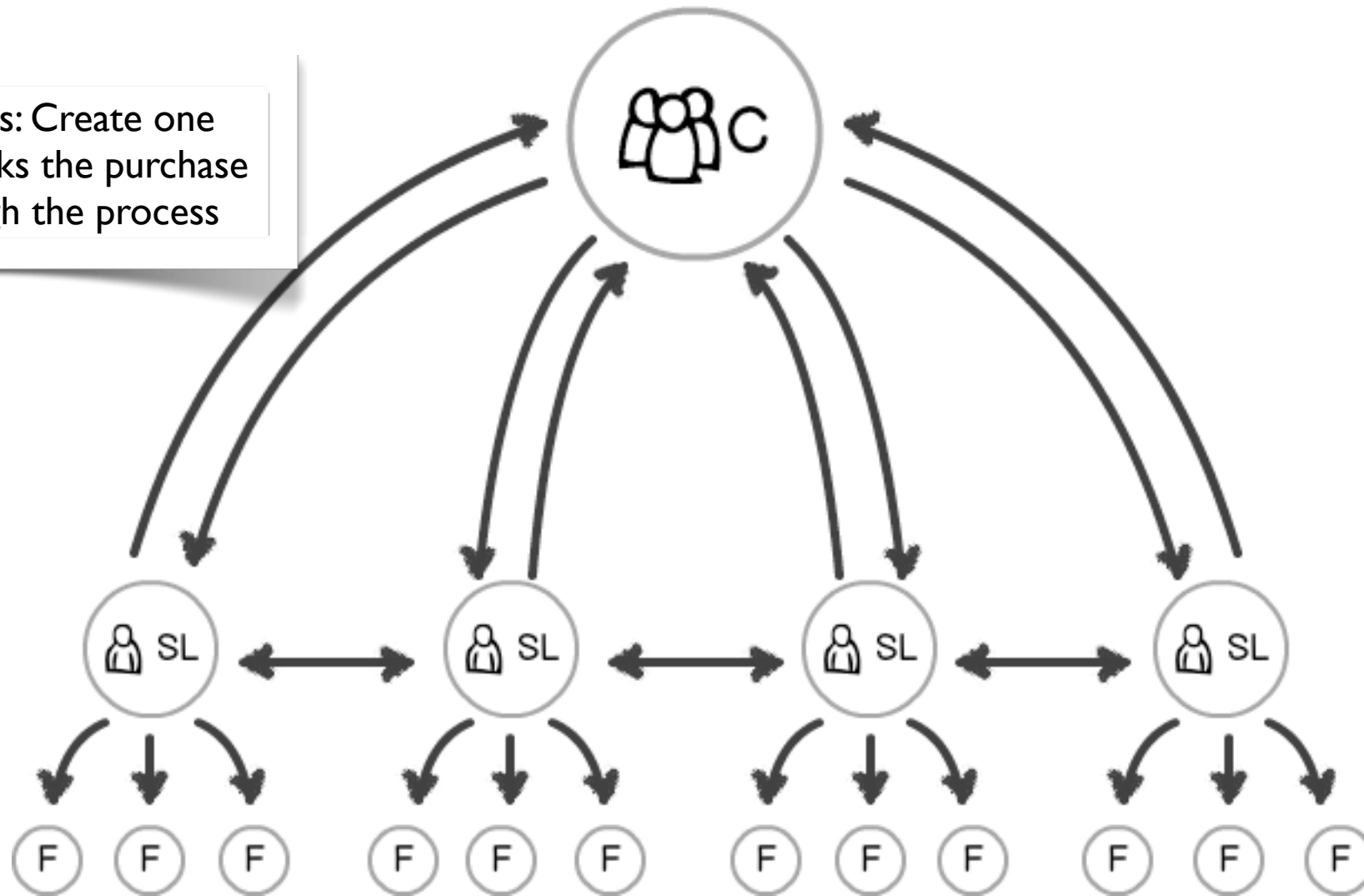
Name of Resource: Add Requestor Information		Publisher and Address:	
<input type="checkbox"/> STANDING ORDER to begin with: Coverage: Frequency of updates: Fund: Price: Requestor: Coordinator Approval: Collections AD Approval: Director's Approval (over \$25,000):		Contact/Sales Rep.: Phone: <input type="checkbox"/> Blurb attached? _____ <input type="checkbox"/> License agreement required? _____ Notes:	
<input type="checkbox"/> BACK ORDER or <input type="checkbox"/> FIRM ORDER Coverage: Fund: Price: Requestor: Coordinator Approval: Collections AD Approval: Director's Approval (over \$25,000):		If funds are pooled provide additional space to write the amount coming from each department budget	
<input type="checkbox"/> MARC Record Fee (if applicable) Fund: Price: Coordinator Approval: Collections AD Approval: Director's Approval (over \$25,000):			
FORMAT (check all that apply) <input type="checkbox"/> CD-ROM <input type="checkbox"/> DVD <input type="checkbox"/> Electronic Journal <input type="checkbox"/> Internet Database Resource <input type="checkbox"/> Other (specify): _____		LOCATION/NETWORK STATUS (check all that apply) <input type="checkbox"/> accessed from vendor's server at URL: <input type="checkbox"/> standalone in _____ <input type="checkbox"/> other (specify): _____ <input type="checkbox"/> number of simultaneous users _____ <input type="checkbox"/> remote access? _____	

Designate which department fills out each section

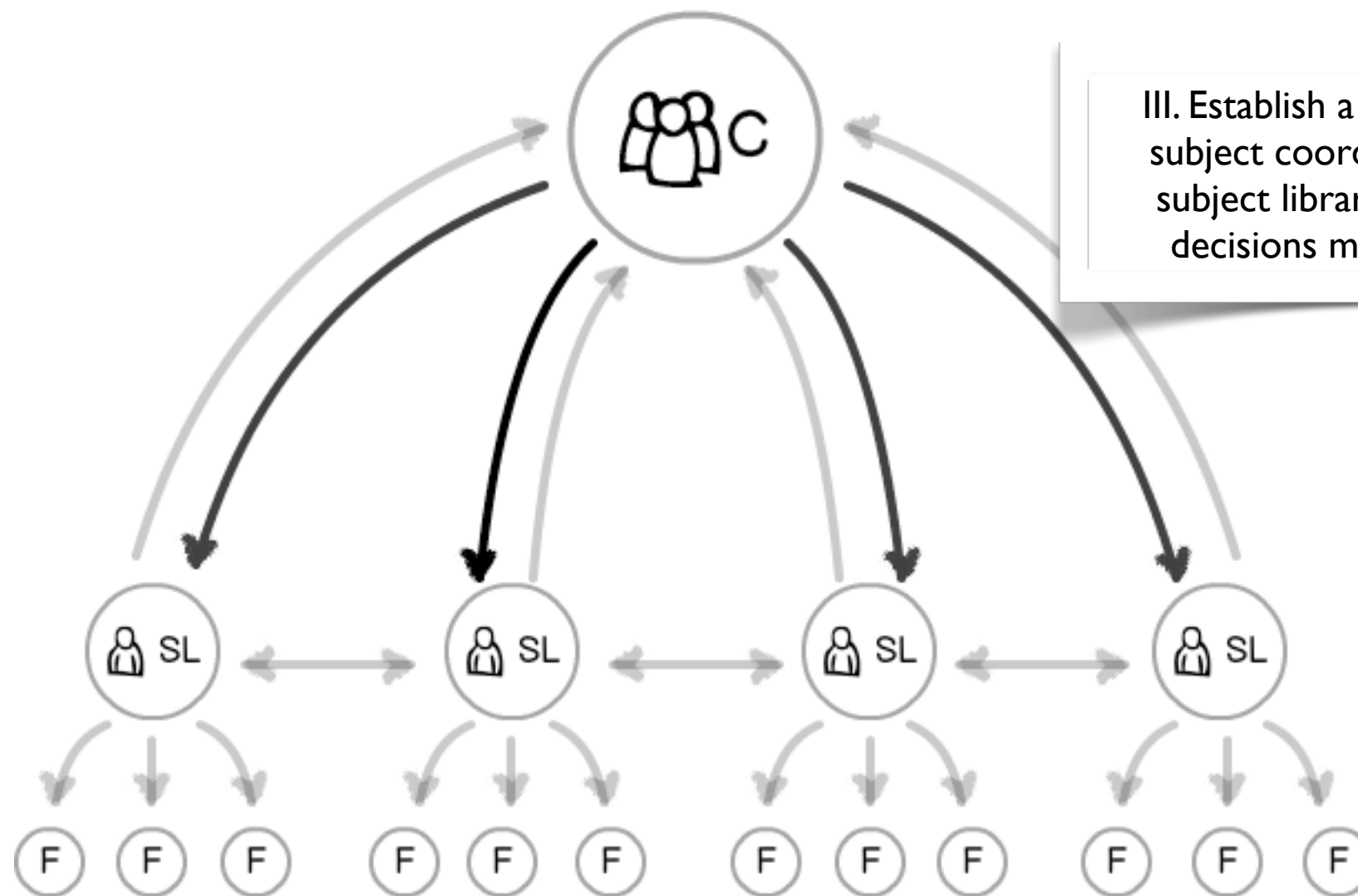
HARDWARE/SOFTWARE REQUIREMENTS (if applicable) 1. Will server space be available when first shipment of data arrives? 2. Does any hardware need to be purchased in order to make this resource fully accessible? 3. Have Systems staff been consulted if they are to be involved in installation? 4. Are plug-ins or other software included, and if so, have Systems and DLS staff been consulted to check for compatibility with Library workstations and remote access?		ADDITIONAL INFORMATION <input type="checkbox"/> We will own this data. <input type="checkbox"/> We will lease this data and can no longer use it after cancellation. <input type="checkbox"/> Other:	
MARC RECORD AVAILABILITY <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Available at time of purchase <input type="checkbox"/> Available at no additional charge <input type="checkbox"/> Available for a fee (fill out section on first page) Vendor contact for MARC records:		FACULTY SUPPORT Please list faculty/departments who have indicated they are in support of this request:	
Provide timeline or checklist to indicate where the collection is in the purchase process			
Brief Description for Libraries' Web Pages (Space intentionally small for pasting text, if filling out manually use white space below):			

Recommendations

II. Track Resources: Create one document that tracks the purchase all the way through the process

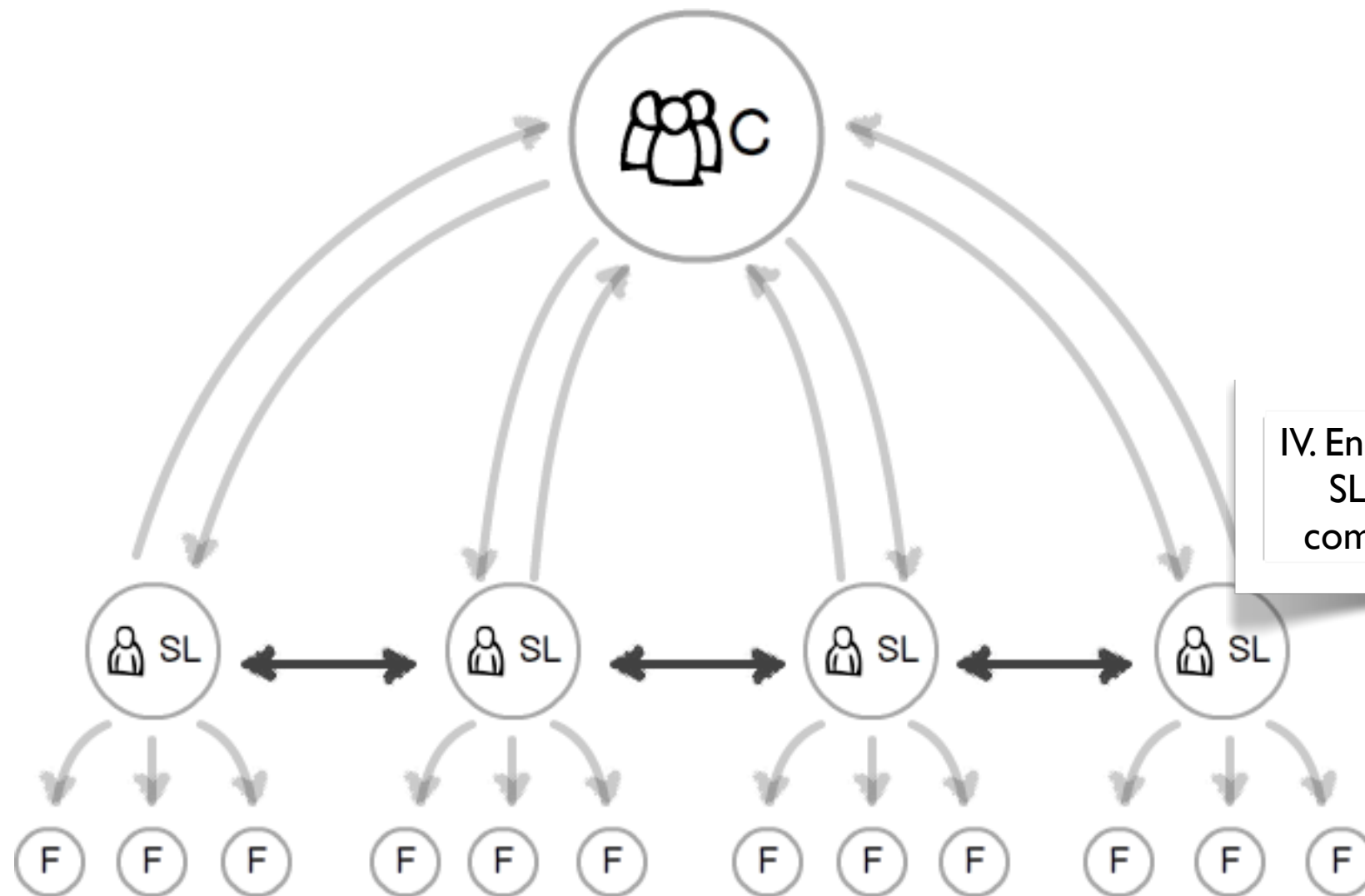


Recommendations



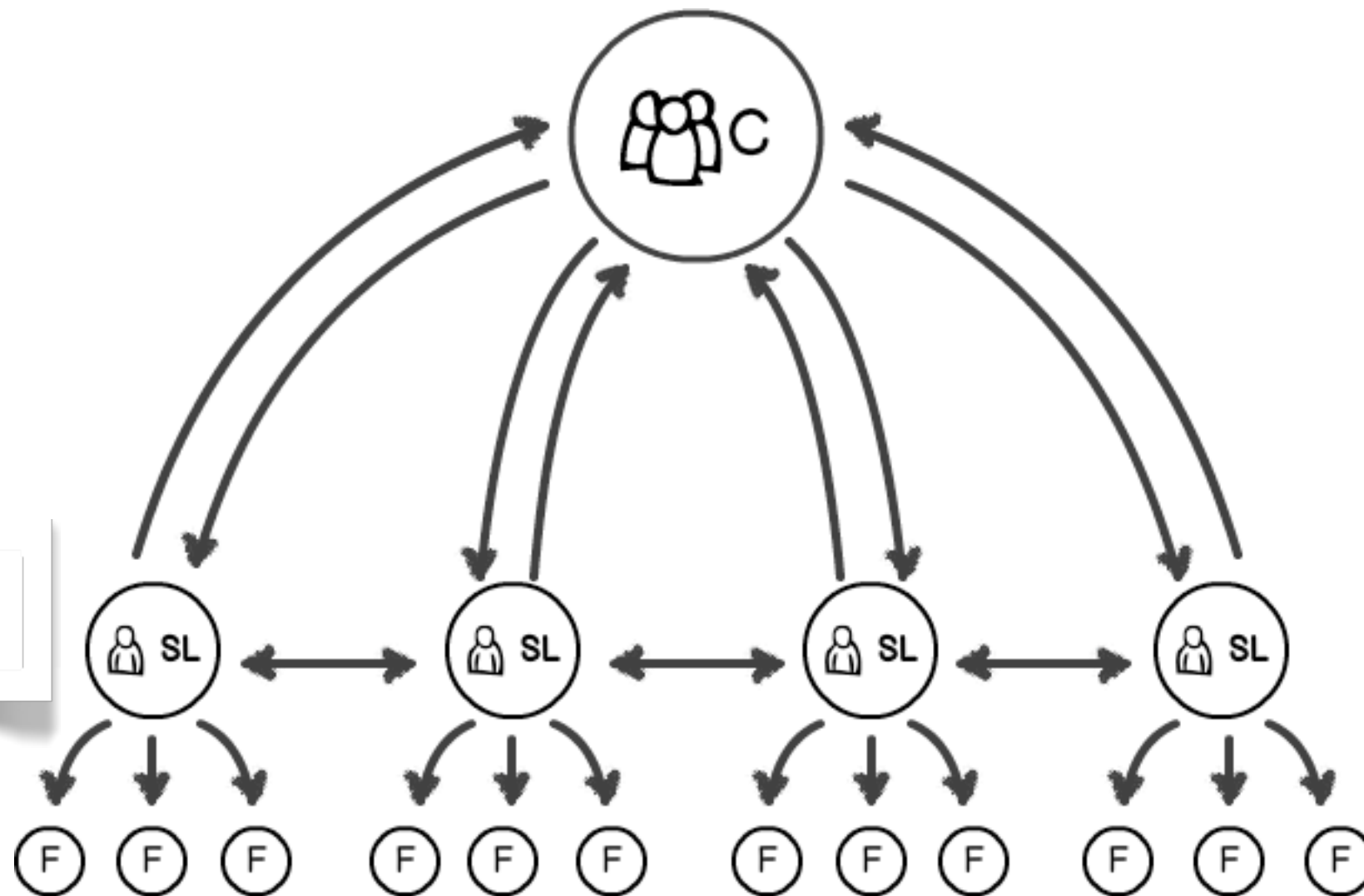
III. Establish a set practice for a subject coordinator to inform subject librarians of purchase decisions made at meetings

Recommendations



IV. Encourage sharing between SLs of best practices for communicating with faculty

Recommendations



V. Encourage training
at all levels

Strengths To Draw From

- I. MSU Library staff do a great job of selecting resources
- II. Everyone knows their stuff: the Subject Librarians know their subjects,
Electronic Resources Coordinator knows vendors and technology,
Coordinators know their budget and selection criteria

