Collection Criteria for Adding Digital Resources to the Davidson Library Server

For Collection Sponsor/Investigator

Review the following questions in evaluating any digital resource to be put on the Library’s server. Note that all questions may not apply to all data collections. Complete the Digital Resource Selection & Processing Form to recommend that a digital resource be added to the collections.

Summary Selection Criteria

- Does the donor/seller have clear title to the material, or a warrant that they have the right to license the material?
- Is this a donation, a purchase, or a license?
  - If purchase, what is the cost?
  - If donation, are there any conditions attached to the donation? If so, what?
- Does the material fit within the collecting scope of the library?
  - If not, why should the library consider acquiring?
  - If so, how does it complement existing collections?
- Who are the potential users?

Detailed Evaluation Data

[Note: Whenever the word collection is used, it refers to both the data and the metadata. Both data and metadata must be addressed!]

Data/metadata characteristics

1.1. Lineage of the data - provenance
   1.1.1. Is the data creation well documented?
      1.1.1.1. How was the data created? (include source of content)
   1.1.2. Is the data from a credible and reliable source?
      1.1.2.1. What is the source of the data?

Lineage of the metadata - provenance

1.1.3. Is the metadata creation well documented?
   1.1.3.1. How was the metadata created?
1.1.4. Is the metadata from a credible and reliable source?
   1.1.4.1. What is the source of the metadata?

Forms of material

1.1.5. Is this data in a form that can currently be handled within the technical operations of the library?
   1.1.5.1. List the forms.

Temporal Extent - time period(s) covered by data

1.1.6. Are time periods covered by the data within collection development parameters?
   1.1.6.1. What is the date of the data content?
Content

1.1.7. Are the contents and topics covered within collection development parameters?
   1.1.7.1. What are the content/topics covered.

Uniqueness

1.1.8. Is it complementary to the Library’s collections or does it fill a gap?
   1.1.8.1. Specifically, how?
1.1.9. Is the collection available in a persistent archive elsewhere?
   1.1.9.1. If so, where does it exist?

Relevance to UCSB, UC system and/or non-UC research/teaching needs

1.1.10. Does it enhance/fulfill/support the needs of research/teaching?
   1.1.10.1. List the primary users (UCSB, UC and non-UC) and the needs this collection would fulfill.
1.1.11. Is it applicable to a variety of disciplines in this user community?
   1.1.11.1. Which disciplines?
1.1.12. Does the existing collection have heavy use in this user community?
   1.1.12.1. Describe the current or projected use.

Requestor information (Faculty, Staff, Student, Administrative)

1.1.13. Is requestor part of the primary requestor group?
   1.1.13.1. Who is the requestor?
   1.1.13.2. What is the group(s) of the requestor?

Completeness of data/metadata

Collection Digital Ingest Requirement

3.1.1. Is there metadata for the collection?
3.1.1.1. What format?
3.1.1.2. Describe or attach metadata fields and values.
3.1.2. Is the metadata MARC or standard compliant or in a form that can be converted easily?
3.1.2.1. Describe necessary crosswalk if not MARC.
3.1.3. Is this data available in digital form?
3.1.4. Are the data formatted for ingesting?
3.1.4.1. What is the data format (or data file extension)?

Useful Life and Availability of the dataset

3.1.5. If a series, does the update cycle fall within our collection development parameters?
3.1.5.1. What is the update cycle for this collection (if there is one)?
3.1.5.2. What is the cost for updates?
Acquisition Issues

3.1.6. What is the purchase price? Is it a competitive price?

3.1.7. Is this a shared purchase? With whom?

3.1.8. Is the collection in the public domain?

3.1.9. Is data delivered in its entirety or incrementally; is this acceptable?

3.1.9.1. What is the delivery schedule for this collection? (e.g. weekly, quarterly, annually)

Condition of Information

3.1.10. What special handling is required (software, hardware, analysis?) to add (ingest) the collection into the Library’s system?

3.1.10.1. Estimate the amount and type of resources (i.e., hours, equipment, personnel, software, analysis, etc.) the special handling might require.

3.1.11. Is the data distributed in a form useable by end-users? Describe the distributable form and how it may be usable users.

3.1.12. Can the dataset be used without service support? If no, what support will be required for this collection?

3.1.12.1. Estimate projected costs (human/dollars) for ongoing support of this collection.

3.1.13. Can the dataset be used without training? If no, what training does uses of this collection require (include special software or systems)?

3.1.13.1. Estimate cost of training (staff time and dollars).

3.1.14. Are existing computational services available for using the data? If so, what computational services are needed for using the data?

Preservation Issues

3.1.15. Has the preservation of this data been ensured by someone other than this Library?

3.1.15.1. Who is responsible for the preservation of this data?

3.1.16. Is the data available from a long-term reliable source?

3.1.16.1. What is that source and how did you determine their reliability?

3.1.17. Can our library link to that source? If yes, how?

Access Constraints - Security Issues

3.1.18. Are there use constraints on the data? If yes, what constraints?

3.1.19. If there are use constraints on the data (public, UC, UCSB, private), can ADL administer those constraints?

3.1.19.1. If not, why not and who will be able to administer constraints?

Data Ingest and Service Infrastructure

3.2. Computational Resources (disk storage, hardware, software)

3.2.1. What are the computational resources to ingest the collection?

3.2.1.1. Does the Library have the computational resources required to ingest the collection?

3.2.2. If no, are we willing to acquire them?
3.2.2.1. What is the associated cost of acquisition?

**Network resources** (bandwidth, network hardware and software)

3.2.3. What network resources are required to ingest the collection?
3.2.3.1. Do we have the network resources to service the collection?
3.2.3.2. If no, are we willing to acquire them?
3.2.3.3. What is the associated cost of acquisition?

**Physical resources** (physical storage, office space, equipment space)

3.2.4. Do we have the physical resources to ingest the collection?
3.2.4.1. What physical resources are required to ingest and service the collection?
3.2.5. If no, are we willing to acquire them?
3.2.5.1. What is the associated cost of acquisition?

**Human resources** (system support, programmers, trainers, support staff)

3.2.6. Do we have the human resources to ingest the collection?
3.2.6.1. What human resources are required to ingest and service the collection?
3.2.7. If no, are we willing to acquire them?
3.2.7.1. What is the associated cost of acquisition?

**External Provisions**

3.2.8. Is there another party that will provide any of the infrastructure requirements?
3.2.8.1. Who?
3.2.8.2. What will they provide?

**Contributors to acquisition and support of collection**

3.2.9. Will investment be shared? If so, by whom?
3.2.9.1. How will costs be distributed among purchasers?
3.2.10. Will support be shared? If so, by whom?
3.2.10.1. How will support be distributed among supporters?

**Extenuating Issues**

3.3. **Spatial Extent (Geospatial data only)** area/region covered by data

3.3.1. Does the data collection fall within collection development parameters?
3.3.1.1. What is the spatial extent?

3.4. **Geographic detail** – resolution/scale

3.4.1. Does it fall within collection development parameters?
3.4.1.1. Describe the geographic detail.
3.4.1.2. Other...

Note: Based on MIL Doc 5.26.99 for the ADL Library: Criteria for Selecting Digital Information

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