

Procedure for reviewing existing SCLS/member library funded databases

1. Don't review a database for the 1st 3 years we subscribe. Exception: If a database is funded by the member libraries, and a large percentage of member libraries do not want to continue to pay for the database at any point in the 1st 3 years, continuation of the database will be reviewed.
2. Don't review WorldCat. Because WorldCat is a system-funded resource that is used as an Interlibrary Loan tool by our member libraries, the system will continue to purchase this database, and it is not subject to review.
3. The Review process will include:
 - Looking at statistics. Questions to consider include:
 - i. What are the trends?
 - ii. Have stats gone up?
 - iii. Have stats gone down?
 - iv. Is usage up during certain times of year?
 - v. If stats went down, did they fall when something specific happened?
 - Getting input from member libraries: Email the libraries and let them know a particular database is under review. Ask them for any comments/problems regarding the database (including any comments on the statistics).
4. We would continue to subscribe to a database unless during the review process, we discover that:
 - Usage statistics are so low it cannot be justified.
 - Member libraries report major issues with the database
 - Funding group (SCLS or member libraries) are not contributing enough funds to maintain.