

ERM Discovery/Acquisitions Checklist

Product: _____

Company: _____

1. Audience

Is this resource appropriate/useful for our –

Students	Y	/	N
Faculty	Y	/	N
Staff	Y	/	N
Public	Y	/	N

If there is a specific group/center/faculty member for whom this database would be appropriate, please list: _____

Is the resource available to walk-ins? Y / N

Is the resource available to our alumni? Y / N

Is the resource an option for ILL? Y / N

2. Financial

What is the price? _____

Is there a discount for a multi-year contract? Y / N

Is this resource shareable with other campuses? Y / N

Is there a price cap allowance? Y / N

Can we get a free trial? Y / N

3. Content

Is the information duplicated with current resources? Y / N

If yes, where? _____

What years? _____

Full text? _____

4. Access

Is there proxy access? Y / N

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IP authentication?	Y	/	N
If no to proxy/IP, how is access set-up/authenticated/maintained? _____ _____			
Is the access unrestricted?	Y	/	N
Who maintains the database? _____			
Is customer/tech support readily available?	Y	/	N
What is required for set up by our library? _____			
Will we receive MARC records?	Y	/	N
Is the resource in the resource management software?	Y	/	N
Is the resource able to be added to the OPAC?	Y	/	N
If yes, at what level? _____			

5. Usefulness

Is the interface intuitive?	Y	/	N
Is it as easy to use as Google?	Y	/	N
Is the resource linkable to educational tools (i.e. Blackboard)	Y	/	N
Does the company provide training or tutorials?	Y	/	N

6. Evaluation

Is there COUNTER-compliant usage data?	Y	/	N
Is there other usage data available?	Y	/	N
How often? _____			
Is the full-text sustainable?	Y	/	N
What is the notice period for cancellation? _____			
Is there post-cancellation access?	Y	/	N
For how long? _____			