

# Tips for Tackling Electronic Resources

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# 1. Select a composite team

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- Interdepartmental (systems, public services, cataloging, periodicals, collection development, acquisitions)
- Charge the team with a mission



## 2. Develop & Promote Policy

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- **Policy for the public: Example: What to do with Electronic Journal Link Errors**
- **Policy for the library policy manual: “Processing Requested Non Subscription Resources for Inclusion in the OPAC”**



# 3. Develop and Streamline Workflow

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- **Create workflow team procedures to maximize access to online journals and databases. Examples:**
  - **Workflow for online journals acquired as single titles**
  - **Workflow for major journal based aggregators**
  - **Workflow for how to add a database**



## 4. Provide OPAC Redundancy

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- **Create multiple ways to find resources throughout the OPAC and library website. Ebook Example: can search as a subset of the catalog; can find ebooks by vendor on the alphabetical list of databases; can search in the OPAC for a specific ebook title.**
- **Seek resources that include MARC records, or create them.**



# 5. Cultivate Vendors

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- **Create a subteam (ours includes Collection Development Librarian, Electronic Services Librarian, Acquisitions Librarian for purchases over a certain dollar amount)**
- **Make use of vendor materials (free posters on ebooks for advertising; free pens and search materials as give-aways in bibliographic instruction)**



# One Thing Leads to Another

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**Faculty/Vendor/Library  
Partnership**



# Faculty Request Digital Archives

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- **American Periodical Series**
- **Early American Imprints: Evans and Shaw-Shoemaker**





# Library Acquires Databases

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- **Vendors make deals – price is negotiable**
- **One-time purchases, not subscriptions**



# Take a Faculty Member to Lunch

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- Thank-you for support
- Solicit testimonials and evaluations of new products



# Buy More Databases

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- **Early American Newspapers**
- **U.S. Congressional Serial Set**



# The Big One: (ECCO)

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- **Strong faculty demand for Eighteenth Century Collections Online**
- **Cost beyond scope of library's materials budget**



# Outside Funding to the Rescue

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- **Look for creative funding opportunities**
- **Trustees' Strategic Initiative Fund**
- **Grant proposal**
- **Success**



# Salon to Promote ECCO

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- Modeled after 18<sup>th</sup> century salons
- All faculty invited
- Publisher sent two vice-presidents
- Refreshments



# Serials Solutions

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**Tracking online journals and  
full text databases**



# Collection Development Full Text Journals

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- **Must fit Library selection criteria**
- **Requested by faculty member**
- **Consortial agreement**
- **Change from print to online**
- **Free online offered**
- **Cancellation of print desired**





# Serials Librarian

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- **Titles provided by major aggregators**
- **Titles not provided by major aggregator or single titles**



# Ejournal Spreadsheet

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- **Tracks:**
  - **Vendor Name**
  - **Journal Title**
  - **License agreements**
  - **Access / IP recognition confirmed**
  - **Tracked, or not tracked by Serials Solutions**
  - **Status of subscription**



# Systems Librarian

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- **Creates Aggregator record**
  - **[http://www.vendor.com/journals/\[ISSN\]](http://www.vendor.com/journals/[ISSN])**
- **Creates PURL template**
  - **[http://lib.tcu.edu/PURL/VENDOR:\[url\]](http://lib.tcu.edu/PURL/VENDOR:[url])**
- **Proxy titles for off-campus access**
- **Whether aggregator is tracked or not tracked by Serials Solutions**



# Serials Cataloger

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- **Notify Serials Solutions of a new aggregator/title.**
- **If Serials Solutions does not track, cataloger will create new record.**
- **New titles will appear in both our title lists and our Full Text Journal Locator.**



# Challenges

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- **Correct holdings**
- **Updated Serials Solutions journal titles**
- **Provider name different on Serials Solutions.**
- **E-journals vs. print**



# Problem Solving

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- **Standard e-mail address**
- **Cc: all members of team**
- **Follow workflow:**
  - **What is the access problem?**
  - **Is subscription current?**
  - **Is the link valid?**



# Future Applications

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- **ERM System – currently doing prework to get us to that point, including**
  - **updating database descriptions**
  - **creating subjects for a keyword search**
  - **adding license agreements in pdf format to terms and conditions links**



# Future is Virtually Here

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Conducting business virtually





# Your Thoughts and Experiences

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- **What tips and techniques have you used to manage e-resources?**

