# Saskatchewan Electronic Resources Partnership

## Collection Management Procedures

<table>
<thead>
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<th>Procedures Correspond To:</th>
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<tbody>
<tr>
<td>Saskatchewan Electronic Resources Partnership Collection Management Policy</td>
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## Recommending New Resources to Review

1. Partner recommendations:
   a. Partners must complete the *Collection Recommendation Form* (see Appendix A) and submit it to one of their sector representatives.
   b. Provincial Library and Literacy Office (PLLO) will then share the content of the form with all partners and seek expressions of interest in a trial. A minimum of 4 partners must express an interest in reviewing the product to proceed.

2. PDC member recommendations:
   a. PDC members must complete the *Collection Recommendation Form* (see Appendix A) and submit it to the PDC Chair for discussion at the next Committee meeting.
   b. If the PDC decides the product would be of interest to several sectors, they will proceed with a trial.

## Product Trials:

1. PLLO will contact the vendor to initiate a trial.

2. The PDC will then:
   a. Review the evaluation rubric and update as needed.
   b. Share a pared down evaluation form with partners so they may provide feedback.
   c. Evaluate the resource using the rubric.
   d. Review the PDC rubric/partner evaluation scores and comments.
   e. If the resource has positive reviews, determine if it is better suited to the Core or Supplemental Collection.
      i. Core:
         1. Determine if items in the Core Collection need to be withdrawn if a new product is added to the Core.
         2. Develop messaging to share with all sectors, if the PDC decides to update the Core.
## ii. Supplemental:

1. If the resource is better suited to the Supplemental Collection, determine which partners would be interested in a subscription.

### Collection Evaluation:

As stated in the *Collection Management Policy*, every year a selection of resources will be reviewed. The PDC will determine:

- what resources should be reviewed (e.g. Gale products, databases grouped by subject, etc.);
- a timeline to complete the work; and,
- if the PDC or a subcommittee will carry out the work.

### PDC Review Procedures

1. The PDC Chair will lead the evaluation.
2. PLLO will research comparable databases not in the Core that the PDC may want to review.
3. Finalize databases to review and PLLO will request trials.
4. Review the evaluation rubric and update as needed.
5. Evaluate current/new products using the rubric.
6. Review rubric scores and comments.
7. Determine if items in the Core Collection will be withdrawn and/or if new items will be added.
8. Develop messaging to share with all sectors and ask PLLO to set-up a trial that all partners can access, if new products will be added to the Core.

### Subcommittee Review Procedures

1. The PDC will call for volunteers from all sectors to serve on the subcommittee.
2. A PDC member will Chair the subcommittee.
3. PLLO will research comparable databases not in the Core that the subcommittee may want to review.
4. The subcommittee will then:
Saskatchewan Electronic Resources Partnership  
Collection Management Procedures

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| a. | Ask PLLO to research comparable databases not in the Core that the subcommittee may want to review.  
| b. | Select databases to review and ask PLLO to setup trials.  
| c. | Review the evaluation rubric and update as needed.  
| d. | Complete an evaluation rubric for each product.  
| e. | Review rubric scores and comments.  
| f. | Develop a recommendation for the PDC. |

5. The PDC will meet and review the Subcommittee recommendation.  
   a. They will determine if items in the Core Collection will be withdrawn and/or if new items will be added.  
   b. Develop messaging to share with all sectors and ask PLLO to set-up a trial that all partners can access, if new products will be added to the Core.

Approved: June 2020
Revised:
# Appendix A: Collection Recommendation Form

<table>
<thead>
<tr>
<th>Collection Recommendation Form</th>
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<tbody>
<tr>
<td><strong>Product Name:</strong></td>
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<td><strong>Vendor:</strong></td>
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<td><strong>Product Type (fulltext, multimedia, eBook, index, etc.):</strong></td>
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<td><strong>List all library sectors this product might appeal to:</strong></td>
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<td><strong>How does this product align with the program and collection principles?</strong></td>
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<td><strong>Why should this product be considered?</strong></td>
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<td><strong>Would this new product currently replace anything in the Core/Supplemental Collection? Why?</strong></td>
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