<u>Selection and De-selection Criteria for Electronic Resources for the Online Library</u>

Aims

1. To aid electronic resource selection for the Online Library.

2. To clearly define a procedure for evaluation of resources.

3. To record decisions for the acceptance or rejection of resources.

4. To compile a recommendation list for periodic review.

5. To clearly define a procedure for the de-selection and cancellation of resources.

Recommendations

Recommendations will be accepted from:

1. Academic staff involved in delivering or supporting a validated scheme
2. Students and backed by one member of the academic staff who is involved in delivering the student's validated scheme
3. Moderators
4. External Experts for Health Studies schemes
5. External Examiners

We will also contact all validated institutions once a year for any further recommendations.

Review of Resources

All new recommendations will be reviewed periodically. The Librarian will review each resource and complete a detailed review form. If the resource is not rejected at this stage, an invitation to review the resource will be sent directly to the Moderator for the validated institution from which the recommendation has been received and all the other Moderators in the same subject area (and the appropriate External Expert for health studies schemes). All will be emailed a short review form to complete and all returned forms will be kept on record.

Based on the evaluations by the Librarian and the Moderators/External Experts, a record of the reason why the resource has been accepted or rejected will be recorded. A list of all reviewed resources and outcomes will be made available on the Online Library website. Small purchases that fall within the estimated annual budget can be set up by the Librarian and larger purchases will require the approval of the UWVAL Project Board.

De-Selection and Cancellation

The procedure for de-selection and cancellation:

1. All usage statistics will be reviewed by the UWVAL Project Board at the twice yearly board meetings and any resource with low usage statistics will be identified.
2. All validated institutions running schemes in the relevant subject area will be emailed to highlight the low usage and to encourage their staff and students to use the resource.
3. All Moderators for the relevant subject area will be emailed to notify them of the low usage indicating the number of downloads and cost per download.
4. At the following UWVAL board meeting the usage statistics will be reviewed again, and if there is no significant increase in usage, all the Moderators in that subject area will be informed of the current number of downloads, cost per download and the cancellation, and a discussion of the re-allocation of budget to another resource will be initiated.

5. A record of the reason why the resource has been chosen for de-selection will be recorded.
6. The Librarian will inform the vendor in writing with due notice of the cancellation.