## A-Z Database Policies

### Maintenance and Inclusion Workflow

**Considerations:**

* After the initial load, how are databases reviewed and the list maintained as resources come and go.

**Goals:**

* Flexible policy that takes into account the many needs of the different subjects.
* Update process does not require intensive time on the part of the updater.

**Policy:**

* The Electronic Resource Librarian will manage the LibGuides A-Z Database list.
* There will be a process for automatic and manual approval.
  + Process for Automatic Inclusion:
    - Electronic Resources Librarian will add all resources to the A-Z list automatically if the resource meets the following criteria:
      * Fits into one of the database types or is an article or A&I resource
      * Is a collection of items, not an individual item
      * Access is paid for by TAMU
  + Process for Manual Inclusion:
    - Selector contacts the Electronic Resources Librarian with the following information (via form):
      * Name of Resource
      * URL to resource
      * Description to display to users
      * Subject association
      * Brief justification for inclusion (1-2 sentences)
      * Brief note on the stability of the resource (1-2 sentences)
      * Type association (optional)
* An annual review initiated and overseen by the Electronic Resources Team will take place where:
  + Electronic Resources Librarian runs a usage report on all databases in order to help selectors determine their updates.
  + Subject selectors review their subject homepages to add, remove, and select best bets their database selections.
  + Subject selectors review the databases that have been manually added related to their subject area to determine continued inclusion.
  + Subject selectors review how the addition/removal of databases impacts the subject taxonomy and best practices.

Note: Trials will not be included in the A-Z manager but within Coral.

Note: When multiple subject selectors are affiliated with the same subject, they are expected to work together during the annual review process. The Associate Dean for User Services resolves stalemates.

**Editing Process:**

* Initial review by Information Resources
* 2nd review by LibGuides Team

**Approver:** AD for User Services / AD for Information Resources

**Approval Date**: Approved by AD for User Services & AD for Information Resources 8/19/2015