

# Guidelines for Additions to the Digital Database at National Taiwan Normal University

Amendment passed in the Academic Meeting on September 9, 2015

- I. The National Taiwan Normal University Library (hereinafter referred to as the Library) has established these Guidelines in order to effectively utilize its Digital Database Collection resources and procure digital databases that best serve the needs of the University's faculty and students. These Guidelines shall serve as a basis for the procurement of digital database items.
- II. The digital databases procured by the Library fall into one of the following two categories:
  - (I) General knowledge: Mainly refers to items procured using the Library's electronic periodicals database budget. The Library will evaluate each year whether or not to continue subscribing to these databases, pursuant to the Principles for Continuing and Canceling Subscriptions.
  - (II) Specialized academic fields: Each academic or administrative unit shall be responsible for funding the purchases of these digital databases. They shall also independently evaluate and made decisions on subscribing to new databases, continuing subscriptions, and canceling subscriptions, as well as decide on the methods for funding these subscriptions. The Library will assist in executing the procurement decisions made.
- III. The Library mainly procures databases through the two following methods:
  - (I) Participating in consortium subscriptions: The Library mainly makes procurements by participating in consortiums on digital resources, in order to lower the costs of subscribing to digital databases. Doing so allows the Library to pay discounted subscription fees, and access the shared resources of these consortiums provided to national colleges and universities.
  - (II) Independent procurement by the Library: In general, the Library makes one-year subscriptions at a time. Exceptions can be made for longer or shorter duration subscriptions for specific circumstances, such as for specific usage requirements or if doing so would allow the Library to subscribe at a discounted rate.
- IV. Rules for adding items to the Digital Database Collection are as follows:
  - (I) Evaluation principles for new subscriptions: New subscriptions shall be evaluated pursuant to the Library's Handbook on Evaluation Procedures for Subscribing to New Databases.
  - (II) Evaluation principles for continuing and canceling subscriptions: Evaluate according to the weighted items below, in the given order. Also take into account the budget restrictions for the current year.
    1. Cost per use (70%)
    2. Ease of accessibility (15%)
    3. Replaceability (5%)
    4. Customer service quality provided by vendor (5%)
    5. Cost compared to interlibrary cooperation fees (5%)
- V. The Library shall carry out annual evaluations based on the above items, and decide on which digital databases to begin subscribing to, continue subscriptions of, or cancel subscriptions to. The budget restrictions for each year shall also be taken into consideration.

VI. These Guidelines have been implemented after being approved by the Academic Meeting. The same shall apply to all subsequent amendments.

## National Taiwan Normal University Evaluation Items for Additions to the Digital Database

Amended on October 14, 2015

Serial number	Evaluation item	Evaluated content	Weight %	Evaluation method	Estimated results (Analyzed using the per-unit cost in 2014)
1	Cost per use	Compares the annual subscription fee to the annual usage rate to calculate an estimated cost per use (calculated using the annual subscription fee and usage rate for the previous year)	70	Cost per use (NTD): Score 0-10.99 :70 11-20.99 :65 21-30.99 :60 31-40.99 :55 41-50.99 :50 51-60.99 :45 61-70.99 :40 71-80.99 :35 81-90.99 :30 91-100.99 :25 101-110.99 :20 111-120.99 :15 121-130.99 :10 131-140.99 :5 141- :0	Cost per use (NTD): Number of databases 0-10.99 :17 11-20.99 :10 21-30.99 :5 31-40.99 :7 41-50.99 :1 51-60.99 :1 61-70.99 :1 71-80.99 :1 81-90.99 :3 91-100.99 :2 101-110.99 :3 111-120.99 :0 121-130.99 :1 131-140.99 :0 141- :4
2	Ease of accessibility	1. Are there any universities in the neighboring region that have subscribed to the latest versions of these same materials (periodicals/databases) (refers to the four universities National Taiwan University, National Taiwan University of Science and Technology, National Taipei University of Education, University of Taipei)? 2. Has the National Central Library or the National Academy for Educational Research (Taipei Branch) subscribed to these materials? 3. Are these materials available via document delivery services through interlibrary cooperations?	15	1. Award 0 points if there are any universities in the neighboring region that have subscribed to the latest versions of the same material (periodicals/databases). Award 5 points if none of these institutions have subscriptions. 2. Award 0 points if the National Central Library or the National Academy for Educational Research (Taipei Branch) has subscribed to the latest version of the same material. Award 5 points if none of these institutions have subscriptions. 3. Award 0 points if the material is available via document delivery services through interlibrary cooperations. Award 5 points if the material is not available through this method.	※Resources for checking the materials subscribed to by each institution: National Taiwan University Library: <a href="http://www.lib.ntu.edu.tw/cgi-bin/db/browse.cgi">http://www.lib.ntu.edu.tw/cgi-bin/db/browse.cgi</a> National Taiwan University of Science and Technology Library: <a href="http://millennium.lib.ntust.edu.tw/search*cht/y">http://millennium.lib.ntust.edu.tw/search*cht/y</a> University of Taipei Library: <a href="http://163.21.239.102/uthyint/resource_searchlist.jsp">http://163.21.239.102/uthyint/resource_searchlist.jsp</a> National Taipei University of Education Library: <a href="http://www.lib.ntue.edu.tw/index.php?option=com_wrapper&amp;view=wrapper&amp;Itemid=183">http://www.lib.ntue.edu.tw/index.php?option=com_wrapper&amp;view=wrapper&amp;Itemid=183</a> National Central Library: <a href="http://esource.ncl.edu.tw/esource.htm">http://esource.ncl.edu.tw/esource.htm</a> National Academy for Educational Research: <a href="http://erm.naer.edu.tw/cgi-bin/smartweaver/browse.cgi?o=der&amp;p=/smartweaver/login.htm">http://erm.naer.edu.tw/cgi-bin/smartweaver/browse.cgi?o=der&amp;p=/smartweaver/login.htm</a>
3	Replaceability	Compare the material to existing databases subscribed to by the Library to check for similarities in content, and determine to what extent this material can be replaced by existing materials	5	Cannot be replaced by existing materials: 5 Can be replaced by similar material (overlap of 1-20%): 4 Can be replaced by similar material (overlap of 21-40%): 3 Can be replaced by similar material (overlap of 41-60%): 2 Can be replaced by similar material (overlap of 61-80%): 1	

				Can be replaced by similar material (overlap of 81-100%): 0	
4	Customer service quality provided by vendor	<ol style="list-style-type: none"> <li>1. Reasonableness of database price</li> <li>2. Connection stability</li> <li>3. Date when user statistics would be provided, and the completeness of this data</li> <li>4. Consistency with educational and training content</li> <li>5. Customer service attitude and quality</li> </ol>	5	Evaluate based on each of these five items, with each item worth one point.	<p>For the second item: Award 0 points if any user complaints have been received on connection issues during the evaluation year.</p> <p>For the third item: Award 0 points if user statistics for a given month would only be provided after the 15th of the following month or 2 months after, or if the user statistics received each month do not contain the same information.</p>

Serial number	Evaluation item	Evaluated content	Weight %	Evaluation method	Estimated results (Analyzed using the per-unit cost in 2014)
5	Cost compared to interlibrary cooperation fees	Take the average cost of interlibrary cooperation fees and the delivery service fees for each single document, and multiply that by the number of times the database being evaluated is used to estimate the cost of obtaining this document through interlibrary cooperation and delivery. Compare this cost to the subscription costs for each database (calculated using subscription fees for the previous year and the current usage rate).	5	Database subscription fees lower than interlibrary cooperation fees (0–20.99%): 5 Database subscription fees lower than interlibrary cooperation fees (21–40.99%): 4 Database subscription fees lower than interlibrary cooperation fees (41–60.99%): 3 Database subscription fees lower than interlibrary cooperation fees (61–80.99%): 2 Database subscription fees lower than interlibrary cooperation fees (81–99.99%): 1 Database subscription fees <i>higher than or equal to</i> interlibrary cooperation fees ( $\geq 100\%$ ): 0	※Database subscription fees lower than interlibrary cooperation fees (percentage): 0–10.99: 17 (Subscription fees are 0–10.99% of interlibrary cooperation fees) <u>11–20.99: 9</u> 21–30.99: 4 <u>31–40.99: 7</u> 41–50.99: 3 <u>51–60.99: 2</u> 61–70.99: 0 <u>71–80.99: 2</u> 81–90.99: 1 <u>91–99.99: 2</u>  ※Database subscription fees higher than interlibrary cooperation fees (percentage): 100%–199%: 6 (Subscription fees higher than interlibrary cooperation fees by 1 to 1.99 times) 200%–299%: 1 (Subscription fees higher than interlibrary cooperation fees by 2 to 2.99 times) 300%–399%: 1 (Subscription fees are higher than interlibrary cooperation fees by 3 to 3.99 times) 400% :0 ※Not applicable:5
Total Score			100		

Note 1: The maximum score is 100, and databases that score higher should be prioritized for subscription.

Note 2: The Library shall consider canceling subscriptions to databases that score 69 points or below, and unsubscribe to these databases in a determined order based on the budget restrictions for that year. If canceling subscriptions to a database would have a large impact on users, the topic of whether or not to observe the situation for a year instead of immediately canceling the subscription shall be discussed.

Note 3: The order in which subscriptions are canceled should take into consideration not just the score, but also the differences in the properties and content format of each database. For example: Is it a database of complete articles, a search database, a magazine database, a newspaper database, or a database of other types of material.

Note 4: Subscriptions to databases may be governed by other rules in specific circumstances, such as if the database is important for the University's development, required to support the research and activities carried out by the University's academic units, or required under the Three-University Region Alliance Development Project.