

## Checklist A1: Selection/Trial of a Database

### Intelligence Gathering (see 1.7)

- Renewal date
- Access methods (2 fields)
  - On -campus access
  - Off-campus access  
e.g. Athens, Shibboleth etc
- Published in/editors
- Licence details (8 fields)
  - No. concurrent users
  - Remote access
  - Walk-in access
  - Multi site access
  - Partner colleges
  - Alumni
  - ILL
  - Course pack
- Price (3 fields)
  - Price
  - Fixed price for  $x$  years?
  - Pricing model/dependencies – spread over titles/components
- Currency exchange rate
- Included titles
- Coverage
- Cancellation policy
  - Time restrictions eg. Allowed before renewal date?

**Is there an area of concern?**

- Multi site access
- Licence
- Indexed on Res. Discovery/Link Resolver etc
- On Knowledgebase

**Send to relevant person/department for resolution**