

[Excerpted and updated from the 2012-13 version of the "Faculty Development in Collection Development" document - July 2015]

(a) Development of Dataset collection:

1. The Library's Reference & Instruction Librarian for Social Sciences and Data, Kristin Partlo, coordinates with the Collection Development Department to identify new data titles
2. The Library's Reference & Instruction Librarian for Social Sciences and Data welcomes suggestions for new datasets and data products (e.g. Social Explorer) from the faculty.
3. To access the Library's data collections, either
 - a. Search Bridge by title,
 - b. Go to the Databases tab and, using the database by content filter, select Data and Statistics
 - c. Discover data sources in the Library's Data Research Guides

(b) Criteria for selecting Dataset and Data products

1. Relevance
 - a. All titles acquired must be relevant to Carleton's undergraduate curriculum.
2. Content suitability
 - a. Accuracy, authoritativeness, and completeness
 - b. Frequency of content updating, when relevant
3. Interface (for data products)
 - a. Ease of use for library users and library staff
 - b. Quality of retrieval and search engine
 - c. Treatment of graphics, formulae, and other non-standard characters
4. Vendor reliability
 - a. Reputation for producing high quality products
 - b. Availability and responsiveness of technical support
5. Archiving & Preservation (for data products)
 - a. Access to the back files of the data after the license has expired or if product is removed from the market
6. Technical compatibility
 - a. Data files in formats compatible with campus-supported statistical analysis software
 - b. For data products, capacity and requirements for remote access, e.g. IP authentication is preferred over password
 - c. For data products, network compatibility
7. Licensing & other legal concerns
 - a. Datasets and data products must be licensed for use by all members of the Carleton community (not just a particular class or department)
 - b. For data products, number of simultaneous users or unlimited usage based on FTE

- c. Off campus access is preferred
- 8. Service implications (for data products)
 - a. Ease of training potential users
- 9. Cost & budgetary constraints
 - a. Cost/value analysis
 - b. Historical and potential inflation factors of the resource

(c) Procedures for ordering Datasets:

- 1. Send selections (web sites, reviews) to Kristin Partlo, Reference & Instruction Librarian for Social Sciences and Data Services Coordinator. Make sure that your name and department are included in your request.
- 2. Indicate if you want the library to notify you when the dataset is available for use; please provide contact information.

Any questions about the Datasets Collection can be sent to Kristin Partlo, Reference & Instruction Librarian and Data Services Coordinator, kpartlo@carleton.edu (7668).