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).