

Rolling Out a Database Review: Initiating a Comprehensive Database Review at the University of Maryland Libraries

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Background

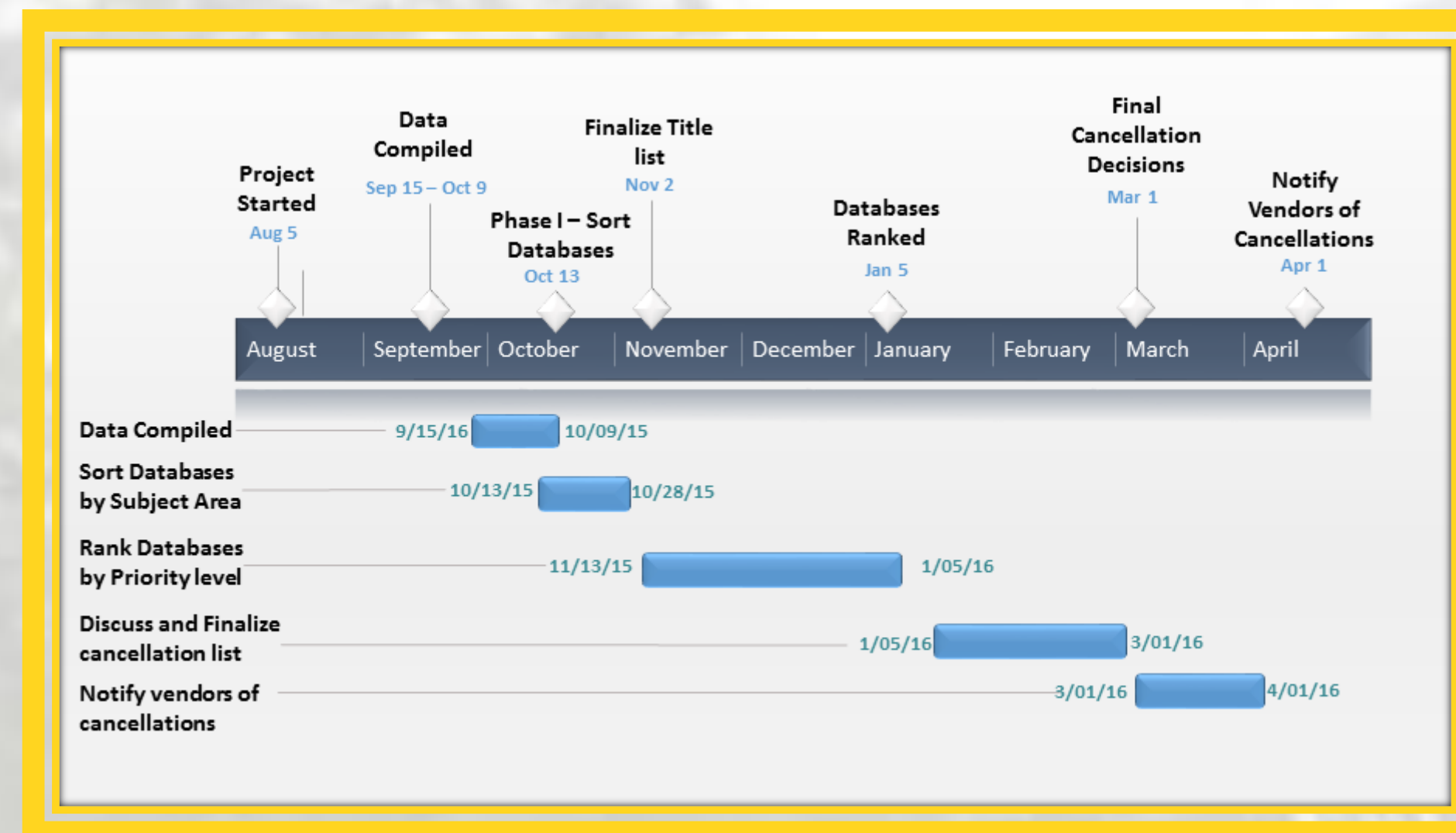
UMD's Budget Situation

- 87% of the collections budget devoted to electronic resources
- 92% of the collections budget is spent on continuing costs
- Static budget for 14 years
- Mitigation efforts included:
 - Moving to consortia and/or multi-year agreements wherever possible
 - Hold-back of discretionary funds
 - Fine-tuning the approval plan for cost savings

Budget Implications

- Increasing continuing resources costs outpaced mitigation efforts
- Savings from serials cancellations would not be realized quickly enough to impact current budget
- Factors combined into a need for an immediate review/cancellation of databases

Timeline and Process



Who Was Involved

- Associate Dean for Collection Strategies and Services
- Head of Acquisitions
- Interim Head of Collection Development
- Electronic Resources Librarian
- Subject Specialists

Planning Phase

- Initial budget review Summer 2015
- Review process developed and shared with Subject Specialists – September 2015

Phase 1 – Database Sort

- Initial list of titles by fund codes then sorted into subject groups
- Subject Specialists finalized database list by subject groups
- General databases were assigned to the Collection Development Council (CDC)
- Feedback solicited from Subject Specialists on data elements needed to aid in the decision-making process

Phase 2 – Database Rankings

- Databases ranked into one of three levels
 - 1= Top priority to maintain
 - 2= Mid-level priority
 - 3= Lowest priority
- Each subject group was given a cancellation target for each level
- Excel workbooks were posted on Box (an online file sharing service)
- Subject Specialists reviewed and assigned databases a priority level
- Compiled lists were shared with CDC
- Cancellation decisions were made from titles with a level 3 ranking
- The final list was reviewed and approved by CDC

Communication

Facilitating Transparency for Subject Specialists

- Created and shared a spreadsheet available via Box
- Spreadsheet has several useful fields, including a date (Subscription Period) to indicate when the database subscription ended
- Spreadsheet was regularly updated as vendors were contacted and LibAnswers entries created

Notifying the Campus Community

- Used LibAnswers to explain cancellation and point to equivalent products
- Assigned LibAnswers contact (Subject Specialist) to each database canceled.
 - Contact created an entry in LibAnswers indicating when the database would be canceled, alternatives (if any), and a contact person for more information
 - Created a LibAnswers entry template and guidelines for Subject Specialists
- Entries in Database A-to-Z list point to LibAnswers entry
- Additional communication efforts included library website announcements and LibGuide updates

Data Provided

Spreadsheet Design – Phase I

- Order data from ILS
 - Title
 - Order Number
 - Subscription Period
 - Budget Code
 - Material Type
 - Consortia Group Code
- Usage Data (COUNTER and non-COUNTER)
 - Regular Searches (or equivalent)
 - Cost Per Use
 - User Limits
- Notes
 - Comments from Acquisitions staff or Subject Specialists

Phase II – CDC

- Priority Ranking by Subject Specialists
- Average Ranking

Phase II – Subject Group

- Priority Ranking by Group Consensus

Phase I spreadsheet – Used to sort databases by subject

	A	B	D	E	O	W	AA
1	Title	PO_Number	Subscription period	Latest_Enc_Transaction	Matel	Order	Note
2	20th Century Media Information Database	CP132690025	1/1/15-12/31/15	CP-STECH-DB-2016		DTB	
3	Academic search complete	CP151830002	7/1/15-6/30/16	CP-USMAI CENTRAL SITE-2016		DTB	MDL/CLD
4	Access newspaper archive	CP110690011	4/1/15-3/31/16	CP-STECH-DB-2016		DTB	
5	ACM digital library	CPA10120006	1/1/15-12/31/15	CP-CMISC-DB-2016		JNL	MDL
6	AGRICOLA	CP081920022	7/1/15-6/30/16	CP-CMT-DB-2016		DTB	MDL
7	AIAA meeting papers searchable citations databa	CP081190006	1/1/15-12/31/15	CP-SCIT-DB-2016		DTB	
8	AIAA meeting papers searchable citations databa	CP131400036	1/1/15-12/31/15	CP-ENGI-DB-2016		JNL	
9	Ally Phase Diagrams Center	CP102090026	3/1/15-2/29/16; 3/16-4/	CP-PPHS-DB-2016		DTB	CIC
10	AMED: Allied and Complementary Medicine Data	CP141360004	6/1/15-5/31/16	CP-SCIT-DB-2016		DTB	
11	America, history and life (A&I)	CP081640052	7/1/15-6/30/16	CP-ARHU-DB-2016		DTB	MDL
12	America, history and life with full text	CP110450007	7/1/15-6/30/16	CP-STECH-DB-2016		DTB	MDL
13	American bibliography of Slavic and East Europe	CP051120008	3/1/15-2/29/16	CP-GVPT-DB-2016		DTB	
14	American firms operating in foreign countries	CP112710005	10/1/15-10/1/17	CP-STECH-DB-2016		DTB	
15	American national biography online	CP121700002	6/1/15-5/31/16	CP-ARHU-DB-2016		DTB	
16	Anthropological literature	CP081920028	6/1/15-6/30/16	CP-CMT-DB-2016		DTB	
17	Anthrosource	CP070170002	1/1/15-12/31/15	CP-ANTH-DB-2016		DTB	
18	Archive-IT	CP103360037	1/1/15-12/31/15	CP-STECH-DB-2016		DTB	
19	Armed conflict database	CP091300002	6/15-5/16	CP-GVPT-DB-2016		DTB	
20	Art & architecture complete	CP101330023	7/1/15-6/30/16	CP-CMT-DB-2016		DTB	MDL
21	Art abstracts	CP072500003	7/1/15-6/30/16	CP-ARHU-DB-2016		DTB	USM
22	Art full text	CP112300072	4/1/15-3/31/16	CP-STECH-DB-2016		DTB	
23	Art retrospective	CPA010400033	7/1/15-6/30/16	CP-ARHU-DB-2016		DTB	USM

Phase II spreadsheet – Used to rank databases by priority

	A	B	C	D	E	F	G	H	I
1	Tahirah	Steve	Jeremy	Eric	Yelena	Maggie	CDC average		
2								Budget Total	\$ 1,120,862.19
3								Estimated dollar amount each rank should equal	\$ 373,620.73
4									
5	Rank	Rank	Rank	Rank	Rank	Rank	Rank	Title	
6	1	1	1	1	1	1	1	1	LEXISNEXIS academic
7	1.2	1	1	1	1	1	2	1.2	Academic search complete
8	1	1	1	1	2	1	2	1.333333333	Web of science
9	2	1	2	2	1	1	1	1.5	Oxford English dictionary
10	1	1	3	1	1	2	1	1.5	PAIS international
11	1.6	1	2	3	1	1	1	1.6	ProQuest dissertations & theses global
12	1.6	1	2	2	1	2	2	1.6	Scopus
13	1	1	2	2	2	2	2	1.666666667	SimplyMap
14	1.8	1	3	2	2	1	1	1.8	Classification Web
15	1.8	3	2	1	2	1	1	1.8	OCLC base
16	1	1	3	3	2	1	1	1.833333333	Foundation directory
17	1	1	3	2	2	1	1	1.833333333	Safe opposing viewpoints in context
18	2	1	1	3	1	3	1	1.833333333	Project Muse
19	1	2	2	2	2	2	2	1.833333333	ProQuest Congressional
20	2	1	3	1	1	3	1	1.833333333	Readers' guide to periodical literature (H. W. Wilson)
21	1	3	2	1	2	2	2	1.833333333	Social Sciences Package
22	2	3	2	2	2	1	1	2	JBSOCNET Usage Consolidation
23	1	1	2	3	2	3	2	2	LexisNexis statistical insight
24	2	2	3	2	1	2	2	2	ProQuest Congressional Historic indexes 1789-1984
25	2	1	2	2	2	3	2	2	ProQuest national newspapers core
26	2	1	3	3	1	2	2	2	ProQuest statistical abstract of the U.S.

Outcomes

Review Results

- 37 databases canceled as of 9/21/16
 - Includes two centrally-funded resources
- FY16 savings: \$78,110
- FY17 and beyond savings: \$322,336.77

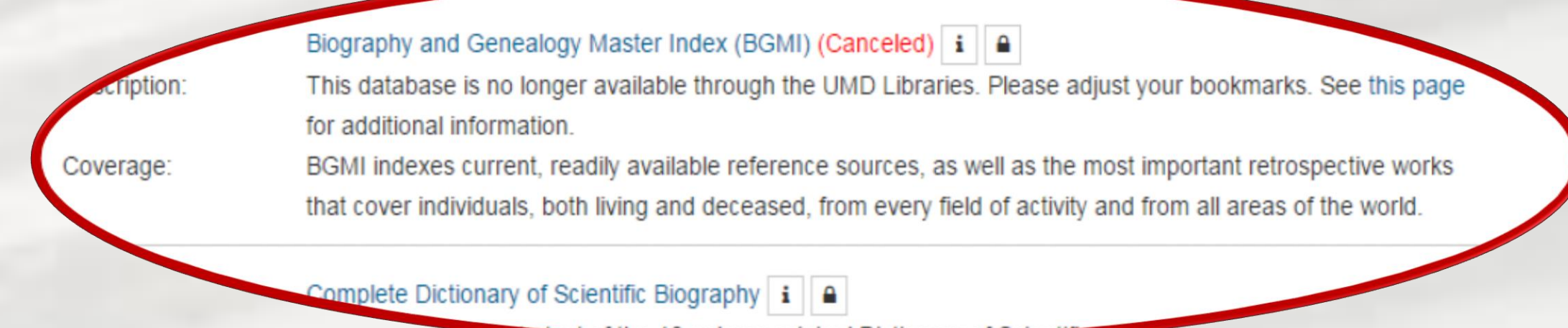
What Worked Well

- Cloud-based folders/spreadsheets for collaborative work
- Final cancellation spreadsheet
- Database A-to-Z list/LibAnswers entries

Opportunities for Improvement

- Interdisciplinary databases were assigned to only one subject group
 - Share entire title list by subject group assignment with all Subject Specialists before creating subject specific workbooks
- Costs were to be evenly distributed between the levels
 - This was not clearly communicated
 - Needs to be more strictly enforced in the next review
- Many titles were already renewed by the time decisions were made
 - Savings could not be realized in the current fiscal year
 - The process needs to start earlier

Database A-to-Z list entry



LibAnswers entry

Q. What happened to Biography and Genealogy Master Index?

