Suggest a Database or Journal Policy

- Database and journal subscriptions represent a continuing financial commitment in the Library budget. For this reason, these resources undergo a different consideration process than book purchases.

- Submission of the Suggest a Database and/or Journal form will not result in the UC Library automatically purchasing the requested title. Submission of either form begins the consideration process as outlined below.

- All database and journal subscriptions are reviewed and approved by the Library Director.

- Electronic journal format is preferred to print. E-journals provide greater flexibility and accessibility for all campus constituents.

- Not all requests are granted immediately. Some resources are cost prohibitive.

- Review and renewal of current subscriptions is an ongoing process. Cancellation is considered for resources that provide the least value for the cost.

Suggest a Database or Journal Consideration Process

Requestor:
1. Complete the Suggest a Database or Journal form
2. Complete a Curriculum Committee Library Resource Sheet if the request is in support of a new program or course
3. Discuss journal purchase with your Academic Department

Library:
1. Receive the Suggest a Database or Journal request
2. Contact the Requestor to discuss database or journal and explain the consideration process. This may include scheduling an appointment
3. Open a New Database or Journal Request and collect information about scope, format, pricing, and use
4. Forward New Database or Journal Request to Library Director with recommendation for consideration
5. All new database or journal purchases must be approved by the Library Director

Cost/Benefit Considerations:

- Consider current database or journal subscriptions that can be discontinued in your discipline to create funds for requested title(s). Consult with your academic department and other departments affected by this request, especially if it is an interdisciplinary resource.
- Support for research and instructional programs
- Anticipated use
- Balance across disciplines
- Faculty and Academic Department assessment of the importance of specific titles and resources
- Cost - generally anticipate increases of 10% annually.