Resources Trials and Pilots Policy

April 2010

I.   Trials
Trials are internal evaluations of potential library resources made by HS/HSL
Services and Resources librarians; assisted by the Collection Development
Committee (CDC), without external input from the campus.

> All suggestions of trials, either from library staff members, vendors or
> schools on campus are referred to the Collection Management
> Department to get background information from the product vendor and
> share this information with the CDC. The CDC determines the timeline
> and other specifics for trials.

> Resources and Services librarians then evaluate the resource and
> determine whether to acquire/access it.

> HS/HSL is given free access to the product being evaluated from the
> vendor for the duration of the trial.

Trial Outcome

> When the trial results in a positive or negative recommendation for the
> resource, the Collection Management Department informs the trial
> requestor, the CDC, and the vendor of the trial outcome.

> The Collection Management Department initiates acquisition/access to
> the resource based upon the agreed upon timeline.

II. Pilots
Pilots are evaluations of potential library resources made by HS/HSL librarians
and members of the campus community. The CDC determines the timeline and
other specifics for the pilot.

HS/HSL is given free access to the product being evaluated from the vendor for
the duration of the pilot.

Services Division Role

> Library Services staff members support user training and respond to user
> questions regarding resources being piloted. Library Services staff
> members require sufficient lead time to learn the resource, promote it to
> the campus, and provide training to users during the pilot.

Faculty Input
Faculty members who review pilots are encouraged to submit their assessments of the products to the library; responding via a link to a page within the pilot of the resource or via a SurveyMonkey survey.

a. Requests for pilots from schools or other campus members
These requests will be determined by the Collection Development Committee to be either in or out of scope for the library.

   i. In Scope:
   The Collection Management Department responds to the requestor using the CDC's standard response which includes a timeline for the project.

   CDC Standard Response:

   The Collection Development Committee of the Health Sciences and Human Services Library, University of Maryland, Baltimore has reviewed your request to pilot _____, and has determined that the resource is in scope for the library's collection and will be piloted.

   The pilot will take place from (beginning to ending dates).

   ii. Out of Scope:
   The Collection Management Departments informs the requestor that the resource is out of scope so won't be piloted. The requestor is asked to notify the library if the school pursues acquiring this resource.

   CDC Standard Response:

   The Collection Development Committee of the Health Sciences and Human Services Library, University of Maryland, Baltimore has reviewed your request to pilot _____, and has determined that the resource is out of scope for the library's collection and, therefore, will not be piloted. Please let the library know if you decide to acquire this resource.

   Thank you for your resource recommendation. We look forward to piloting potential resources for you (your department) in the future.

b. Requests for pilots from library staff members
    These requests are handled in the same way as requests from schools or
    other campus members.

c. Requests for pilots from vendors
    These requests are referred to and evaluated by the CDC.

Pilot Outcome

When the pilot results in a positive or negative recommendation for the
resource, the Collection Management Department informs the trial
requestor, the CDC, and the vendor of the pilot outcome. When the
resource is to be added to the library, the library seeks funding from the
schools and other campus constituents as needed. The Collection
Management Department facilitates the funding process.

The Collection Management Department initiates acquisition/access to
the resource based upon the agreed upon timeline. The Collection
Development Committee will complete a narrative report on the pilot
and its outcome.

Resource Ownership
When a piloted resource is funded by a school or other campus
constituent and supported by the library, the licensing must state that
the resource will be available to all authorized users within the library,
on campus, and remotely.

Exceptions will be made at the discretion of the Executive Director of the
HS/HSL.

_____

Effective Date: April 7, 2010

Approved by: Executive Director; Collection Development Committee

Questions to: Collection Management, (410) 706-8856