

**Prepared by: C. Cooke**  
**Approved by: LMAC**  
**Contact: Chair of NETDOC Committee**

**Approved: 22 April 1999**  
**Revised:**

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## **Policy**

These guidelines are intended to provide direction for University of Manitoba Libraries staff responsible for running Internet Resource trials. An Internet Resource trial is defined as including any database or full text resource accessed from the Internet which the Libraries is testing with a possible view to purchasing.

Individual bibliographers may take responsibility for setting up and running a trial, as well as for collecting and disseminating information about the trial. In the case of those trials which are of interest to the NETDOC Committee, or which may form part of a consortial arrangement, or for which no individual can be identified to run the trial, the NETDOC Committee will appoint an individual to be responsible.

## **Duties of the Internet Resource Trial Organizer**

The Internet Resource Trial Organizer works with the NETDOC Committee financial representative and is responsible for organizing the collection and dissemination of information collected from the trial via the Libraries' Web Pages (see Attachment 1). The NETDOC Committee financial representative provides assistance where necessary.

1. The Organizer decides if a resource merits a trial and may consult members of the ACLIB mailing list and the NETDOC Committee to assist in making this decision.
2. The Organizer is responsible for collection of information about the resource, including:
  - a description of the potential target audience
  - a copy of the license agreement which is routed to the NETDOC Committee financial representative
  - the time frame for the trial
  - terms of participation
  - conditions of the host institution/organization
3. Trial information should be presented to the participants using the Internet Resource Trials Announcement Web Form. (See Attachment 2) In addition the Organizer may wish to promote the trial using an e-memo, the UMinfo news Web Page, and the Libraries home and News Web pages.

4. Announcements of the trial should include information about trial availability, access, duration and feedback mechanisms. This information should be sent to:
  - ACLIB mailing list
  - NETDOC Committee
  - LETS
  
5. Collection of feedback should be timely and should target subject bibliographers with a particular interest in the trial. Bibliographers are responsible for encouraging participation and feedback from their individual patron groups. The Internet Resource Trial Organizer is responsible for consolidating comments on the online Internet Resource Trial Feedback Form. (see Attachment 3)
  
6. The Organizer will submit a summary of comments, including recommendations, to:
  - ACLIB mailing list
  - NETDOC Committee
  - LETS
  
7. If a recommendation includes adding the resource to NETDOC, a completed NETDOC Criteria Worksheet and a copy of the summary of comments must be submitted to the NETDOC Committee during the NETDOC review period.
  
8. The decisions made as a result of the trial will be disseminated by the Organizer along with a summary of the rationale to:
  - ACLIB
  - NETDOC Committee
  - LETS
  - The Internet Resource Trials Web Page, where the information will be archived for one year. (see Attachment 1)

### **NETDOC Committee Duties**

When the NETDOC Committee is approached to participate in an Internet trial, the Committee will:

1. Decide on participation in the trial. If the Committee has been approached by a bibliographer to become involved in a trial, and that bibliographer is willing, he/she will become the Trial Organizer. If the NETDOC Committee sponsors the trial, and there is no existing Trial Organizer, the Trial Organizer will be that member of the NETDOC Committee who functions as the financial representative.
2. Make acquisitions decisions for those trials which fall under the NETDOC Committee's mandate, based on trial results, an assessment of the NETDOC Criteria Worksheet, and funding.

### **NETDOC Committee Financial Representative Duties**

1. The NETDOC financial representative addresses the legal ramifications of the license agreement, by reviewing the agreement and writing amendments as necessary. The agreement is then forwarded to the Director of Libraries and the Vice President (Administration) for signatures or for review in the case of those contracts that do not require a signature.

Attachment 1



University of Manitoba  
Libraries

Welcome  
to UML

Contact  
Us

Site  
Index

How to use  
this site

Search

- About the Libraries
- Online Resources
- Units and Departments
- Virtual Reference
- Information for Staff

## Internet Resource Trials

- [Guidelines for Internet Resource Trials](#)
- [Annoucement Form](#)
- [Feedback Form](#)
- [Subject Bibliographers](#)
- [Trials Currently in Progress](#)

<a href="#">Resource Name</a>	Start Date - End Date
<a href="#">Resource Name</a>	Start Date - End Date
<a href="#">Resource Name</a>	Start Date - End Date
- [Previous Trials](#)



### Internet Resource Trials: Announcement Form

*(This page would be used by the trial organizer to set up and announce the trial.)*

- About the Libraries
- Online Resources
- Units and Departments
- Virtual Reference
- Information for Staff

Current Date: *Filled in automatically*

Name of Resource:

Publisher or Provider:

Cost:   
*Identify simultaneous user limits or other restrictions.*

Trial Time Frame:  Start Date  End Date

Access Information:  URL

Userid (if applicable)  Password (if applicable)

Subject Areas:  Keyword1  Keyword2  Keyword3  Keyword4  Keyword5

General Information/Description of Resource:   
*Enter a brief description of the resource (1 - 2 paragraphs)*

Trial Organizer:  Name  Library Unit  
 Email address  Telephone



Attachment 3.2

**Evaluation by Trial Participant:**

*Respondent:*

*Name*

*Email address*

*Telephone*

*What is the resource's primary user group?*

*How would this resource serve the University Community outside of the primary user group?*

*How does this resource overlap or duplicate existing NETDOC resources?*

*Should the Libraries purchase this resource?*

Yes

No

*Would you use this resource?*

Yes

No

*Comments:*

Return to



[www@umanitoba.ca](http://www@umanitoba.ca)



The University of Manitoba Libraries  
Winnipeg, MB, Canada R3T 2N2, 1-204-474-9881  
Questions or Comments? Email the [WWW Developer](#).  
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*Respondent:*

*Name*

*Email address*

*Telephone*

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*How does this resource overlap or duplicate existing NETDOC resources?*

*Should the Libraries purchase this resource?*

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No

*Would you use this resource?*

Yes

No

*Comments:*

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UNIVERSITY OF MANITOBA LIBRARIES  
INTERDEPARTMENTAL MEMORANDUM  
COLLECTIONS MANAGEMENT

October 1, 1999

To: Holders of CAP Policy Manual, Bibliographers  
From: Jan Horner, Coordinator, Collections Management *JH*  
Subject: New CAP Policy 423: Internet Resources Trial Guidelines

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Attached is the new CAP Policy for Internet Resource Trials. Although approved in April 1999, Collections Management decided to wait for the Trials Web pages to be completely functional before distributing the policy.

Please note that the URL for the trials page on the Web is:

[www.umanitoba.ca/libraries/online/itrials](http://www.umanitoba.ca/libraries/online/itrials)

In addition, some areas on the Web might require a user name and password. In such cases, a note in the general information section of the Announcement form (Attachment 2) could indicate that users should contact Mark West for this information.

encl.

cc: D. H. Breyfogle  
J. Esterhazy  
S. Miller  
M. West