

Suggestion for New Electronic Database

Musselman Library ~ Gettysburg College

Faculty member, please complete this section:

Database name: _____

Database provider: _____

Format (circle one): Electronic index / Electronic full-text journal collection / CD-ROM / Software /

Other (please explain) _____

How did you hear about this database? Please provide as much information as possible, including a website address for more information:

Justification (2 or 3 sentences about why the database is needed and how it will be used with classes or assignments):

Faculty member(s) requesting this database:

Signature of Department Chair or Program Coordinator:

_____ Date: _____

Notes to requestor(s):

- Database subscription suggestions may be submitted at anytime. However, due to library funding and publication schedules, suggestions may not be acted upon in the same academic year as submitted.
- The suggestion must be made using this form and must have the approval and signature of the Department Chair or Program Coordinator.
- This form will prompt the library to investigate the database for possible subscription. If a database subscription is determined to be desirable, a trial for the database will be initiated. After the trial period, feedback on the resource must be evaluated and the cost and licensing of the database must be negotiated.
- When the library conducts a database trial, generally the trial is made available to all Gettysburg College students, staff, and faculty because the library is interested in receiving comments from as many members of the Gettysburg College community as possible. Thus, the library strongly discourages individual faculty members and academic departments from conducting database trials without the library's involvement.
- When complete, please submit this request to the Librarian Liaison for your department. For a list of librarian liaisons, please see <http://www.gettysburg.edu/library/info/liaisons.html>.