

Guidelines for Selecting Open Access Materials for inclusion in the Libraries Catalog

Single Record Items

1) Liaisons should use the same criteria when selecting open access items as they would items they would purchase or license for their constituents.

Rules of thumb:

“Does this resource provide research value for the user community?”

“Would I use library collections funds to acquire this?”

Automatically excluded are:

- Personal websites
- Home pages of institutions
- Ephemera, pamphlets, articles

2) In addition, to include an open access resource in HOMER, the resource must have a stable URL; i.e. one that is consistently available and maintained.

PROCESS

When suggesting an open access resource for cataloging, liaisons should:

- Seek out and provide (if available) a World Cat record for the resource
- Provide the URL and title of the resource
- Provide your email address for questions and notification

Liaisons should either use the following form when suggesting open access items for cataloging or submit an OCLC record for the item in question:

<http://www.lib.uconn.edu/using/services/liaison/OAForm.html>

Collections with Bibliographic Records

Some open access collections, such as the *American Memory Project* and the *Documents of the American South*, offer catalog records with embedded links to individual titles. Please note if such records are available.