

DLESE Themed Collection Accessioning

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Overview

The DLESE versioning document describes Version 2 of the library (to be unveiled at the 2003 Annual Meeting) as providing access to collections. In preparation for this, we've been working with the DLESE Collections Committee Chair and individual collection builders to ensure quality collections. This work will result in nearly 20 collections being available for Version 2 (see Collections at a Glance handout).

As a result of bringing in themed collections, an evolving collections accessioning process is developing. This process is outlined in the accompanying detailed flowchart (attached). It is described at a high level in the ***Quality Checklist for Collections Accessioning*** below.

The uniqueness of DLESE will be the services it provides educationally, socially and academically (development of Reviewed Collections). Such services are the direct result of quality collections. Therefore, close collaborations with collection builders improves quality.

Quality Checklist for Collections Accessioning

1. Develop appropriate collection content gathering strategies that support the stated scope and purpose of the collection
 - Help collection builders understand the advantage of focused resource collection with time spent developing collection selection criteria prior to gathering and cataloging.
 - Help determine an appropriate level of resource granularity for their collection items.
2. Understand DLESE policies, documents and protocols, particularly the scope, which includes the DLESE collection policy, and accessioning policies
 - Educate collection builders on making resources available in the digital library context (resource granularity, concept of metadata records, harvesting protocols).
 - Explain the accessioning process.
3. Develop clear and concise collection selection criteria
 - For many collection builders, selection criteria are new concepts. Examples of useful criteria and resources meeting such criteria are provided upon request.
4. Develop scope statements
 - Often a scope statement is a new concept. Information about writing and example scope statements is provided upon request.

5. Ensure resources are within DLESE scope (The collections accessioning process provides multiple opportunities for this)
 - When collection builders contract DPC to provide metadata quality assurance, it is necessary to look at individual resources. This provides a secondary process for ensuring a resource is within scope.
 - Some collection builders ask about individual resource appropriateness.
 - Other technical checks indicate possible resource inappropriateness.
6. Ensure resources are within the collection's scope (The collections accessioning process provides multiple opportunities for this)
 - Same processes as number 5.
7. Structure collections to provide access to resources
 - Encourage collection builders that each URL within a collection should be unique.
 - Suggest strategies to make database material accessible (often the case with datasets).
8. Ensure proper and appropriate use of various DLESE metadata frameworks (ADN, annotation, collection)
 - Prevents potential problems like poor usability, unreliable resource experiences and redirects to non-existent resources.
9. Ensure required metadata is present
 - Working with the Collections Committee Chair, an iterative process provides reports to the collection builder on required metadata to make sure resources and collections can be accessioned. That is, poor cataloging does not exclude quality resources.
10. Prior to accessioning, all resource URLs are verified
 - The same process as described in the Quality Assurance document is applied here except that the collection builder (not resource creator) is contacted.
11. Prior to accessioning, information on duplicates (both at the metadata and resource content level) within a collection is provided
 - Reporting duplicates within a collection prevents confusion (library usability) by library users and ensures resources and collections can be accessioned.
12. Provide general collection building support
 - Respond to email and phone call questions.