

# MEMORANDUM

TO: All Database Evaluators  
FROM: Robert Hubsher  
DATE: September 21, 2016  
SUBJECT: Database Evaluation Survey Form

The Database Evaluation Survey attached to this memorandum was designed in consultation with the Reference Users Group (RUG) and the Systems Services Committee. It was designed to be used to evaluate databases we might consider for system-wide access. These databases would be purchased with funds from the Central Library or in the future may include a pool of funds to which all member libraries would contribute.

When used for system-wide selection the survey will be available as an online SurveyMonkey form.

Once the Committee completed the evaluation survey we realized that it might be useful to all of the member libraries as tool to help select local access databases.

There is a companion component to this survey that will be sent directly to database vendors – *Vendor Criteria for Database Selection*.

A copy of this document is also available on the RCLS website.



**Ramapo  
Catskill  
Library  
System**

Serving Public Libraries in  
Orange, Rockland,  
Sullivan and southern  
Ulster Counties  
since 1959

619 Route 17M  
Middletown,  
New York  
10940-4395

845-243-3747  
FAX 845-243-3739

[www.rcls.org](http://www.rcls.org)

# Database Evaluation Survey

\* 1. Database Title

\* 2. Subject of the Database (select all that apply)

- Business
- Consumer Information
- Education
- History
- Genealogy
- Language
- Law
- Technology
- Medical / Health

Other (please specify)

\* 3. Audience (select all that apply)

- Adult
- Juvenile
- Teen

\* 4. Intuitiveness – Is the layout of the database easy for patrons of different generational, cultural, and educational backgrounds to comprehend?

The layout is straightforward for all users	The layout is straightforward for most users	The layout is straightforward for some users	The layout is straightforward for a few users	The layout is NOT straightforward for any users
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

\* 5. Are the interface directions and labels easy for users to understand?

Very easy understand	Easy to understand	Moderately difficult to understand	Difficult to understand	Very difficult to understand
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

\* 6. Is the database easy to navigate?

Very easy	Easy	Neither easy nor difficult	Difficult	Very difficult
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

\* 7. Is the database **interface** available in languages other than English?

- Yes
- No
- Do not know

Comments

\* 8. Can you limit results by peer reviewed articles or journals?

- Yes
- No
- Not applicable for this database

Comments

\* 9. Can you limit results by full text articles?

- Yes
- No
- Not applicable to this database

Comments

\* 10. Can you limit results by year of publication, or date range?

- Yes
- No
- Not applicable to this database

Comments

\* 11. Can the content be e-mailed and/or downloaded?

	Yes	No
Content can be e-mailed	<input type="checkbox"/>	<input type="checkbox"/>
Content can be downloaded	<input type="checkbox"/>	<input type="checkbox"/>

\* 12. Is the content available in languages other than English?

- Yes
- No
- Do not know

Comments; if you know the languages in which content is offered please list those.

\* 13. Perform 3 to 5 searches and answer the questions below ranking your responses.(list the search terms used in the comment boxes)

Excellent                  Very good                  Good                  Fair                  Poor

Rate the currency of the content                                                                                         

List of search terms used and comments.

Rate the credibility and trustworthiness of the sources                                                                                         

List of search terms used and comments.

Rate the comprehensiveness of the search results                                                                                         

List of search terms used and comments.

\* 14. Did you use the help features?

Yes

No

If you used the help features, was it useful?

\* 15. Given the availability of other system-wide databases, would this particular database enhance your collection?

Yes

No

Comments