

# UCARConnect Collection Policy

## January 2015

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### **1.0 UCARConnect Mission**

UCARConnect seeks to enhance and share knowledge management methods and tools, promote discovery, accessibility, and creation of exceptional science, technology, engineering, and math (STEM) educational resources, and connect a thriving Earth system science community. The site is a response to today's more active, open, responsive, and connected Internet, and the opportunities that high bandwidth provides the research, university, and K-12 communities.

This policy details UCARConnect's requirements for collection building, accessioning, and deaccessioning resources and collections in the UCARConnect digital catalog.

### **2.0 Collection Scope**

UCARConnect focuses on aggregating open educational resources at UCAR across divisions and programs. Member universities, partners, and collaborators are also free to add their resources to the catalog and disseminate access to it and its database as appropriate according to UCARConnect Management Team's discretion.

These resources are intended to support:

- Understanding concepts and skills central to a STEM discipline
- Understanding how concepts build upon one another across grade levels and interrelate across disciplines
- Understanding and using educational materials that support STEM learning
- Developing and assessing in curricular materials where gaps have been noted
- Assessing learning of concepts or skills
- Research on teaching and learning

UCARConnect resources are characterized by descriptive information (metadata and annotations). This means that it is a metadata repository, not a content repository.

That, is, the UCARConnect digital learning catalog does not own or hold the resources themselves, but provides access to resources held by others, at UCARConnect.ucar.edu, and/or via services that deliver those metadata to other sources.

**Geographic coverage and languages.** All geographic areas can be included in the scope of the UCARConnect digital catalog. The majority of catalog resources are in English, although resources in other languages are accepted and encouraged, as long as the metadata describing the resource is provided in English, with an indication in the metadata that other language versions are available.

**Physical objects.** Most resources are digital and readily accessible online. Because the teaching and learning of STEM content often requires work with physical objects, UCARConnect may include information about physical objects and about obtaining science-related materials and equipment.

### 3.0 Communities Served

UCARConnect collections serve the needs of the K-16 education continuum and beyond:

- K-12 educators and students
- Faculty and students at colleges, universities, and technical schools
- Independent learners
- Those who teach and learn in informal educational settings such as museums, science centers, and public libraries
- Graduate level learners
- Professionals

### 4.0 Collection Types

**4.1 Resource collections** - resources designed for teaching and learning in STEM education. Collection developers should refer to UCARConnect's Resource Quality Checklist for quality criteria in identification and selection of resources most likely to meet the needs of educators and learners.

Resource types may include:

- instructional materials, including classroom activities, laboratory experiments, demonstrations, models, case studies, courses, simulations, tutorials, curricula, modules, field trips, problem sets, teacher guides, lesson plans, interactives, and projects
- audio/visual materials, such as animations, videos, maps, graphs, images, illustrations
- pedagogical resources, including teaching techniques, online professional development courses, educational evaluation
- assessment materials, such as exams, quizzes, questionnaires, self assessments, answer keys, rubrics, portfolios

- reference materials that support teaching and learning, such as relevant background material and content-related professional development material
- datasets that support teaching and learning, including visual, factual, and numeric information, remotely sensed and observed data, trials, databases
- tools and products, such as open source software, models, or applications for interacting, accessing, manipulating, or viewing resources and data

**4.2 Annotations collections** - UCARConnect provides additional contextual information to describe the utility of, and user experience with, resources by using annotation metadata. The content of these metadata may include (but is not limited too):

- comments and teaching tips on working with a resource
- formal reviews or other detailed discussions about a resource
- educational standards (either national, state or local)
- related resources or other language versions
- numerical counts of user actions with a resource (e.g. favorited)
- ratings, rankings and votes
- user-generated reviews and comments

## 4.0 Access

UCARConnect embraces the principle of open access and favors open resources in its collection. However, some resources from specific collection providers may require registration, a log-in, or a subscription fee.

## 5.0 Selection and Accessioning

Accessioning refers to the process by which new collections are accepted and integrated into the catalog. Accessioning criteria, and the groups involved in selection and approval of UCARConnect resource and collection accessioning, are detailed here. Prospective collection contributors are encouraged to contact [ucarconnect@ucar.edu](mailto:ucarconnect@ucar.edu) about their interest in submitting a collection. UCARConnect also welcomes user suggestions for adding individual resources. Users who wish to suggest individual resources may complete the [Recommend a Resource](#) form to provide basic descriptive information about the suggested resource.

In reviewing eligibility of new collections for inclusion in the digital catalog, UCARConnect uses the following criteria:

- Relevance to UCARConnect's goals to increase quality and accessibility of digital resources and services for STEM education
- Fit with UCARConnect collection scope
- Scientific accuracy and currency of content: the material is appropriate to the state of the art of the field
- Alignment to the principles outlined in the [UCARConnect Resource Quality Checklist](#), when appropriate to the nature of the resources
- Agreement with the UCARConnect [Terms of Use](#)

- Adherence to the criteria in the [Resource Metadata Rubric](#) and [Annotation Metadata Rubric](#)
- Relevance to needs defined in the [UCARConnect Collection Development Blueprint](#)

Specific procedures for contributing resources and collections are described in the [UCARConnect Technical Documentation Wiki for Metadata and Collections](#).

## 6.0 Deaccessioning

Deaccessioning, or weeding, is the process of removing materials from a library. Deaccessioning of resources and collections is occasionally necessary for the maintenance of a useful and reliable repository.

**7.1 Criteria for Deaccessioning.** UCARConnect uses the following criteria when considering items for deaccessioning:

- Resources are outside the scope of UCARConnect (e.g. collections of journal or scholarly articles focused solely on research that may be appropriate for OpenSky)
- There has been an official finding of plagiarism or copyright violation concerning the resource
- Scientific or other content is no longer accurate, relevant, or appropriate without further documentation or explanation relating the content in question to currency of the state of the art in the field
- The person or organization that contributed the resources or collections has requested their removal from UCARConnect
- The resource is no longer available (e.g. broken link)
- The resource is not directly accessible (e.g. goes to a landing page where it is difficult to follow the link to the actual resource)
- Lack of robustness as a digital resource (resource is very difficult to interact/navigate or requires old software that is no longer available)
- The annotation or paradata shows a deliberate attempt to misrepresent information about a resource either positively or negatively
- Metadata can no longer be updated from the provider
- The resources are not specific to classroom use or the concepts and principles specified in the UCARConnect Resource Quality Checklist

Users who discover resources that are nonfunctioning (e.g., broken links) or deemed to be inappropriate for inclusion in UCARConnect are encouraged to [contact UCARConnect](#) with such notification.

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The above information was adapted from the 2013 NSDL Collection Policy from UCAR.

Maintenance of Document:

This document is reviewed and revised as necessary to reflect changes in the practices and procedures of UCARConnect.