Melvyl Central Index Procedures

September 26, 2014 by Melvyl Operations Team; revised: September 24, 2015

The Melvyl Central Index procedures were developed based on the supporting principle that Melvyl should be as comprehensive as possible.

The Melvyl Operations Team follows these procedures for managing Melvyl Central Index:

1. **Adding databases**:

   a. **Licensed by four or more campuses; CDL-managed:** For resources managed by CDL and licensed by four or more campuses, CDL adds databases to the licensing campus versions of Melvyl Central Index.

2. **Removing databases**: If one campus pulls out of a license, CDL will remove that content from Central Index for the withdrawing campus. See Communications below.

3. **Frequency & method of updates**: CDL adds new databases monthly, after OCLC's monthly installation of enhancements and bug fixes has been completed and verified. CDL will remove databases from Central Index monthly unless faster removal is necessary.

4. **Communications**: CDL announces changes to Central Index via CDLINFO News: http://www.cdlib.org/cdlinfo/?s=Central+Index.

5. **Database limitations**:

   a. CDL will not provide access to databases that are available only via Z39.50 (i.e., remote databases) because this method negatively impacts performance and the user experience.

   b. CDL does not have control of the content OCLC adds to or deletes from Central Index.

   c. CDL does not control when a change in vendors causes additions or deletions to Central Index.

Document History

This document will be reviewed on a regular basis and updated as needed.

1. Document drafted 9/26/14 by Melvyl Operations Team based on recommendations and procedures developed by the Melvyl Implementation Team and the Melvyl Advisory Group in 2011, and includes further refinements to practices communicated since 2011 in CDLInfo News.

2. Revised 3/25/2015 based on recommendations by the Melvyl Operations Team; changed Central Index update frequency from twice yearly (January and July) to monthly on March 25, 2015. OCLC began including Central Index database updates in their monthly release notes, which simplified CDL's analysis and implementation processes.

3. Revised 9/25/15 based on recommendations by the Melvyl Configuration and Electronic Resources Project Team report to SAG2 on 8/28/15. The minimum number of campuses required to participate in a CDL-managed license in order to activate that resource in Central Index was lowered from all ten campuses (or all campuses minus UCSF) to four or more campuses. The principle that "Melvyl should be consistent across all versions (individual campus versions and the UC version) to facilitate customer support and maintenance by CDL" was removed.