



Punch List¹ of Best Practices for Electronic Resources Engineering Libraries Division American Society for Engineering Education (Revised May 2005)

The members of the Engineering Libraries Division (ELD) of the American Society for Engineering Education (ASEE) unanimously endorse the following best practices for electronic scholarly publishing.

The content, stability, and accessibility of electronic resources have vastly improved since the early days of electronic publishing. However, significant outstanding problems persist. After surveying the field, ELD's Best Practices for Electronic Resources Task Force selected and focused on eleven of the most important issues. This list of issues, as well as the best practices addressing them, was unanimously endorsed by the membership of the Division, which includes academic engineering librarians from North American educational institutions of all sizes.

The Punch List of Best Practices covers issues concerning any information resource that requires a computer or other electronic device (such as a PDA) for access. Such resources include books, articles, data, and other electronic content, available either individually or as part of larger collections, and in a variety of electronic formats. Although many of the Punch List items use examples specific to "Web-accessible" content, we use the word electronic in the title to reflect this broader scope.

The Punch List reflects the top priority issues in electronic resources, as well as current best practices. The task force will periodically review the state of electronic publishing as it pertains to engineering education and will revise the Punch List when necessary to reflect progress or changes in the field.

By speaking with one voice we hope to clarify the message and redirect the focus of discussion to these top priority issues. The intent of this document is to inform content providers of practices that are considered best by a large number of librarians. But most importantly, the Punch List provides a starting point for conversation between librarians and content providers, both about the issues detailed in the punch list and about related issues of importance to both groups. The goal is to effect change that benefits all parties involved. The Best Practices Task Force welcomes your communication on this topic. You can email us at ELD-PL@u.washington.edu.

The fine print: In formulating these best practices many existing guidelines were consulted. The guidelines from the [California Digital Library](#), the [COUNTER Project](#), the [Digital Library Federation](#), the [International Coalition of Library Consortia \(ICOLC\)](#), and the [Zwolle Group](#) were particularly useful. These organizations are to be commended for their insightful and forward thinking approach to these issues. Content providers are strongly encouraged to read the guidelines from these organizations in their entirety for additional and more in-depth coverage of many of the topics we have addressed.

¹ Punch List -- A written list of items, which need to be fixed, repaired or replaced prior to the final walk-through. From KB Home's [Homefinding Dictionary](#), accessed 6/1/05.

Issues Addressed in the Punch List:

1. Access Authentication
2. Co-Branding of Products
3. Copyright Issues (Updated)
4. Cover-to-Cover Digitization (Updated)
5. Digital Quality
6. Interlibrary Loan/Electronic Reserves (Updated)
7. Linking to Content
8. Perpetual Access (Updated)
9. Purchase Models (Updated)
10. Retractions and Corrections (Errata and Corrigenda) (Updated)
11. Statistics

The full text of the Punch List can be accessed at:

<http://eld.lib.ucdavis.edu/punchlist/PunchlistRevision2005.pdf>