

# ERIC Selection Policy: Proposed Updates

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# Speakers

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# Agenda

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- Selection Policy Overview
- Why are Updates Necessary?
- Proposed Updates
- Q&A
- Next Steps

# Selection Policy Overview

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- Provides ERIC mission statement and four overarching collection development goals.
- Defines the standards and criteria required of approved sources and individual materials in the ERIC digital library.
- Communicates policy and process to users, publishers, and staff.

# Selection Policy

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[Collection](#) [Thesaurus](#)

[Search](#) [Advanced Search Tips](#)

Peer reviewed only     Full text available on ERIC

# Why are Updates Necessary?

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- ERIC seeks to provide an accurate overview of current collection development policies and practices.
  - Minor edits will improve clarity.
  - Other updates or additional language will align with current processes or respond to questions from users and publishers.

# Mission Statement (Page 1)

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## **Current:**

This mission is accomplished through the development and maintenance of a comprehensive, searchable, Internet-based library of bibliographic references and associated full-text, when such text is freely available.

## **Proposed:**

This mission is accomplished through the development and maintenance of a comprehensive, searchable, Internet-based library of bibliographic references and associated full-text, when permission is granted.

# Standard and Criteria (Pages 2-4)

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- Standard
- Criteria
  - Quality
  - Peer Review
  - Language
  - Material Format
  - Publisher and Editorial procedures
  - Sponsorship



**Language**



**Quality**



**Current**



# Criteria: Quality > Integrity (Page 2)

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## **Current:**

The material must be acquired for indexing using the method of submission as directed by the publisher, or from an authorized user of the ERIC online submission system.

## **Proposed:**

The material from a source under agreement must include the source name. The author's name must be on a document submitted to the ERIC online submission system.

# Criteria: Peer Review (Page 3)

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## **Current:**

To determine if content published by an approved source is peer reviewed, ERIC will research the publisher's website to consider their peer-review policies and processes.

## **Proposed:**

To determine if content published by an approved source is peer reviewed, ERIC will research the publisher's website or their content to consider their peer-review policies and processes.

# Criteria: Language (Pages 3-4)

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## Current:

- To be reviewed for indexing in ERIC, the full text of 80% of the articles must be available in English.
- If selected for indexing in ERIC, the publisher must regularly provide the full text to verify the language of the content; only articles with full text in English will be indexed.

## Proposed:

- To be reviewed for indexing in ERIC, the full text of 80% of the articles in three recent issues must be available in English.
- If selected for indexing in ERIC, 80% of the articles in the issues must continue to be in English. The publisher must regularly provide the full text to verify the language of the content and only articles with full text in English will be indexed.

# Criteria: Material Format (Page 4)

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## **Current:**

Materials considered for inclusion in ERIC must be made available in electronic format. Material submitted in print format is not accepted.

## **Proposed:**

Materials must be in final form and in an acceptable electronic format for indexing in ERIC, including PDF, preferred ERIC XML format, or another XML format. Material submitted in print format is not accepted.

# Criteria: Publisher and Editorial Procedures

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## Current:

Journal sources may also be subject to a review of editorial and publisher policies and processes.

- Adherence to ethical guidelines and fidelity to editorial conventions.
- Communication of policies for the manuscript submission process.
- Transparent procedures for explicit and responsible retractions, as appropriate.
- Scholarly affiliation of review-board members.
- Selectivity, as indicated by acceptance rates for submitted articles.
- Publishes content on a timely basis.
- Free of charges of unethical practices or copyright disputes.

# Criteria: Publisher and Editorial Procedures (page 4)

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## Proposed:

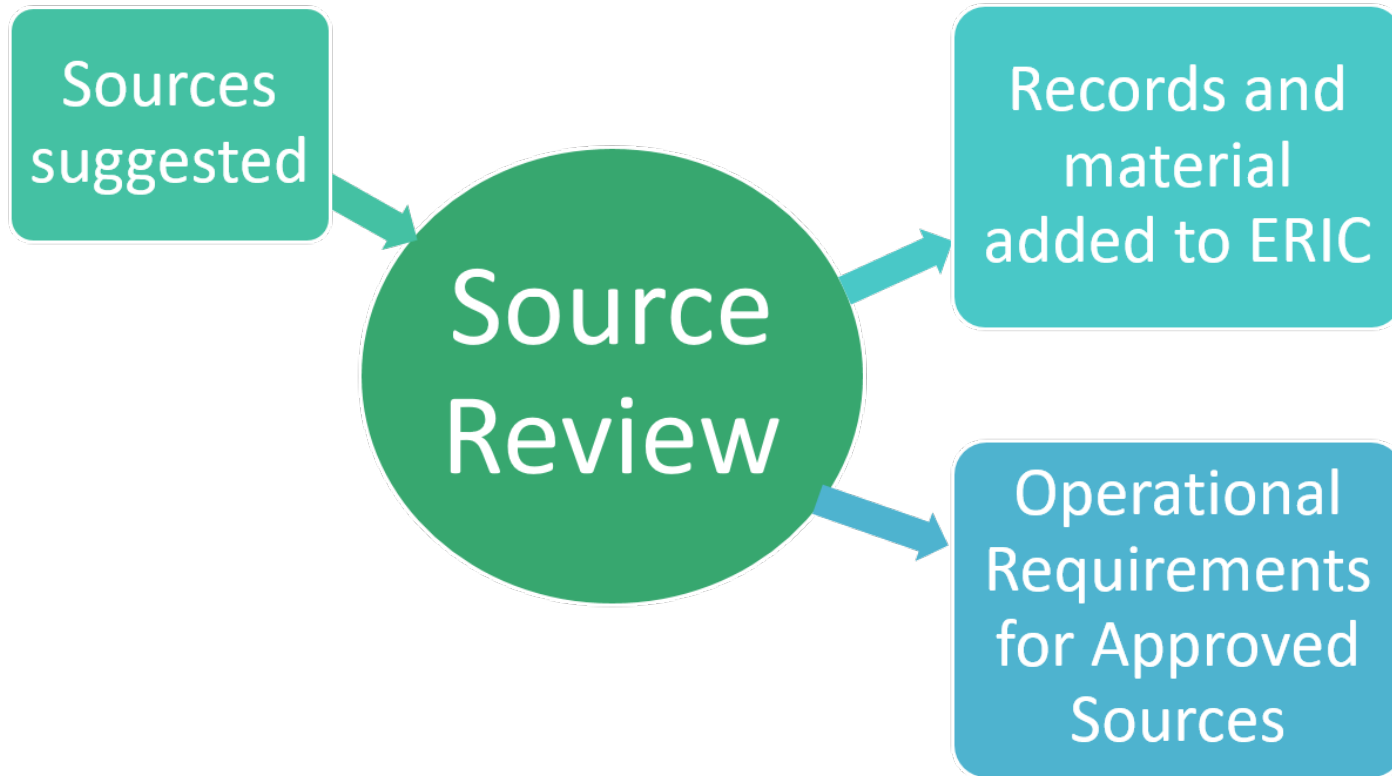
Journal sources may also be subject to a review of editorial and publisher policies and processes using the following guidelines:

- Adherence to ethical guidelines and fidelity to editorial conventions.
- Communication of policies and standards required for the manuscript submission process.
- ~~Transparent procedures for explicit and responsible retractions, as appropriate.~~
- Scholarly affiliation of editors and review-board members.
- Selectivity, as indicated by acceptance rates for submitted articles or the number of articles published per year.
- Publishes content on a timely basis.
- Free of charges of unethical practices or copyright disputes.
- Sources of funding or sponsorship disclosed.
- Publishes articles that meet a stated aim and scope statement.
- Research is clearly presented and manuscripts are free of typographical errors.

# Approved Sources of Material

(pages 4-7)

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# Source Review and Approval Process

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## **Proposed updates to this section:**

- Rearrange some text to improve readability.
- Present the activities in the order they occur.
- Merge the introductory paragraph into the source review step.
- Move all references to consider discontinuing a current source to its own paragraph.



# Source Review and Approval Process

(Page 5, part 1)

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ERIC periodically performs a collection analysis to determine:

- Coverage of the ERIC topic areas by the number of currently indexed sources.
- Number of journal or non-journal records published during a period of time by source topic area assignment, peer-reviewed status, and whether full-text display is permitted in ERIC.
- Sources that may have ceased, closed, or suspended publication.

Twice a year, in the fall and in the spring, ERIC considers additional sources. This source review is performed to monitor emerging trends and identify new sources of research content from across the field of education. Potential sources are nominated by subject matter experts, users, publishers, or identified by surveying other databases. Preference is given to sources funded by the Department. Source nominations may be sent via email to [ERICRequests@ed.gov](mailto:ERICRequests@ed.gov).

# Source Review and Approval Process

(Page 5, part 2)

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The source review process includes:

- Reviewing the most current collection analysis.
- Identifying underserved areas and setting collection goals.
- Prioritizing suggested sources by:
  - Researching peer-review status, publication history, free access to full text, and for journals, the number of libraries subscribing.
  - Reviewing background information, aim and scope, and the titles and abstracts or full text to determine adherence to the Selection Policy standards and criteria .
- Input from the collection advisory group may be solicited.
- Submitting source recommendations to the Department.
- Seeking publisher agreements for approved sources.

# Source Review and Approval Process

(Page 5, part 3)

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ERIC may also reconsider the current collection of sources to identify and review sources that may no longer meet the standards and criteria of the Selection Policy, or have stopped providing content. Based on the findings of these reviews, recommendations to consider discontinuation are submitted to the Department. If the Department determines that a source should be discontinued, the publisher will be notified and indexing of the content will stop. Records or content already in ERIC will not be removed.

# Inclusion of Materials from Approved Sources

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## Current:

*The coverage of an approved journal source is determined by an examination of three to five current issues during the source review process. A journal may be switched between being comprehensively, selectively, or occasionally indexed at any time. Source coverage is defined as follows:*

***Comprehensively indexed journals*** contain an average of 80% or more education-related articles; ERIC creates a bibliographic record for all articles in every acquired issue.

***Selectively indexed journals*** contain an average of 50-79% education-related articles and are critical to topic area coverage; ERIC applies a manual article-by-article selection process and indexes only the articles that conform to the standard and criteria outlined in this document.

***Occasionally indexed journals*** contain an average of 25-49% education-related articles and are determined to be critical to topic area coverage; ERIC applies a manual article-by-article selection process and indexes only the articles that conform to the standard and criteria outlined in this document.

# Inclusion of Materials from Approved Sources (page 6)

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## Proposed:

The coverage of an approved journal source is determined by an examination of three to five current issues during the source review process. A journal may be switched between being comprehensively or selectively, ~~or occasionally~~ indexed at any time. Source coverage is defined as follows:

**Comprehensively indexed journals** contain an average of 80% or more education-related articles; ERIC creates a bibliographic record for all articles in every acquired issue.

**Selectively indexed journals** contain an average of 50-79% education-related articles and are critical to topic area coverage; ERIC applies a manual article-by-article selection process and indexes only the articles that conform to the standard and criteria outlined in this document.

~~**Occasionally indexed journals** contain an average of 25-49% education-related articles and are determined to be critical to topic area coverage; ERIC applies a manual article-by-article selection process and indexes only the articles that conform to the standard and criteria outlined in this document.~~

# Operational Requirements for Approved Sources (page 6-7)

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## **Proposed:**

Source Changes: If a source has a name change or is acquired by a new publisher, ERIC may review the source again when new content is published. If a source is acquired by a new publisher, ERIC must establish a new agreement to continue indexing.

# Operational Requirements for Approved Sources, continued (page 7)

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## **Current:**

Content Delivery: According to the terms of the agreement, a publisher will put forth reasonable effort to provide or make available newly published content within 30 days of publication via an approved delivery method.

## **Proposed:**

Content Delivery: According to the terms of the agreement, a publisher will put forth reasonable effort to provide or make available newly published content within 30 days of publication via an approved delivery method. Acceptable methods include SFTP, e-mailing files to [ERIC@ed.gov](mailto:ERIC@ed.gov), or granting permission for ERIC to download content from the publisher.

# Online Submission System

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# ERIC

## Online Submission Form

[Notes](#) !

Documents submitted to the ERIC Online Submission System must meet the standard of direct relevance to one or more topics of the field of education and the quality criteria, except sponsorship, as described in the [ERIC Selection policy \(PDF\)](#). For more questions, please see the [Online Submission FAQs](#), [Grantee Requirements FAQs](#), and check out these [tips](#).

All submitters must hold copyright or be an authorized representative, and will be asked to confirm this status during the online submission process. Content with multiple authors is accepted when one author submits the content.

Unique User Submission Requirements and Features:

### Types of materials eligible for online submission

- All types of non-journal materials outlined in the “Type of Material” table in the ERIC Selection Policy are eligible; preference is content funded by the Department of Education or other



# Online Submission System (page 7)

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## **Current:**

Content may be submitted by individual authors, including IES grantees and contractors, or an authorized representative of an organization, agency, association, commission, project, a government funded contractor, or another similar group.

All submitters must hold copyright or be an authorized representative, and will be asked to confirm this status during the online submission process. Content with multiple authors is accepted when one author submits the content.

## **Proposed:**

Content may be submitted by individual authors, including IES grantees and contractors, or an authorized representative of an organization, agency, association, commission, project, a government funded contractor, or another similar group.

~~All submitters must hold copyright or be an authorized representative, and will be asked to confirm this status during the online submission process.~~ Content with multiple authors is accepted when one author submits the content. Content may not be submitted by a journal editor or publisher representative for an author.

# Types of Material Not Accepted through the Online Submission System (pages 7-8)

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## **Current:**

- Stand-alone lesson plans; however, a document comparing or analyzing a lesson plan may be submitted
- Web sites, web pages, and blogs
- Subject-matter related content is deemed to not meet the ERIC standard of being education research (i.e., an article on the “Battle of Lexington” or the “Pythagorean Theorem” does not meet the selection policy, but an article on research based practices to teach these topics is eligible for inclusion in ERIC).

## **Proposed:**

See the “Types of Material Not Indexed in ERIC” table to find what materials ERIC does not accept.

# Unique User Submission Requirements and Features (page 8)

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## Current:

All submitters using the Online Submission System retain copyright, **but must grant ERIC rights to distribute the full text of the submitted material to the public.** The permission to index and display the content, once granted, provides **perpetual access** to the content for ERIC users.

## Proposed:

- All submitters using the Online Submission System retain copyright.
- All submitters must grant ERIC rights to distribute the full text of the submitted material to the public.
  - IES grantees must submit their final manuscript within 12 months of the journal publisher's official date of publication, and it will be displayed in ERIC 12 months after the publication date.
  - The content for all other submitters will display immediately.
- The permission to index and display the content, once granted, provides **perpetual access** to the content for ERIC users.

# Types of Material Indexed in ERIC

(pages 9-10)

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## Bibliographies and literature reviews

- Retain both but create separate entries for each.

## Books

- Moved “Serial Monograph” to “Serial Publications.”

## Electronic publications

- Remove this entry from the table.

## Change 3 entries from “Federal or state” to add “local”

- Added other types of data profiles indexed: “strategic plans, and reports on school year and instructional time.”

## Serial publications

- Add “serial monographs, yearbooks, proceedings,” and other.
- Remove “newspaper articles” from the description.

# Types of Material Not Indexed in ERIC

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## **Current:**

The ERIC collection will not select stand-alone lesson plans; however, they may be included within a book or a journal article, a curriculum guide, or in a document comparing or analyzing a lesson plan. Other items not collected include web sites, web pages, and blogs. ERIC also does not seek textbooks, student readers, or any material that is purely subject-matter related in content (i.e., what is taught rather than education research or best practices); as such material is deemed to not meet the ERIC standard of being directly related to the field of education.

# Types of Material Not Indexed in ERIC (pages 10-11)

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## Proposed:

ERIC does not index:

- Any material that is purely subject-matter related in content (i.e., what is taught rather than education research or best practices).
- Professional education content for fields such as law, engineering, and medical.

The following types of materials are *not accepted for indexing in ERIC*:

- Advertisements or solicitations for business and product sales
- Annual budgets, performance audits, or financial reports
- Audiotapes
- Book reviews
- Booklets that describe a program
- CD-ROMs, DVDs, or other electronically recorded or digitized format
- Enrollment statistical reports

# Types of Materials Not Indexed in ERIC (page 11)

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## **Proposed, continued:**

- Infographics
- Journal content such as: Editorial; Editor's Note; Letter to the Editor; Introduction to journal issue; Book review (unless comparing several works on same subject); Calls for Papers; Product reviews; Table of contents; Obituaries or In Memoriam pieces; Conference or news items. Any article that is not substantive may not be indexed
- Journals or any content that is only available in an interactive online format
- Lesson plans: Stand-alone items are not indexed, however a lesson plan may be included within a journal or journal article, a curriculum guide or in a document comparing or analyzing a lesson plan.

# Types of Material Not Indexed in ERIC (page 11, continued)

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## **Proposed, continued:**

- Marketing materials; reports summarizing the result of a commercial product
- Newsletters without substantive content
- Newspaper articles
- Poetry
- Slide deck presentations (unless appended to a paper or script)
- Spreadsheets of data or content (unless included in a document)
- Textbooks or student readers
- Videotapes
- Web sites, web pages, blogs, or any content in html format
- Webinars or podcasts



# Periodic Review of the Selection Policy (page 11)

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## **Current:**

Every other year the ERIC Collection Advisory Group will review the ERIC Selection Policy and recommend updates or modifications. Following the policy review, a review of currently approved sources may be conducted to determine their continuation, and new sources recommended.

## **Proposed:**

~~Every other year the ERIC Collection Advisory Group~~ On a periodic basis, ERIC will review the ERIC Digital Library Selection Policy and recommend updates or modifications. ERIC will post suggested changes to the website and will encourage feedback from the public about the suggested changes. Following the policy review, a review of currently approved sources may be conducted to determine their continuation, and new sources recommended.

# Preservation Policy (page 12)

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## **Current:**

No material or bibliographic record published in ERIC will be removed as a result of updates to this or any other Selection Policy update. ERIC retains records in perpetuity, and will only delete a record or full text content in exceptional circumstances (e.g., copyright holder validation of plagiarism or social security numbers in the full text).

## **Proposed:**

As a historic repository of education research, ERIC retains records in perpetuity. As the sponsor of ERIC, the Institute of Education Sciences will only delete a record or full-text content in exceptional circumstances (e.g., publisher has retracted a published article; copyright holder validation of plagiarism, or social security numbers in the full text).

ERIC will not adjudicate or arbitrate any copyright dispute, nor will ERIC investigate allegations about the content in any article or document indexed in ERIC.

No material or bibliographic record published in ERIC will be removed as a result of updates to this or any other Selection Policy update.

# Questions/Comments?

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**Please Use Chat to submit your comments.**

**Final feedback accepted until November 3, 2017**

- Email: [ERICRequests@ed.gov](mailto:ERICRequests@ed.gov)
- Facebook: [facebook.com/SearchEduResources](https://www.facebook.com/SearchEduResources)
- Twitter: @ERICinfo



# Next steps

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- Slides/archived webinar – <http://eric.ed.gov/?multimedia>
- Draft Selection Policy with track-change edits available until **November 3<sup>rd</sup>**. (Click “Notes” on the ERIC website.)
- Revised ERIC Selection Policy will be posted January 2018



**ERIC**

Collection

Thesaurus

Search education resources

Search

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Peer reviewed only  Full text available on ERIC

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## ERIC Selection Policy

The ERIC Selection Policy establishes the standards and criteria for selecting materials for inclusion in the ERIC collection. It states broad collection goals and defines the standards and criteria required of approved sources and individual materials in the ERIC digital library. The purpose of the selection policy is to provide consistency in the approach for reviewing and selecting sources and individual items, and clearly communicate policy and process to staff, users, publishers, and individual submitters of material.