

Guidelines for Adding eBook Collections to NEOS Free Access

Requests to add collections of free access (Open Access) ebook titles should be forwarded to the University of Alberta Library Monograph Cataloguing Team (bibmonographs@ualberta.ca).

Please include the following information about the collection to be added:

1. A brief outline of the value of adding the collection to the NEOS catalogue
2. Note any potential duplication of the titles already in the NEOS catalogue
3. Provide a source for catalogue MARC records for the collection

The Monograph Cataloguing Team will assess the collection's records for quality, availability and record maintenance by the collection provider.

If the MARC record quality, availability and access meet the [NEOS Cataloguing Standards \(Document 1\)](#), the Monograph Cataloguing Team will load the records for the collection and add it to the workflow for regular maintenance. The Monograph Cataloguing Team will then notify the submitter and email the NEOS Tech listserv announcing the addition.

If the MARC record standards are not met, the Monograph Cataloguing Team will contact the submitter to let them know. The submitting institution can then follow up with the vendor to improve the data/access, work with another vendor to improve them, or update them locally prior to submitting for further consideration.

The status of [requests of this type](#) will be tracked for status and requisite follow-up.