The following guidelines cover database trials: how the library typically uses them and some steps to guide how and when they should be established.

- Database trials are occasionally used when feedback is felt to be needed in order to make a selection decision; most trials are directed at specific users invited to provide feedback.

- Otherwise, trials should be more broadly promoted only when broad promotion is specifically needed.
    - Broad promotions, such as posting a trial in the Databases A-Z list, should be accompanied by a plan for collecting feedback.

- Trials are requested by subject liaison librarians and trial requests should be directed to erm-l@tulane.edu.

- ERM staff will arrange the trial with the vendor and, working with the liaison requesting the trial, can set up monitoring of the trial in Alma.

- Prior to requesting trials, liaisons should:
    - Obtain information about the cost of the database, as well as its access options, directly from the vendor or through Acquisitions
    - Have a plan for funding the cost

- Trials should not be used simply to gain temporary database access for users.

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