2014

Managing the Acquisition of E-resources

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Managing the Acquisition of E-resources
April 30, 2014

Robert Graves, Library Systems Administrator
Harriet Rykse, Digital Information Resources Librarian
Western Libraries

- 23,000 full time undergraduates
- 2,800 full time Masters students
- 1,900 full time PhD candidates
- 1,400 full time faculty
Acquisitions (FY 13/14)

- 21,000 firm and approval orders
- 2015 e-books purchased through DDA
- 5281 active print serial subscriptions
- 696 orders and 144 cancellations using the form
Why change our process?

- Multiple ways of requesting resources
- Electronic requests sometimes “fell through the cracks”
Managing the Acquisition of E-resources

Timeline

ER&L 2011 – learn about CORAL

Spring/Summer 2011 – created workflows and began implementation of CORAL

Fall 2011 – Roll out for e-resources
Timeline

Summer 2012 – Cancellation form added

December 2012 – Print requests added

February 2013 – Recommender function added

March 2013 – Added an alert when no steps available
On-going expenditure acquisitions workflow (e.g. journals and databases)

- Electronic purchase request completed by Collections Librarian
- Funding Approval
- Approved by AUL – IR and Access and AUL Taylor/Weldon or Library Director
- Serial Acquisitions
- Yes
  - Add full level bib
  - Add order record
  - Contact vendor/publisher (except in the case of OCUL, CRKN or 150k purchases – the DIRL will do this)
  - Add tickler to alert for license and/or invoice
  - ERM support
  - License?
    - Yes
      - Create resource record if not yet done
      - Check for access
      - Send to cataloging
      - SFX linking (for databases)
    - No
      - Holdings?
        - Yes
          - Signed by AUL-IR
          - License entered in ERM
        - No
          - ERM support
- No
  - Return to vendor
- License accepted?
  - Yes
    - Return to vendor
  - No
    - License
      - ERM support
- Definitions:
  - UL – University Librarian
  - AUL – Assistant University Librarian
  - IR – Information Resources
  - DIRL – Digital Information Resources Librarian
  - ERM – Electronic Resources Management

Fields to include on form:
- Vendor contact info
- Kind of resource (d.b, Journal, book, etc)
- Fund
- One-time or on-going
- On behalf of fund (if on-going is selected)
- Resource name
- Notes
- Requestor and Library
- Has it been incl. on new serials spreadsheet? (tick box)
Spring 2011 - Developed Workflows
Monographs

One-time expenditure Acquisition Workflow

Yes

New Platform?

No

Electronic purchase request completed by Collections Librarian

Contact vendor/publisher

Monograph

Acquisitions

Yes

ERM support

Alert cataloging and e-file original request

Link access

Item available in e-format?

Yes

Communicate to requestor

Communicate invoice instructions and PO# to vendor

Communicate to requestor

License?

No

Set tickler

Review License

License accepted?

Yes

AUL – IR signs license

DIRL

Return to vendor

No

License entered into ERM

License accepted?

Yes

Dirl

AUL – IR signs license

No

Contact vendor

Definitions:
UL – University Librarian
AUL – Assistant University Librarian
IR – Information Resources
DIRL – Digital Information Resources Librarian
ERM – Electronic Resources Management

Note - On form indicate that it should only be used for non-Coutts monograph purchasing. (i.e. to replace worders or the e-prf)
Spring/Summer 2011
Began local implementation

<table>
<thead>
<tr>
<th>Acquisition Type</th>
<th>Resource Format</th>
<th>Resource Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>Single E-book(s) (not Coutts)</td>
</tr>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>Single E-journal(s)</td>
</tr>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>E-book package</td>
</tr>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>E-journal package</td>
</tr>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>Database</td>
</tr>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>Consortial</td>
</tr>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>Print Journal</td>
</tr>
<tr>
<td>One-time expenditure</td>
<td>Any</td>
<td>Other</td>
</tr>
<tr>
<td>Ongoing expenditure</td>
<td>Any</td>
<td>Single E-book(s) (not Coutts)</td>
</tr>
</tbody>
</table>
Spring/Summer 2011
System Requirements

- Separate modules for different sections of CORAL
- Apache, PHP 5, MySQL 5
- Object-oriented PHP & JavaScript (jQuery)
- Plugged in easy to our existing corporate authentication
Fall 2011
Rolled out for e-resources

- Training for acquisitions staff
- Training for collectors
### Resource Request Workflow

#### Displaying 1 to 25 of 31 Resource Records

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Creator</th>
<th>Date Created</th>
<th>Acquisition Type</th>
<th>Status</th>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>1454</td>
<td>World Tax Journal</td>
<td>Elizabeth Bruton</td>
<td>4/16/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1448</td>
<td>7 Wiley ebook titles</td>
<td>Qin Qin Zhang</td>
<td>4/14/2014</td>
<td>One-time expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1445</td>
<td>Bar Journals Library</td>
<td>Elizabeth Bruton</td>
<td>4/14/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1444</td>
<td>Brill's Encyclopedia of the Neo Latin World</td>
<td>Bruce Fyfe</td>
<td>4/14/2014</td>
<td>One-time expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1450</td>
<td>Hague Academy of Collected Courses Online</td>
<td>Elizabeth Bruton</td>
<td>4/14/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1430</td>
<td>multiple Wiley ebooks</td>
<td>Qin Qin Zhang</td>
<td>4/10/2014</td>
<td>One-time expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1417</td>
<td>American Institute of Physics Journals (AIP)</td>
<td>Karen Marshall</td>
<td>4/7/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1413</td>
<td>Specialized Legal Research</td>
<td>Elizabeth Bruton</td>
<td>4/1/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1409</td>
<td>Journal of Investing</td>
<td>Elizabeth Bruton</td>
<td>3/28/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1374</td>
<td>Canadian Commercial Law Guide</td>
<td>Elizabeth Bruton</td>
<td>3/20/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1373</td>
<td>Canadian Securities Law Reporter</td>
<td>Elizabeth Bruton</td>
<td>3/20/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1362</td>
<td>Oxford Scholarly Authorities on International Law</td>
<td>Elizabeth Bruton</td>
<td>3/20/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1361</td>
<td>Products Liability Reporter</td>
<td>Elizabeth Bruton</td>
<td>3/17/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1336</td>
<td>Adam Matthew Digital (6 databases - see notes)</td>
<td>Bruce Fyfe</td>
<td>2/28/2014</td>
<td>Content Fee plus Ongoing Access Fee</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>1307</td>
<td>Federal Securities law Reporter</td>
<td>Elizabeth Bruton</td>
<td>2/19/2014</td>
<td>Ongoing expenditure</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>
The Hague Academy, founded in 1923, is an institution for the study and teaching of Public and Private International Law and related subjects. Its purpose is to encourage a thorough and impartial examination of the problems arising from international relations in the field of law.

This collection includes the following publications from the Hague Academy:
- Collected Courses (1923-)
- Periodical Indexes
- Official publications from the Workshops
- The Law Books of the Academy
- Brochure: heinonline.org/HeinDocs/hacco.pdf
### Hague Academy of Collected Courses Online

<table>
<thead>
<tr>
<th>Step</th>
<th>Group</th>
<th>Start Date</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>confirm with library director and approve; print, sign and file</td>
<td>Funding Approval</td>
<td>04/14/2014</td>
<td>04/14/2014 by Harriet Rykse</td>
</tr>
<tr>
<td>add bib and order records; contact vendor; check for license &amp; place note in workflow if no license required; tickler to alert for license or invoice</td>
<td>Serial Acquisition</td>
<td>04/14/2014</td>
<td>04/16/2014 by Judy Bodaly</td>
</tr>
<tr>
<td>review, sign and return license to vendor; add license record to ERM</td>
<td>Licensing</td>
<td>04/16/2014</td>
<td>mark complete</td>
</tr>
<tr>
<td>Create resource record; add resource to coverage load spreadsheet; link ser. sol. holdings; SFX linking; soft link order record; check for Marc if needed</td>
<td>ERM Support</td>
<td>04/16/2014</td>
<td>mark complete</td>
</tr>
<tr>
<td>distribute for cataloging</td>
<td>Cataloging</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- change workflow
- restart workflow
- mark entire workflow complete
Managing the Acquisition of E-resources
Summer 2012
Cancellation form added
December 2012
Print requests added

Resources Request Form
* required fields
If you are having trouble seeing the entire form, click on the headings to hide a box from view

Format *
- Electronic
- Print
- Print + Electronic
- Other

Product
Title: *
Description:
Provider / Vendor:
URL:
ISBN / ISSN:
Author:
Publisher:
Year:
Series Title:
Language:
# of Volumes:
# of Copies:
Edition:
Location Code:
Example: TSTKG, MGMIN

Managing the Acquisition of E-resources
February 2013
Recommender Function added
February 2013
Recommender Function added

Brill's Encyclopedia of the Neo Latin World

- Record ID: 1444
- Type: Single E-book(s) (not Coutts)
- Status: In Progress
- Submitted: 04/14/2014 by Bruce Fyfe
  Initially Saved 04/14/2014 by Fran Gray
March 2013

“No workflow” alert added

- Workflows can get complicated
- Need to account for each possible variation
- Occasionally a possible workflow is not accounted for
- Notifies administrators if resource is added but not in a workflow
## Creating a Fork: Advantages & Disadvantages

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freedom to develop what we need when we need it</td>
<td>Can’t upgrade to CORAL’s new versions</td>
</tr>
<tr>
<td>We don’t need a full ERMS</td>
<td>Need to code enhancements ourselves</td>
</tr>
<tr>
<td>In-house IT available</td>
<td></td>
</tr>
</tbody>
</table>
Questions?

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Robert Graves – rgraves2@uwo.ca

CORAL:  https://erm.library.nd.edu/