University of Tennessee Library Council Summit Meeting
Thursday, July 26, 2012
Embassy Suites Hotel, Nashville TN 12:00 pm
Submitted by: Sandy Oelschlegel, UTLC Secretary

UTLC Members Present:

Theresa Liedtka
Dean of the Library
UT Chattanooga

Steven F. Smith
Dean of Libraries
UT Knoxville

Tom Singarella
Director
UT Health Science Center

Mary Carpenter
Library Director
UT Martin

Sandy Oelschlegel
Director
UT Preston Medical Library

Also Present E-Resources Group:

UT Chattanooga: Mike Bell, Katie Gohn, Charlie Remy ,

UT Health Science Center Rick Fought, Paul Gahn, Deborah Taylor, Mary Williams

UT Knoxville Gayle Baker, Sandy Leach, Micheline Westfall

UT Martin Marlow Peters, Linda Butler

UT Preston Medical Library Martha Earl, Michael Lindsay

The meeting began with the UTLC members and the E-resources librarians meeting together for introductions, to discuss the goals of the meeting, and to discuss the background of the group including a quick review of the document "Background of the University of Tennessee Libraries Shared Purchases of Resources" (see Appendix A). Lunch followed this meeting and the group split into two groups to complete the agendas for each meeting separately. The notes from the E-Resources group meeting are attached (see Appendix B).

Minutes of the UTLC meeting:

The bylaws of the UTLC were review and some clarifications were made on implementation as follows:

> The year will be defined as beginning July 1 and ending June 30 annually.

> For this current year, Theresa Liedtka will remain as Chair, Sandy Oelschlegel as Secretary until June 2013.

> Meetings will normally include a spring meeting in conjunction with the TBR library Director/Deans meeting and fall meeting being in conjunction with Tenn-Share Datafest or Fall Conference. An annual retreat was also discussed as a summer event.

> Further discussion followed on mechanics of UTLC Business and funding for meetings as follows.

The question was raised- How will the UTLC web presence be updated? It was decided that that task will be handled by the UTLC Secretary, who will act as a single point of contact between the UTLC and the web editors at UT System. Current secretary, Sandy Oelschlegel asked that everyone please read the information that is sent for approval, prior to it getting posted on web page, so that changes do not have to be made after the fact.

Regarding the contracts and funding of events such as the retreat: This event was coordinated by Sandy Oelschlegel and Tom Singarella with Tom's institution (UTHSC) library managing the contracts and payment for the meeting rooms. The concept of dues for each library being paid to create an operating budget was discussed and dismissed. The use of University facilities such as the UT System offices and Social Work Library were seen as possible meeting areas to consider.

Action Item: Request UT purchasing for help with facilitating contracts for UTLC Summit meetings

The mission, vision and purposes of the UTLC was discussed, it was decided that we would adapt the statement from the bylaws as our Mission

> To advance the operations of the University of Tennessee libraries for the benefit of faculty, students, staff, administrators and practitioners

The vision was discussed, with the need for it to be broader, less specific and loftier than the mission. The following Vision was proposed and was generally agreed upon

> Collaboration for the greater good of the University of Tennessee

Regarding Values, two were suggested:

"Service" and "Collaboration"

Strategic Goals were discusses as follows:

- The development and dissemination of "white papers" to coordinate strategic communication on issue of common interest to the UTLC libraries.
- Staff development.
- Journal storage/cooperative journal collection development.
- Reciprocal interlibrary loan agreements

Campus Updates followed:

UTHSC Library:
CIO Search is nearing completion. SACS accreditation is in progress, and a new position called Director of Institutional effectiveness has been hired for the campus. Chancellor Schwab is very serious about developing an effective UTHSC strategic plan (and score card) for the campus. A commitment has been made by campus administration to increase the library base budget to catch up with inflationary costs. A new library faculty position was approved, and recruitment is underway for a librarian to provide library supervision nights and weekends (minimum starting salary of $40K). The library renovation is funded and is moving along slowly. The UTHSC Library has been awarded a small grant through the SE/A NN/LM for express mobile technology. The UTHSC library is participating in the NLM print retention project. All is proceeding well.

UT Preston Medical Library:
The new Liaison program has been implemented and is well received by the departments. LibGuides has been used to support the promotion of the new service. Preston is also implementing the Lib Answer product this fall and will introduce text messaging and chat functions as another point of contact for patrons. Two new programs have been implemented to support integrative medicine programs and wellness in our community. Literary Rounds, is a series that will feature readings East Tennessee writers and, when possible, from beyond East Tennessee, sessions will be devoted to roundtable discussions on medically-themed literature. The Human Animal Bond in Tennessee Canines are visiting the library bi-weekly to help reduce stress of our students and residents. Three faculty librarians were promoted from Assistant to Associate professor, Martha Earl, Sandy Oelschlegel and Cynthia Vaughn. There will be a budget reduction of approximately 6% for the current fiscal year

UT Chattanooga:

Theresa reported that there was a Faculty Senate resolution that requested the UTC administration to add the inflationary increase to the base budget of the library each year. The

library also requested funding for Institutional Repository from the Student Technology Fee. The Library is discussing new service paradigms, including new personnel lines, that will be need to successfully run the new Library. The UT/TBR Library Salary Survey was completed by most UT TBR Libraries. Theresa is distributing the survey result missing the few that had not completed it and will update it later if the other libraries comply.

UT Martin:

Mary Carpenter reported that the library received an inflationary increase of $89,000.00 and also has a new systems librarian position. The SACS Accreditation is in process and the Quality Enhancement Plan of "information Literacy had been a benefit to the library. The library has a new Bibliographic Instruction room with Video conferencing. There is a new event called the Literary Legacy Lecture that is funded by an endowment - the speaker this year will be Wendell Barry. The roof is finally done and is no longer leaking

UT Knoxville:

|A Position for Associate Dean of Scholarly Communications and Research, one for Head of Marketing and Communications and two Diversity Librarian Residency positions are being filled. Responsibility for the Modern Political Archives has been transferred from the Baker Center to the Libraries as the Baker Center transitions to focus more on policy issues. Hodges Library is currently renovating its second floor (Melrose entrance floor). Renovations should be finished by end of September and will build on success of the Learning Commons. Plans are in the works to locate the new "One Stop" student service center on the ground floor of Hodges. The One Stop Center will bring together the bursars office, registrar, and many other basic student services into one location. Five library faculty were tenured this year. A new program "De-stress for Success" is in place. It includes visits from the Human Animal Bond in Tennessee Canines

The meeting was adjourned at 5 pm

Friday July 27th

The joint meeting of UTLC, EResources Group and University of Tennessee System representatives from treasurers, purchasing and contracts office commenced at 8:30 am

Present UTLC Members:

Theresa Liedtka
Dean of the Library
UT Chattanooga

Steven F. Smith
Dean of Libraries
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Tom Singarella
Director
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UT Martin Marlow Peters, Linda Butler

UT Preston Medical Library Martha Earl, Michael Lindsay

UT System representatives:

Mark Paganelli, CPA, Executive Director, Administration and Finance Treasurers Office
Blake Reagan Blake Reagan, J.D. Director of Contracts Administration
Samantha Johnson, Purchasing

The meeting began with introductions and a summary of the E-resources group's activity from the previous day given by Michael Lindsay (see Appendix B for summary). This was followed by a discussion about the processes of accessing contracts that are already approved and in the system. Some of the campus representatives did not have access to the contracts that were initiated by their own libraries and all did not have access to the contracts of other UT libraries. Blake Reagan stated that there was no reason from the UT System point of view to prevent representatives from accessing their own contract. Each library should contact their business office to set this up. Contracts for other libraries would not be available to view via Iris because there is no way to allow for permissions to be set up to view only that portion of an Iris accounting area.

One solution was for the EResources Librarians to share the completed contracts among themselves. Gayle Baker reminded everyone that there was a Blackboard website where these could be placed.

Gayle Baker asked Samantha if RFP's were being sent by postcard to potential vendors, because some vendors were not receiving notice. The suggestion was to use other means of communications so the vendors have an opportunity to bid. Librarians may be the best source of information on which vendors should be contacted.

The topic of the adaption of NISO SERU with vendors that accept it came up and was discussed, Blake needs to learn more about this, and Librarians will share this information with him.

Blake Reagan discussed the concept of standard or master agreement for library resources. There are already some of these for other kinds of purchases, so this is something that could be done.

EResources Librarians asked about the idea of including language in each library contract that stated that other libraries could use the contract by utilizing an amendment. Vendors would have to agree to that but it might make it easier if this could be put in the library resources contracts.

The topic of "back end management" of library resources was discussed. An FTE is needed to be funded at the system level, to coordinate purchases, manage the transfer vouchers of funds to pay for shared purchases, to manage contract renewal timelines, and to set up the resources so that statistics on use can be obtained for each individual library. Tom Singarella stated that this should be a full Time MLS position located at UTK Hodges Library. If two or more campuses are involved in a purchase, this position should assist. There is more to this than saving money, there are economies in joint purchases in manpower, and also an increase in access to materials.

Action Item: Tom Singarella and Steven Smith volunteered to work on this with a job description

The concept of increasing purchasing power by collaborating with TBR libraries was discussed. Samantha stated that this could be done, and is done with other kinds of products, but UT would need to include language that would let us out of the contracts.

Samantha then gave and update on the various purchases she had been investigating for the libraries

- Nature completed and in place
- JSOR is in legal review there will be a 9% decrease in price and no surcharge or annual access fee in the first year.
- Science Direct- Preliminary discussions are ongoing for the freedom collections. More information is needed to proceed. This is a resource of interest to almost all of the libraries
- CINAHL- This is a project involving UTK, UTM, UTC and is

As a wrap up, Gayle Baker accepted the position of Chair of the UTLC EResources group and the Eresource Librarians stated that they would use the Blackboard website to communicate, would update the spreadsheet by the 15th of September, and would meet again during the Tenn-Share DataFest on Sept 26th in Nashville

The meeting was adjourned at noon

Appendix A
Background: University of Tennessee Libraries Shared Purchases of E-Resources

Prepared for the University of Tennessee Library Council Summit Meeting
Sandy Oelschlegel
July 26-27, 2012

Libraries play a major role in the success of university faculty and students. At the University of Tennessee, the libraries located on each campus reflect the needs of the specific academic programs by selecting resource to meet information needs. Not all UT libraries can purchase all the available resources, and not all resources are needed by every library. But when the information needs of the faculty and students on multiple campuses overlap, it is the goal of the UT Libraries to meet those needs through cooperative efforts. The libraries of the University of Tennessee have a long history of collaborating to meet the collection needs of the faculty and students through interlibrary loan, cooperative lending and shared purchases of E-Resources.

Some highlights of University of Tennessee Library activities, which have culminated in today's meeting are listed below

2000: Meeting minutes reflect discussion on the topic- An extensive discussion about shared electronic databases culminated in the decision to develop a short briefing paper on issues, topics related to securing and sharing databases.

2003: The libraries met and discussed the need for collaboration among the libraries and support from UT System, a document was drafted to be sent to the UT Chief Academic Officers with the following prelude:

> Collaboration among University of Tennessee system libraries can leverage the more than $2 million we spend on electronic resources. With UT chief financial officers, library directors of UT System libraries wish to coordinate license review and purchase processes. Collaborative purchasing will also require development of procedures for central funding or pooling appropriate contributions from participating libraries.

The following library initiatives were stated in this document:

- UT system libraries are forming a collaborative group. Procedures will be developed through a governance structure that includes representatives of each library who have the authority to commit funds for database purchases, and librarians who are familiar with selection, evaluation, acquisitions, and license negotiation for electronic resources.

- Libraries with an interest in the same database will designate a leader to negotiate on behalf of the group. Terms of participation will be developed in advance, including financial commitment.

- With the authorization of UT system financial officers, libraries could designate a single-point-of-contact for database license negotiations. While the industry does not yet have a standardized license agreement, most licenses for electronic resources now conform to

key points such as state requirements for local law, no indemnity, no binding arbitration, and vendors are familiar with terms acceptable to state institutions. License review must be swift to take advantage of good deals and to avoid backlogs.

- The group will invite a representative from another statewide library consortium to advice on policies and processes that promote team-based, expeditious, and cost-effective purchase of subscriptions for electronic resources.

- Although no funding mechanism presently exists for the libraries to negotiate centrally, we are working on a formal process to pool funds as they become available for purchase of electronic resources of interest to two or more UT libraries.

The following request was made in this document:

UT System library directors wish to discuss the following issues with financial officers:

1. What process will enable coordinated license review and database access?

2. What funding sources can support central funding or pooling appropriate contributions from participating libraries?

2004: The E-Resource Librarians developed a list of all E-Resources purchased by UT Libraries with the goal to finding commonalities. Meetings were held to discuss ways in which resources could be purchased jointly. Some collaborative purchases were accomplished between UT Libraries with site licenses for electronic access to New England Journal of Medicine, JAMA, nine of the Archives journals and Journal of Clinical Oncology.

2006: The E-Resources group took further action

- Met in **January and February** and identified and ranked resources that the librarians knew were of interest to their students and faculty.
- In **March,** a "Request for Quotation" was drafted and distributed to the vendors who sell the targeted electronic resources.
- Based on the vendor responses, Barbara Dewey, Dean of Libraries, representing the UT Library Directors sent a letter to Chancellor Crabtree to inform him of the results of our work. The letter stated that "$ 1,011,972.00 in recurring funds was required to add these resources for additional campuses." The letter is dated **May 30, 2006**.
- The UT Library Directors meeting was held in **September**, the electronic resource committee also attended. At that time the group was informed that there had been no response from the UT administration regarding additional funding that would accommodate wider access to the desired resources.
- During the September meeting, the group came to a consensus that :
  - There would need to be additional funding to make the selected resources available.
  - There should be a person at the system-level at UT to work with the libraries to streamline the acquisition of e-resources of common interest to more than one

campus. (TBR has a person who handles licenses for the whole system.)

2007: The UT System Faculty Council began discussing lack of access to library resources as a problem that limited academic endeavors. Dean Barbara Dewy was contacted by Interim Vice President for Academic Affairs and Student Success, Dr. Katie High to discuss the topic.

2008: UT Library Deans and Directors were invited to speak to the Chief Academic Officers meeting in April. We presented a vision for shared resources of commonly needed resources.

2009: Vice President for Strategic Planning and Operations, Sylvia Davis and Vice President for Academic Affairs and Student Success, Bonnie Yegidis both expressed an interest in the success of access to shared library resources for faculty and students. Results from their interest included central licensing/purchasing for Web of Science, additional collaboration on the Science Direct purchase, which added UT Health Sciences Center Library to the contract. Streamlined borrowing of library materials by UT Borrowers also resulted from an agreement that the ID card issued by the library user's home institution is sufficient to borrow library materials at any campus in the UT System.

2011: Katherine N. High, Ed.D. Interim Vice President of Academic Affair and Student Success facilitated a videoconference meeting with the University Faculty Council and library Deans & Director directors from all campuses. She invited the libraries to submit a proposal for shared resources. Present at that meeting was also Mark Paganelli from the Treasurer's Office and India Lane from the Office of Academic Affair and Student Success

> **Jan 18th**The following was requested as a part of this proposal:
>
> > 1) Continue funding for Web of Science
> >
> > 2) Create a UT System library position, funded and reporting to UT System.
> >
> > 3) Provide start-up funds to create a UT System library presence, accessible by all UT students, faculty, and staff.
>
> **April 8th**UT Library Deans and Directors held a conference call with Katherine N. High, Ed.D, Interim Vice President of Academic Affair and Student Success.
>
> **June 28:** Conference call was arranged with Mark Paganelli and Katherine N. High. The stated purpose was "to develop a dialog regarding system-wide electronic databases and subscriptions for library resources that all campuses could use. This is an initial meeting to discuss the feasibility of leveraging some economies of scale to provide the same resources at each campus in an attempt to both save money and come to some sort of consensus on products that might serve all campuses."
>
> **August 5:** UT Library Deans and Directors met with representatives Katie High, India Lane, Mark Paganelli from UT System at the Renaissance Center in Dickson. An

announcement was made of the assistance with processing our shared library resource purchases through the development of the "E-Resources Licensing Specialist".

The libraries began working with Mark Paganelli and Samantha Johnson from the System Budget office tackle the issue of electronic library subscriptions. Blake Reagan, J.D. Director of Contract Administration assisted with the process and discussions.

December 2011 UT System assists with negotiating one single license for a deal with Nature/NERL which is structured to mutually benefit all campuses.

December 2011 a state-wide meeting in Nashville regarding electronic library resources was organized by Samantha Drenner-Johnson Director of Purchasing

2012: Libraries formed the University of Tennessee Library Council in **January 2012** with the stated purpose "to advance the operations of University of Tennessee libraries for the benefits of faculty, students, staff, administrators and practitioners. The UTLC is a coordinating body that acts through consensus around issues of common interest to all UT campus libraries."

April: University of Tennessee Library Council met for the spring meeting and also met with Mark Paganelli, Treasurer, Samantha Johnson and Abbie Shellist. The list of potential shared purchases was prioritized.

In a second meeting; the UTLC members discussed the concept of a retreat for all the E-Resources and UTLC members.

July 26-27: UTLC Meeting is being held at the Embassy Suites, Nashville with 18 participants.

Appendix B

UT E-Resources Library Council Meeting Minutes (July 26, 2012):

Prepared by: Katie Gohn, Revised & Expanded by J. Michael Lindsay

Present: Mike Bell, Micheline Westfall, Charlie Remy, Marlow Peters, Linda Butler, Deborah Taylor, Michael Lindsay, Rick Fought, Sandy Leach, Gayle Baker, Mary Williams, Katie Gohn, Martha Earl, Paul Gahn.

General Notes

Abby Shellist—Asst. Director, Purchasing - assigned to work on library purchasing.

-Abby is proposing an Elsevier Science Direct Contract. Michael says a deal could be good because he is having to add amendment per amendment per amendment for new titles. Elsevier has had a resetting of price thresholds.

Common purchasing issues for campus—Question/Issue for Mark:

- UTHSC Library (Memphis) IRIS access is currently restricted to the library business manager, and access is needed for the head of E and Collection Resources (Rick Fought) for library contracts. The UTHSC library had been previously informed by a staff member from the central business office on campus that they were unable to grant permissions for just the contracts portion for non-business managers due to the inability to compartmentalize access to the contracts module. On all other UT campuses, the e-resource librarians have IRIS access to library contracts.
- •Outcome/Response: Tom Singarella, UTHSC library director, will work to obtain IRIS library contract access for his head of E and Collection Services (Rick Fought). Is there a way to view all contracts in IRIS for all UT Campus libraries to view other UT Campus Library contracts in IRIS?
     This will help construct own amendments, etc… This is important because UT Med had problem with Ovid contract, then UTK negotiated, then Health Sciences was trying to do the same thing and vendor was saying no…

  Outcome/Response: As contracts are all associated with a cost center, and our access to IRIS is also associated with that cost center, Samantha Johnson of Purchasing informed us that it would not be possible to do this through IRIS. An effective workaround for us as librarians would be to utilize Blackboard to share our contract information.

- Problem with RFP Bid going out on mailed out post card. How can we ensure that our vendors are getting proper communication? Why aren't e-mail addresses that we have supplied being used to notify the vendors?
  Outcome/Response:: Samantha Johnson, Director of Purchasing, indicated that the information in RFP's is used to contact the vendors, and advised that RFP's should be marked to indicate that email communication is preferred. Gayle Baker expanded on this

question, and it became clear that it is necessary to keep in contact with preferred vendors when RFP's go out, and to have a specific contact within vendor organizations, so that RFP's are not missed by preferred vendors.

- Standard Amendments—Can we take commonalities and draft one contract for all of this common/core contracts (terms of use/legal), but then have campus specific amendments etc…What about SERU (Shared Electronic Resource Understanding) NISO recommended practice libraries/vendors have adopted to streamline licensing—example—Springer has license in SERU, and then . Example: StatRef Med. Why can't we do an NCJ against the core contract.
Outcome/Response: Blake Reagan, Director of Contracts, and Samantha Johnson, Director of Purchasing, both seemed to concur that this sounded very much like a Master Agreement, similar to ones they have instituted previously. Micheline Westfall suggested revisiting the idea of using SERU for vendors/publishers that have signed on to this initiative.

- Legal Question: Can a UT System school sign new contract that includes language that would include the option for other campuses to participate. What implications does this have for subscriber--licensee etc…
Outcome/Response: Blake Reagan replied that library contracts are negotiated on behalf of "the University of Tennessee acting on behalf of the university's xxx campus". Thus, all of these contracts are specific to an individual campus; however, he suggested that it would be acceptable to add an amendment to an existing contract that had been negotiated for one campus, amending that contract to add products for another campus, using the standard amendment form.

- How much time will be allocated for Abby to work on library contracts?
Outcome/Response: Samantha responded that this would depend on the workload of contracts that are negotiated. However, she did note that there are certain times of the year, such as fiscal year-end, when the entire purchasing office is working to close out business for that fiscal year, so at that point, the amount of time she would have available for this work would be limited.

- What is the role of the systems purchasing department—if they complete the process for a system purchase. In addition to negotiating, NCJ, CRAF, and other paper work, and getting out the signed agreement to all participating libraries.
Outcome/Response: The response we received to this question did not seem altogether clear. The price negotiation and invoice processing would be handled by purchasing, but other aspects of the contract processing would be handled by the libraries, until at some point a librarian was hired for the system.

- What role will they play in renewing and soliciting feedback for renewal. Who makes sure we get renewal information and pricing? What about Nature?
- What is the tipping point in savings before we can pay for a librarian in the system office that will manage this process? Does that include current staff time savings?

- What are the chances of more cooperation of TBR and UT System.
- Multi-year agreements. We want this. Need a bit of flexibility (changing titles, transfer titles between different publishers, reimbursement for lost)
  Outcome: Mark Paganelli and Blake Reagan spoke for some time on multi-year agreements, at one point these were against Purchasing policy, but that policy is being revised, and multi-year agreements are allowed and encouraged now.

- Lack of uniformity regarding how contracts go through process.

Problems:

- How to handle centrally managed support, back end management?
- How do we determine how we allocate costs across
- Problem with lyrasis contracts or consortial purchases through third party.
- How does the central purchasing person work with the existing consortial contracts (Lyrasis, NERL, ASERL)?
- Invoicing not going to the right place.

Things to think about:

- Action Item to look at different consortial or state university systems models and see who are benchmark consortia are and talk with them about how the work with pricing.
- What about greater participation of the TBR/UT contracts.

How do campuses get contracts through:

What is the structure for contracts / legal / purchasing on each campus?

Knoxville:

Non-campus delegated contracts over 5000 multisite. NCJ's approved by central purchasing, contract reviewed by system office contracts, and then go to system general counsel. Then sometimes chief financial officer? All of this is system office persons. Intention to renew. Used to take 3-6 months, but now it takes   if it is internal non publisher or vendor—it takes 1 month -- 2 weeks to 3 weeks –to two months. If it has to be negotiated. The legal parts are really the problems. Number of contracts 300 or so. Once contract approved signed by UT—the library is responsible for getting counter signature. Notify each other of problems

Chattanooga:

Contracts office UTC. Handle both contracts/license. Have own purchasing office. Have own campus legal. Contracts, Purchasing, then through legal. And signed off for VC for Financial Affairs. Can take a few weeks, only if they find something already signed off for another campus. If not, it takes months. It has to do with schedules and legal issues surrounding contracts. Supposedly, you can look in IRIS to see if there are like contracts. But UTC doesn't have access to IRIS to do this. Campus specific operation.   Once contract approved and signed by UTC—the library is responsible for getting counter signature.

Martin:

Start on campus. Library does paperwork, Goes to the Research Grants and Contracts office. Actual document review goes to Joe Croom Assistant Vice Chancellor of Finance (retired) 3 days a week. E-mail him the document and let him know that they are coming. He just reviews the language and then send to the central legal department in Knoxville. Library really doesn't hear from RGC office. Who approves NCJ—Systems Office. NCJ goes to system purchasing. Can see the tracking in IRIS. When finished scan copy appears. Someone has to put the contract into IRIS—Lori Dunnavent purchasing agent (Campus Purchasing Agent). Problems: takes 4 to 6 months to get through. Amendment one sentence not back yet. Sometimes all finished sent to vendor for signature and the vendor hasn't gotten them back.   Purchasing agent tracks with signature from vendor—not library.

Memphis:

Under 5000 goes to purchasing on campus. IF over 5000 goes to library business office. Then to contract office on campus. Then to legal—then on to purchasing. Then back to purchasing on campus. Then to vendor for signature. Then maybe back to library. 3 to 6 months in advanced. A license is 6 months.

Preston:

With IRIS access, generates NCJ for approval by GSM Business Office. Once approval received, then CRAF is submitted in IRIS, and all paper copies, including standard amendments (where needed), IT approvals, etc. are submitted to business office, which then submits to Contracts Office in Memphis. Items under $5000 can be submitted without NCJ, but all other paperwork is required, and process is fundamentally the same. Memphis Contracts negotiates with vendor on contract language, but follow up is required to make sure that there are no bottlenecks in the process, and that vendor signs paperwork and returns it. Treasurer's Office sign-off is required on certain very large items (such as Wiley contract). After paperwork is returned with countersignature, then it is executed and payment can be sent. Two to 3 months is generally standard, but some have taken 6 months or longer.

Communication:

Things Group Can Do:

- Help educate Abby—she should look at top 10 list of resources…and the spreadsheet, she would then need to communicate with campuses.
- What does Abby need to do her job
    - terms help with licenses (ER&L)
    - need to know how to read the spreadsheet with expiration dates
    - Document from purchasing regarding what they expect in terms of the agreements. Written procedures produced by treasurer, purchasing, contracts for libraries to follow (get verbal/email directions in writing) officially. And it needs to be consistent across campuses.
- Management in general: Statistics, FTE, IP addresses
- make sure she is negotiating multi-year agreements
- Specific about transfers in and out of contracts.
- Ask her to come for vendor visits.
- Tenn-Share Datafest: ER&L, Charleston Conference
- -Help us with a seed fund to start this up. Pilot projects. PASCAL—offered them big deals. EBSCO.

Group Action Items:

- All—Provide updates to the Electronic Resources spreadsheet to Michael Lindsay by September 15, 2012. This will be done annually.
- All—Review your Top Ten List of priorities for a group contract, update if necessary and provide those
- Gayle and Michael will talk to see what we want. Then send it out to everyone.
- Communication and Sharing: It was agreed that Blackboard would be the most expedient technology to use in sharing:
    - Our lists of priorities
    - The updated Electronic Resources lists for each campus
    - Contract information
    - General communications between the group, which will include Abby from Purchasing.
  Gayle Baker will set up the site, assisted by Michael Lindsay, Martha Earl, and Katie Gohn.

- How do we want to organize files.
- Sharing the e-resources spreadsheet will be good there.
- Keeping track of renewal dates—is this in the spreadsheet now?
- UTK document INFO Alliance purchases on Blackboard
- How to announce deals to each school within the system.
- How does Abby get current db information from schools

- Tenn-Share meeting will provide an opportunity for follow up in Nashville. Sept 27th.
- Gayle, Michael, and Katie will analyze the spreadsheet and provide findings by end of Semester to the group.
  - Purpose of spreadsheet—pull together information for analyzing costs people are spending. What would we want to go after for central purchasing.
  - Doing overlap analysis for "Kinds of databases" in order to make choices for example (Omnifile vs. Academic Search Complete big business and medical packages).
- Group will re-group beginning of Spring with Abby in conjunction with TLA. and come up with plan of action for a deal that we would like Abby to go after (big aggregator EBSCO, ProQuest).