

Serials Cancellation Timeline 2009/10 and 2010/11

Revised 1/15/09

Early January 2009:

UO Libraries sends a memo to faculty explaining the need to review and prioritize serials holdings in order to further reduce serial subscriptions costs. Outline some possible strategies for maintaining ongoing access to scholarly content.

- Acquisitions gathers data and creates spreadsheets for subject specialists for each fund line with list of review titles for paid subscriptions and latest pricing
- Acquisitions creates spreadsheet for print only subscriptions for shared title subscription project with OSU
- Acquisitions provides spreadsheet data for our Elsevier, Wiley, and Blackwell titles for comparison against OSU holdings

Week of January 19th, 2009:

Send relevant information on current subscriptions by fund to subject specialists

Subject specialists reduce their list to a manageable size of “likely candidates” for cancellation. Though cancellation targets will not be figured until the database/electronic resource cancellation is complete, subject specialists should aim towards a cancellation of 33%. This is almost certainly overkill, but will also create flexibility as actual cancellation numbers are available, and as faculty begin to review lists.

Subject specialists should set up appointments with departmental reps to begin discussing the cancellation project. Lists should be distributed to faculty when subject specialists have researched and reduced their lists to likely candidates. Complete lists may also be provided, but subject specialists should not provide only the complete lists.

Subject specialists should also make sure to schedule time with their faculty or departmental reps to receive feedback and finalize the cancellation lists between February 5th and February 13th. The hard deadline for final lists will be February 16th!

January 29, 2009:

Deadline for finalization of database list for cancellation by Fund Group Leaders, Dave Fowler, and Mark Watson

February 3, 2009:

Last day for comment by subject specialists on cancellation list for databases.

February 5th

Targets for each fund line will be provided for subject specialists.

Instructions will be provided on the format for the final list and how to tier the list for year one and year two cuts.

Subject specialists must meet with their departments or departmental reps to receive feedback and produce a final list. The hard deadline for returning final lists that completely meet the target is February 16th. There will be no allowances for lateness.

February 16, 2009:

Subject specialists will return finalized lists to Fund Group Leaders/Acquisitions. There will be a prescribed format for the list, and it must be adhered to. Subject specialists should make sure to give themselves enough time to produce a list in the proper format.

Cancellation lists may have to be cut deeper than target levels to take into account possibility of titles saved in UO/OSU shared title collaboration. Cancellation lists must also be tiered for year one and year two cancellations.

Late February 2009:

Preliminary cancellation lists sent to OSU for review against their cancellation list; separate analysis against the print only lists that UO/OSU will collaborate together on.

March 9, 2009:

Joint meeting with OSU to review cancellation lists together.

April 1, 2009:

Library makes a completed list of all proposed cancellations available for faculty review. Departments have the opportunity to review all proposed cuts and “buy back” titles proposed for cancellation from another fund line.

April 14, 2009:

Departments return any revisions/changes to subject specialist or library contact.

April 21, 2009:

Library creates and posts the finalized list of titles for faculty review.

April 26, 2009:

Departments complete final negotiation and consideration. Absolute final date for negotiation and consideration.

April 29, 2009:

Final cancellation list sent to Acquisitions Dept./Collection Development. List will be reviewed for any last minute problems that had not previously been addressed.

May 15, 2009:

Conclusion of the cancellation project.