

# Orbis-Cascade Alliance Consortial Alma Collection Development Working Group

## Progress Report on Network Zone Licenses

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### Working Group Members:

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The Consortial Alma Collection Development Working Group (CACD) began our investigation on the functionality and potential applications of the Alma Network Zone License Module in Fall 2015.

CACD began by reviewing existing Alma license documentation from Alliance member libraries as well as documentation left by the Alliance Serials and Electronic Resources Working Group for license migration to Alma. Based on this investigation, CACD identified a core set of license terms for Network Zone (NZ) licenses (Appendix A) and established naming conventions for select required fields on the Summary tab in the license record (Appendix B). The group agreed that fields not specified in our recommendations can and should be used by Alliance staff to meet the business needs for license management. This decision should be reviewed with future enhancements to the NZ license record functionality.

On October 21st 2015 CACD met with Dana Sharvit from ExLibris to get a better understanding of the relationship between the NZ licenses and institution Alma and Primo instances. Dana described two different models for using the NZ license module. The Shared Acquisition Model and the Central Negotiation Model. The group determined that the Central Negotiation model is a better fit for the relationship between the Alliance and the institutions for Alliance negotiated resources.

The Central Negotiation Model provides for negotiated licenses to be coded in the NZ and linked to portfolios or e-collections that are activated and maintained in the NZ. Both the licenses and the portfolios/e-collections can be assigned to individual institutions. Once assigned, the portfolios/e-collections can be found in the NZ tab in the repository for the institutions that have been assigned. Neither portfolios nor e-collections activated in the NZ will appear in the IZ repository, as is evidenced by the "eBook Library" collection. The portfolios will also appear in the institution Primo instances for the institutions for which the resource has been assigned. The NZ license terms are configured to display to public, so the license terms will also be visible to the public in the institution Primo instances.

It is not possible to link local portfolios/e-collections to an NZ license record, and in fact, there is no way for institutions to view any NZ license record information beyond what is available to the public via the View It tab in Primo. The documentation suggests that it is possible for institutions to view NZ license information as part of the Acquisition workflow by creating a local POL from an activated NZ

e-collection that is linked to an NZ license. In our testing, however, we have found this functionality to be broken. We are able to create a POL linked to an NZ resource and when we do, a link to the license record appears in the POL, but clicking on the link results in an empty screen.

As a result of our investigation to this point we have determined that there is a subset of Alliance negotiated resources that might be reasonable candidates for managing both the license and the portfolios/e-collections in the NZ on behalf of participating institutions. Criteria for determining candidates for NZ managed licenses and portfolios/e-collections is in Appendix C.

#### **Potential Benefits:**

- Reduced workload for the subscribing institutions to manage collections and licenses;
- Better communication and coordination of information regarding changes not forwarded by the vendor to ExLibris;
- Provide leadership and support for libraries that have not done any Alma licensing work yet
- More consistent reporting in Analytics at the Alliance level

#### **Considerations and Concerns:**

- Increased workload on Alliance Staff to determine which licenses qualify for NZ treatment and communicating that to the institutions;
- Increased workload on Alliance staff to maintain collections, especially if the e-collection is not available in the Community Zone and requires active collection maintenance;  
or;
- Collection maintenance work assumed/assigned to an institution through a Collaborative Workforce agreement;

#### **Immediate Next Steps:**

- Identify all potential licenses or agreements
  - Look for Alliance Licenses not currently online.
  - Terms of Use
    - Resources where the Alliance does billing but does not have license
    - Negotiated pricing
  - Organize current subs/licenses into categories
- Production Testing as proof of concept
  - consult with cataloging group on the use of custom CZ collections
- Advocate for different functionality that better fits the Alliance shared licensing workflow
- Identify functionality that does not work as described in the documentation and submit necessary cases to ExLibris as part of the Center of Excellence initiative., e.g. inability to view all the license data in the NZ

#### **Eventual Next Steps:**

- Suggest a membership survey to determine:
  - how many institutions are managing licenses in the IZ
  - how many institutions have created local collections

- how interested are you in contributing to managing shared collections
- Determine how many participating libraries are needed to make NZ licenses a meaningful ROI benefit
- Start work on developing sample workflow for NZ license and collection maintenance work
- Determine how to give institutions choice for accepting the NZ managed licenses and collections or using locally managed licenses and collections
- Develop procedures for creating and sharing CZ collections
- Training (further down the road)
- Consider adoption of Alliance-wide policies to help support this work

## Appendix A

### Master List of License Terms for NZ Licenses

October 5, 2015

As Cohort 2 prepared to go live in December 2013, the SILS Serials/ERM group drafted a list of standard license terms for each institution to configure. The group reviewing the functionality of Network Zone licensing amended the 2013 list by adding additional fields. Those will be configured in the NZ for testing and subject for review during the group's testing work.

#### Terms of Use

- Fair Use Clause (Y/N)
- Course Pack Print (perm/proh)
- Course Pack Electronic Copy (perm/proh)
- Course Pack Note (free text)
- Course Reserve Print (perm/proh)
- Course Reserve Electronic Copy (perm/proh)
- Course Reserve Note (free text)
- Scholarly Sharing (perm/proh)
- Scholarly Sharing Note (free text)
- Digitally Copy (perm/proh)
- Digitally Copy Note (free text)
- Print Copy (perm/proh)
- Print Copy Note (free text)
- Interlibrary Loan Electronic (perm/proh)
- Interlibrary Loan Print or Fax (perm/proh)
- Interlibrary Loan Secure Electronic Transmission (perm/proh)
- Interlibrary Loan Note (free text)
- Remote Access (Y/N)
- Distance Education (perm/proh)
- Distance Education Note (free text)
- Electronic Link (perm/proh)
- Electronic Link Note (free text)
- Consortial Agreement Indicator (yes/no)
- Other use Restriction Note (free text)

#### Restrictions

- Authorized User Definitions (free text)
- Concurrent User (numeric)
- Concurrent Users Note (free text)
- Pooled Concurrent Users (numeric)
- Walk In User Note (free text)
- Other Use Restriction Note (free text)

Other User Restriction Note (free text)  
Commercial Use (perm/proh/permitted with restrictions)  
Commercial Use Notes (free text)

### **Perpetual Rights**

Archiving right (Y/N)  
Archiving format (free text)  
Archiving note (free text)  
Perpetual Access Right (Y/N)  
Perpetual Access Holding (free text)  
Perpetual Access Note (free text)

### **Obligations**

Confidentiality of agreement (Y/N)  
Confidentiality of agreement note (free text)  
Confidentiality of user information indicator (Y/N)  
Cure Period for Breach (free text)  
Accessibility compliance indicator (Y/N)  
Governing law (free text)  
Governing Jurisdiction (free text)  
Indemnification note (free text)

### **Termination Obligations**

Licensee Notice Period for Termination (free text)  
Licensor Notice Period for Termination (free text)  
Non-Renewal Notice Period (free text)

## Appendix B

### Naming Conventions for Selected Required Fields

The Summary tab of the license record has three required fields: Name, License code, and Start Date.

Both Name and License code are free-text fields. License code requires a unique value. Start Date is a date field.

The following naming conventions are to be used to ensure consistency and to aid in searching for license records.

Name: License name will be made up of Vendor-Product name or Master License-Alliance

Example:       ALA-RDA Toolkit-Alliance  
                  ALA-Master License-Alliance

License code: License code will reflect Alliance and an accession number (so that Alliance licenses can be sorted from institution licenses using this code)

Example:       Alliance-001

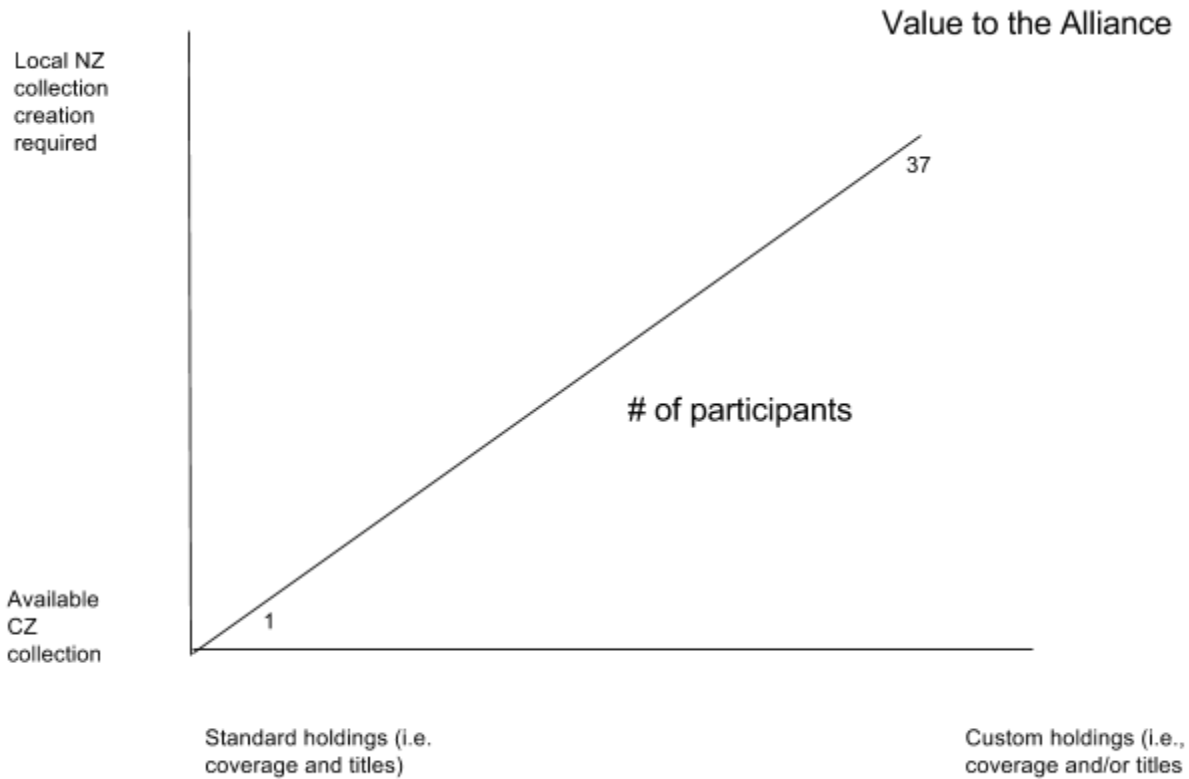
Other fields on the Summary tab are used for recording business aspects of the license. These fields are left to Alliance staff to determine appropriate use and practices.

Appendix C

Criteria for Considering Alliance Network Zone Licensing

Required Elements	<ul style="list-style-type: none"><li>• Shared license or Terms of Use</li><li>• Non-institution based URL's for portfolios (if any)</li><li>• Common title list</li><li>• Shared acquisitions terms (e.g., no difference around user restrictions, no members purchasing vs members subscribing: any terms that need to be specified uniquely for the license to be appropriately shared)</li></ul>
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Value Based Decision Matrix



The value to Alliance members increases in proportion to the number of participants affected and in terms of the amount of effort required to create, update, maintain the collection.