



MINNESOTA STATE UNIVERSITY, MANKATO

LIBRARY SERVICES



How we implemented Alma licensing to manage electronic resources more effectively and efficiently

- Nat Gustafson-Sundell, Collections Librarian
- Lisa Baures, Reference/ Instruction Librarian
- Pat Lienemann, eAccess & Discovery Librarian
- Joe Holtermann, Collection Development & Acquisitions Librarian

ERMN, 2022

link.mnsu.edu/almalicensing

2

To begin, please let me thank ERMN for this opportunity to share our work. We are a team from Minnesota State University, Mankato, a regional public access university with about 14,000 full-year-equivalent students.

We recognize that it's not always possible to follow along with a presentation, so we've also linked a version of this presentation here, and you'll see the URL at the footer of this slide and the next few slides.



Local Dakota Land Map — downloadable visual and audio Dakota land maps of Minneapolis, St. Paul, and surrounding areas by local artist Marlena Myles

Why Treaties Matter — a comprehensive and thoughtful exploration of treaties and land theft in Minnesota. For our area, we recommend you begin by reading about the 1837 land cession treaties with the Ojibwe and Dakota, and the 1851 Dakota land cession treaties

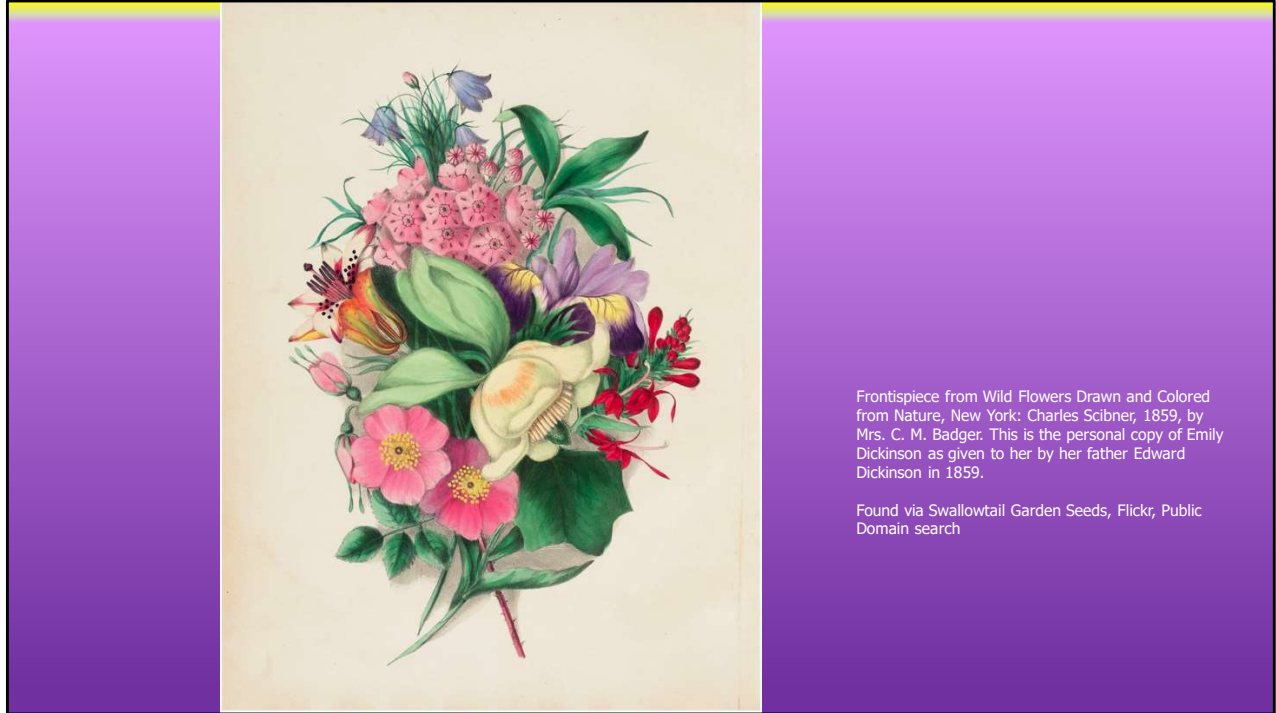
Credit: <https://ias.umn.edu/about/ias-land-acknowledgement>

link.mnsu.edu/almalicensing

Please let me also take this opportunity to recognize that we live, work, and learn in the homeland of the Dakota people, and whose language frames our name—Minnesota State University, Mankato.

link.mnsu.edu/almalicensing

We'll be talking today about our iterative and ongoing project to implement Alma licensing. Our presentation takes a panel approach,



Frontispiece from *Wild Flowers Drawn and Colored from Nature*, New York: Charles Scribner, 1859, by Mrs. C. M. Badger. This is the personal copy of Emily Dickinson as given to her by her father Edward Dickinson in 1859.

Found via Swallowtail Garden Seeds, Flickr, Public Domain search

so we'll each provide different windows into various aspects of our projects. I'll start by providing a brief background for our projects. Lisa Baures will demonstrate a tool she developed for training purposes, which has helped us to standardize our approach to journals licensing specifically. Pat Lienemann will provide an overview of our Alma licensing processes and procedures. Joe Holtermann will highlight several types of licensing documents. Finally, I'll return to discuss the benefits of Alma licensing.

The screenshot shows a journal entry for "Journal of electronic resources librarianship". It includes a book icon, the journal title, publisher information (Routledge), and a "PEER REVIEWED" badge. Below this is a section titled "Online Access Options" with a sub-section "Full text availability". This section lists two collections: "Taylor & Francis PCA Rights Collection" (available from 2007 until 2015) and "Taylor & Francis Social Science and Humanities Library 2021" (available from 07/01/2008 volume: 20 issue: 1). Each collection has a "SHOW LICENSE" button with an external link icon. The "SHOW LICENSE" button for the first collection is circled in red. At the bottom of the screenshot, a white box contains the URL "link.mnsu.edu/almalicensing".

Our library migrated from the Aleph Integrated Library System (ILS) to Alma primarily in the academic years from 2019 to 2020. We did not use a dedicated license management system prior to the migration. We did use Serials Solutions to display selected public terms via link resolver menus, but we did not manage our licenses in Serials Solutions, so license management was not an early focus for us *in* Alma.



5.14 Contracts, Procurements, and Supplier Diversity

Board Policies

Chapter 5 - Administration

[Click here for a PDF copy of this policy.](#)

Part 1. Authority

Pursuant to Minn. Stat. §136F.581, the board has authority for contracts and purchases consistent with Minn. Stat. §471.345, the Uniform Municipal Contracting Law, and other pertinent statutes, as well as the authority to utilize any contracting options available to the commissioner of administration under Minn. Stat. Chapters 16A, 16B, and 16C.

Part 2. Policy Statement

Minnesota State serves as a good steward of tuition funds, state appropriations, and other resources entrusted to it by Minnesotans and the students we serve. In that pursuit, system contracting and procurement practices and processes shall

Board of Trustees

Policies and Procedures

Roster

Calendar

Outside of Alma, licensing has been an ongoing priority for the library for many years. We are in the Minnesota State system of universities and colleges. We must follow Minnesota law, Minnesota State system board policies, and university policies and practices as we pursue collection management. Speaking generally, we are required to pursue licensing steps with every vendor who supplies electronic resources, as well as other kinds of services. In addition, we are required to replace subscription licenses after their fifth year.

Title	Publisher	License Look-up	License Vendor	License Date	Check Vendor for License	Website	Check Vendor for Non-License T&C	License Linker	Last Step
ACM Digital Library		Full Agreement	ACM	3/26/2019	N/A		N/A		
ASME Digital Collection Journals		Full Agreement (Casey/ Joe)	ASME	3/28/2016	Check				
African affairs.	Royal African Society	Full Agreement	Oxford	3/21/2017	See			Oxford Annual Renewal	Complete
African arts - Arts d'Afrique.	African Studies Center University of Calif	Full Agreement	MIT	11/6/2015	See			MIT Press Journals Institutional License	Complete
Agricultural History.	Agricultural History Society	Full Agreement	JSTOR CSP	2/2/2012	Check				
Agronomy journal	American Society of Agronomy	Added to Wiley	Wiley	1/7/2020, 4/29/13	See			Wiley-Agronomy	Complete
Alcoholism treatment quarterly.	Haworth Press	Included with T&F	T&F	2019-21	N/A				
American Chemical Society.		Full Agreement	ACS	10/8/2015	Wait			Wait	
American Chemical Society.		Full Agreement	ACS	10/8/2015	Wait			Wait	
American Economic Association journals		No License Confirmed	AEA	1/29/2020	See			American Economic Association	Complete; Co
American Indian culture and research journal.	American Indian Culture and Research Ce	See	American Indian Culture and Research Center University		See			American Indian Culture and Research	Diane sent to
American Society Of Civil Engineers ASCE Journals		Full Agreement	ASCE	3/25/2016	Wait			Wait	
American journal of archaeology the journal of the Arch	Macmillan Co	Full Agreement	JSTOR CSP		See	https://www.ajaonline.org/subscribe		American Journal of Archaeology	JSTOR CSP, Co
American journal of education.	University of Chicago Press	Full Agreement	UCP (University of Chicago)	1/29/2019	N/A			N/A	
American journal of epidemiology.	Johns Hopkins University School of Hygiene	Full Agreement	Oxford	3/21/2017	See			Oxford Annual Renewal	Complete
American journal of physics	American Association of Physics Teacher	Full Agreement	AIP/ Scitation	4/15/2013	Wait			Wait	
American journal of public health.	American Public Health Association	See	American Public Health Association		See	https://ajph.aphapublications.org/page/subscribe		American journal of public health	Complete; Co
American journal of recreation therapy.	Prime National Pub Corp	See	Weston Medical Publishing		See			Weston Medical Publishing	Sent to Diane
American journal of sociology.	University of Chicago Press	Full Agreement	UCP (University of Chicago)	1/29/2019	N/A			N/A	
American journal on intellectual and developmental disabilities	American Association on Intellectual and Developmental Disabilities	See			See		https://ajidd.sagepub.com	Allen Press AAIDD Journals	Complete; ffs
Annals of Internal Medicine.		Full Agreement	American College of Physicians	5/2/2018	See			Annals of Internal Medicine	Complete
Annual review of microbiology.	Annual Reviews	Full Agreement	Annual Reviews	4/1/2008	Check				
Annual review of psychology.	Annual Reviews	Full Agreement	Annual Reviews	4/1/2008	Check				
Annual review of sociology.	Annual Reviews Inc	Full Agreement	Annual Reviews	4/1/2008	Check				
Anthrosource		Amendment to Renew, Full	Wiley	11/22/2019, 4/29/13	See			Wiley Big Deal Annual Renewal	Complete
BMJ : British medical journal.	BMJ Pub Group	Order to Renew, Full Agree	Ovid	10/11/2019, 9/1/2016	See			Ovid Misc Annual Order	Complete
British dental journal : official journal of the British Dental Association	Nature Pub Group; British Dental Association	Full Agreement	Springer Nature	8/20/2018	N/A			N/A	
British journal of sports medicine.	BMJ Pub Group; Butterworth-Heinemann	See	BMJ		See	https://www.bmj.com/company/contact-us/		BMJ	Diane sent to
Bulletin of the Council for Research in Music Education	Council for Research in Music Education	Full Agreement	JSTOR CSP	2/2/2012	Check				
Cambridge University Press Journals	Cambridge University Press	See			See			Cambridge 2020 Renewal	Complete
Canadian journal of criminology and criminal justice = Canadian journal of criminology and criminal justice	University of Toronto Press; Canadian Criminology Association	See	UTP/ University of Toronto Press		See	https://www.utpjournals.press/pb-assets/utpjournals		UTP	Diane sent to
Case studies in sport management.	Human Kinetics Inc	See	Human Kinetics		See	https://journals.humankinetics.com/page/copy		Human Kinetics	Lisa Sent to D
Child and adolescent psychiatric clinics of North America	WB Saunders Co	Amendment to add to Elsevier	Miniteax/ Elsevier		Check			Wait	
Children & schools.	National Association of Social Workers	Full Agreement	Oxford	3/31/2017	See			Oxford Annual Renewal	Complete

link.mnsu.edu/almalicensing

Lisa and I worked together in AY20 to conduct a comprehensive review of journals licenses. Lisa had not previously worked on licensing, so our project involved several aspects, including training and documentation.

For the purposes of the review, I developed a list of all journals subscriptions and publishers for us to check for licensing, which you can see here – or maybe not – don't forget that you can access a copy of this presentation at the link provided. Working together, Lisa and I developed workflows, decision-trees, vendor letter templates, and shared license term expectations.



Lightbulb, courtesy of qimono via Pixabay: <https://pixabay.com/illustrations/lightbulb-bulb-light-idea-energy-1875247/>, found via Ryan Tracey, Flickr, Public Domain search

We were able to complete our AY20 journals license review successfully, but I had several concerns. I'll focus on the three leaders. (1) I wanted to develop the capacity to track which licenses would need to be replaced in any given year at "the push of a button," so to speak, so that I could work on license replacement without needing to do extra work either to look up license dates or to generate lists. (2) I wanted to be able to see all relevant license terms across all of the journals licenses. Not only would this allow me to pursue consistency across the journals licenses, but it would help me see specifically how to improve the licenses, because I could use the overview to identify preferred terms to pursue as benchmarks. I'll talk more about the benefits provided by such an overview in the conclusion of this presentation. (3) We as a library needed to review our publicly displayed terms. These public terms are used internally, for example, for interlibrary loan purposes, but we are also contractually obligated to display certain terms. We hadn't reviewed the list of public terms for at least several years.

The path forward was to pursue Alma licensing in a wider group.

Online Access Options

Full text availability

Taylor & Francis PCA Rights Collection
Available from 2007 until 2015.

License Terms

Authorized User: Faculty, Staff, Students, On-site walk-in users (plus additional terms, see note)


Authorized User Note: Current faculty members (including temporary or exchange faculty for the duration of their assignment), enrolled post-graduate and undergraduate students, current staff members and contract personnel directly involved in educational and research activities of the Licensee who have been Issued by the Licensee with a password or other currently valid authentication, together with other persons who are permitted to use the Licensee's Hbrary or information service and access the Secure Network but only from computer terminals within the Licensed Site, as specified in Schedule 3.

ILL Electronic (email): Permitted
ILL Print Or Fax: Permitted
ILL Secure Electronic: Permitted
Course Pack Electronic: Prohibited
Scholarly sharing: Silent

Applicable Copyright Law: Fair use information for higher education at MSU, Mankato can be found at <https://libguides.mnsu.edu/copyright>

Data Privacy: No

HIDE LICENSE



Pat had entered numerous licenses into Alma immediately following the migration, but his focus was on the public terms as we had handled them in the old environment. Still in AY20, Lisa and I started meeting with Pat to talk about how to implement Alma licensing for license management and to re-visit our implementation of public terms. It quickly became apparent that we should also meet with Joe. Joe is responsible for licensing all resource types other than journals for our library, and we knew our implementation would need to account for a wider range of needs than just journals licensing ... so our group grew to four. This group met in the spring of AY20, then very often through AY21, leading into this year and this report on our progress.

Licensing Group, Minutes, Thursday, 4/16, 10-1045

Pat, Lisa, Joe, Nat (rec)

1. License Definitions
 - a. Ensure that any definitions enable follow-on projects (see Future Agenda Item 8)
- We developed a methodology to agree as a group what license terms to track in Alma and which ones to make public.
 - We agreed to take up License Term definitions starting 4/15. Prior to that meeting, Nat will send a list of the resources for our conversation.
 - Two have been provided by Pat
 - [This is from our original discussions on the terms \(defining, deciding what we want to track, etc\).](#)
 - [This is from Alma – book 1 is a list of the active terms, book 2 are inactive/available terms to use.](#)
 - We will also refer primarily to our own library's toolkits and [UMinn](#).
 - [Journals Licensing terms of concern \(Lisa Version\)](#) (This was an ever-draft inspired by a previous library toolkit and revised based on examples discussed by Lisa and Nat. The list was not comprehensive, but was intended as a tool to enable quick reference for terms that have most often been problematic in journals licensing. Nat also quickly revised this draft, 4/1, for more general sharing via minutes here.)
 - [The UMinn preferred terms](#)
 - We may also refer to additional resources:
 - [LibLicense](#)
 - https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/01

The licensing group has discussed a wide range of licensing issues and questions, but a focus all along has been on the Alma implementation. We needed to agree on several basics, such as (1) license name and code conventions, (2) which license terms to track and which of these to display publicly, and (3) how to track these terms, with what variables.

Licenses & Amendments in Alma

Policy Statement

New licenses and amendments added to Alma should be named and coded according to the following policy. It is recommended that license name and code cleanup happen at the point of renewal. These definitions and guidelines apply throughout all libraries in the University of Minnesota system.

Reason for Policy

All University of Minnesota licenses and amendments are stored communally in the Licenses area of Alma as well as Google Drive. Staff must be careful to follow these guidelines for ease of searching and locating the appropriate license. Additionally, naming conventions provide a

Policy History

Written by Sunshine Carter, Chris Koehler, Yumiko Toyota-Kindler and Beth Wolszon, 4/3/14
Approved by Alma Data Policy & Standards Working Group, 4/16/14.
Updated by ERG December 2015, January 2017

We developed a first draft of Alma licensing guidance, borrowing a little bit from the University of Minnesota especially for license codes, and Pat entered dozens of licenses into Alma. This iteration of our project allowed us to test purchase order linking to licenses, to develop a draft overview report, and to see areas for improvement.

License Term Type	License Section	Order In Section	Display To Public	Guidance	Description
Controlled Vocab	Authorized User	1	Yes	USE only: Faculty, Staff, Students // Faculty, Staff, Student, O	We deprecated the mo
FREE-TEXT	Authorized User	2	Yes	Copy & Paste	
NUMERIC	Authorized User	3	Yes		The licensed number c
FREE-TEXT	Authorized User	4	Yes		
LicenseTermsPer	Authorized User	5	No	Pat review: are there other options?	
FREE-TEXT	Authorized User	6	No	Quote the license: Sometimes there is a definition; other tim	
FREE-TEXT	Terms of Use	1	Yes	If there is a further provision regarding copyright law, we'd c	A clause that specifies
FREE-TEXT	Terms of Use	2	No	Enter the entire text. Or "None" if no confidentiality or non-c	The presence or abse
LicenseTermsPer	Terms of Use	3	Yes		The right to use licens
LicenseTermsPer	Terms of Use	4	No	Usually silent; permitted if the license explicitly mentions the	The right to convert r
LicenseTermsPer	Terms of Use	5	No		The right to use licens
LicenseTermsPer	Terms of Use	6	No		The right to make elec
LicenseTermsPer	Terms of Use	7	No		The right to make prin
LicenseTermsPer	Terms of Use	8	No		May need field "Permi
LicenseTermsVer	Terms of Use	9	Yes		

We developed a second draft of Alma licensing guidance in the spring of 2021 and this fall as I completed entering all active journals licenses into Alma. This guidance will continue to be refined and improved as we move on to pursue Alma licensing for resource types other than journals, as well as retrospective Alma licensing for all resource types. Pat will provide a glimpse of this guidance in his section. Now, though, please let me introduce Lisa Baures...



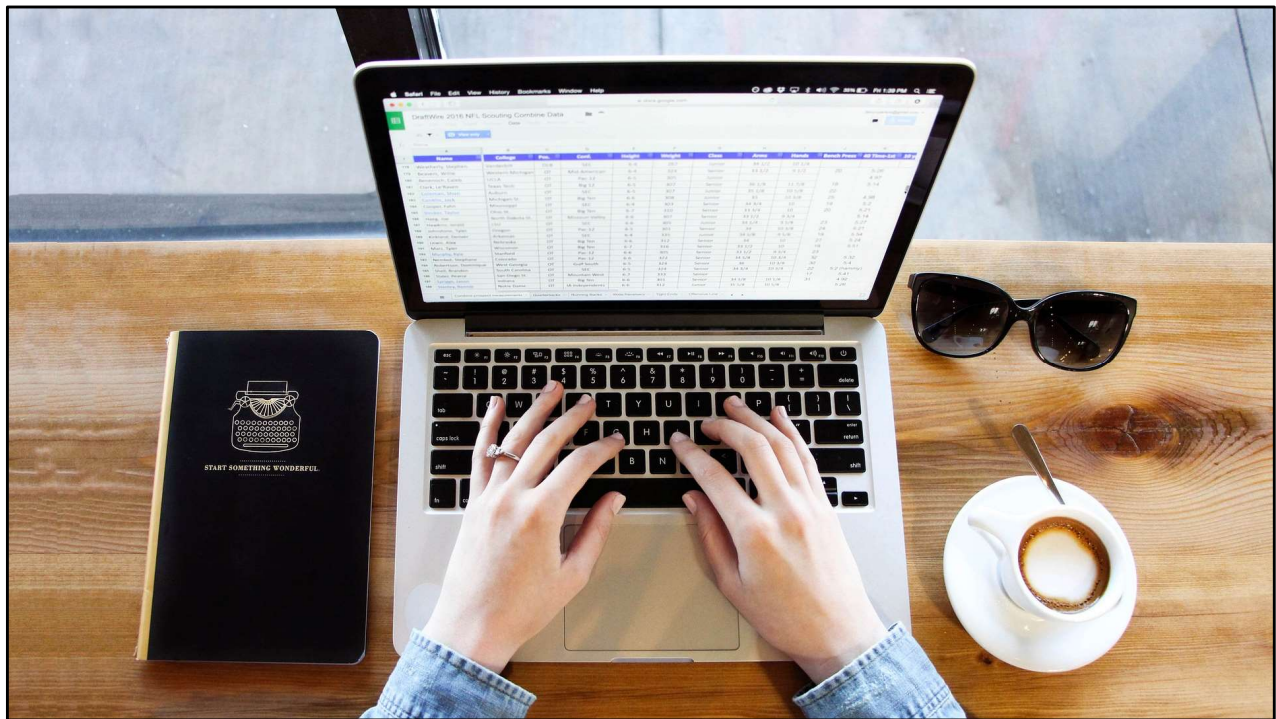
As previously noted, a decision was made to conduct a review of journal licenses and I volunteered to work on the project. New to the realm of journal licensing, my first instinct was to draw on the experience I acquired while working on the retrospective conversion of metadata from card catalog records to machine readable records. That experience deeply ingrained in me the benefits to be derived from applying the principles of standardization.



From a broad overview, standardization as a process for developing and implementing guidelines serves to promote compatibility, interoperability, and consistency. And a modular construct lends itself to the emergence of efficient workflows. Such an approach enhances the ability to change how various components of the standardization process are linked while the individual components remain unaltered. This flexibility accommodates opportunities to pursue any number of possibilities to improve on existing practices or inform the adoption of new technologies.

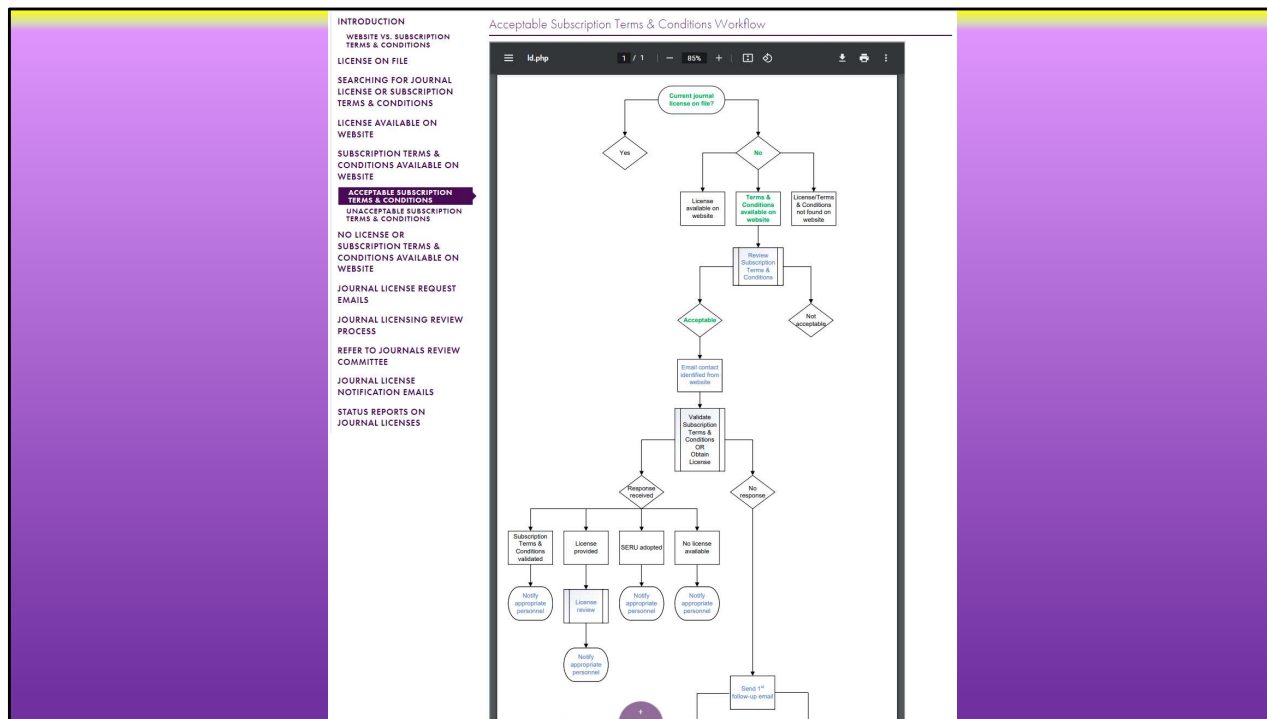


The benefits to be achieved from the standardization process cannot be realized unless procedures are established to document and share knowledge, otherwise known as codification. Without the systematic organization of methods, rules, etc. and an agreed upon nomenclature, it is not possible to fully benefit from standardization efforts.



The first step taken to move towards standardization of the journal licensing process was the creation of an Excel spreadsheet by the Collections Librarian. This spreadsheet included such information as:

- (a) journal title;
- (b) ISSN;
- (c) journal publisher;
- (d) name, email address, and telephone number of a contact person;
- (e) contact dates;
- (f) case number;
- (g) availability of a license;
- (h) date a license was received as well as the URL link for the license;
- (i) date the license was forwarded to the Contracts Coordinator after review by the library;
and
- (j) a category for other information.

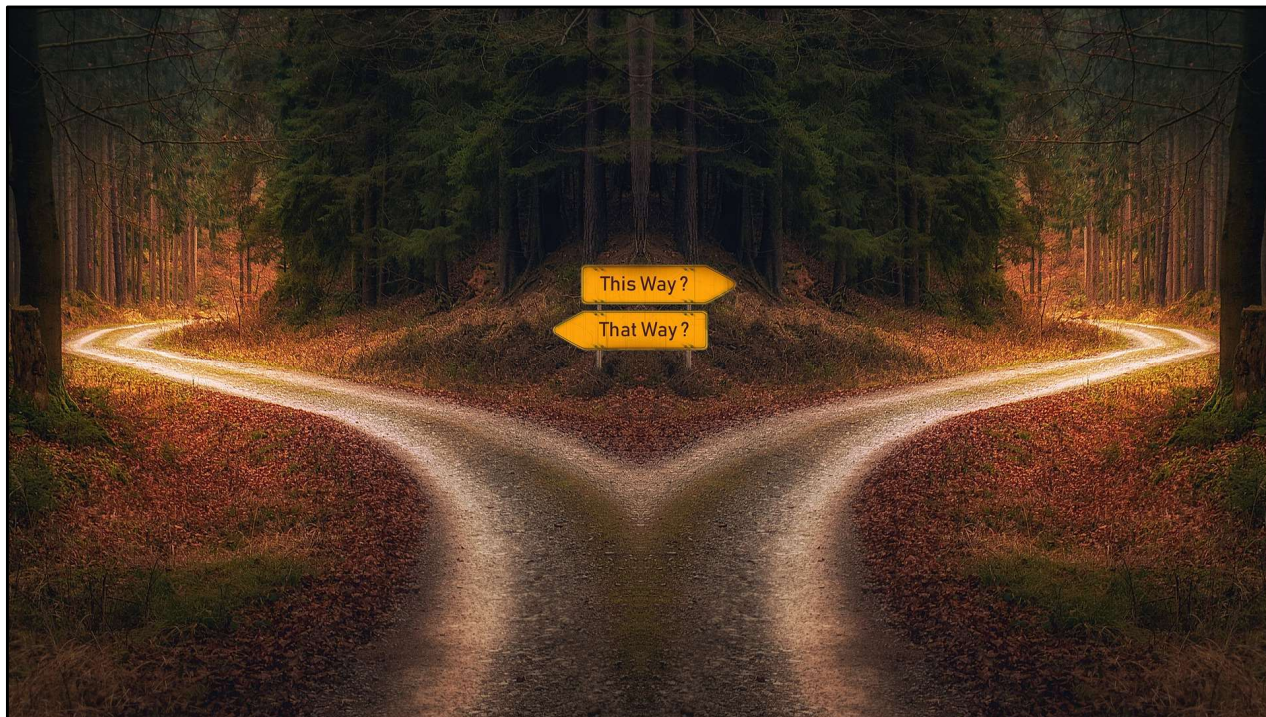


Although the Excel spreadsheet served as a tool to easily compile and provide access to information necessary to track the progress of a journal license, it did not provide a sense of how to navigate the licensing process. Identifying a means by which to provide documentation for training while accommodating the reiterative nature of the process presented a challenge. Integrating the functionalities of a content management system designed to curate, share, and publish informational content with those of flowcharts offered an option for addressing the challenge. Using the Springshare LibGuides application creates a container for documentation and flowcharts accommodate the reiterative nature of the licensing process while allowing the user to select from either sequential or nonsequential navigational paths.



When attempting to determine the parameters for authorized use of journal content--accessing, sharing, distributing, and storing--five possible options exist:

- (1) a license is available,
- (2) acceptable terms and conditions are available,
- (3) terms and conditions are available but are unacceptable,
- (4) Shared E-Resource Understanding (SERU) is used to license content, or
- (5) neither a license nor terms and conditions can be found.

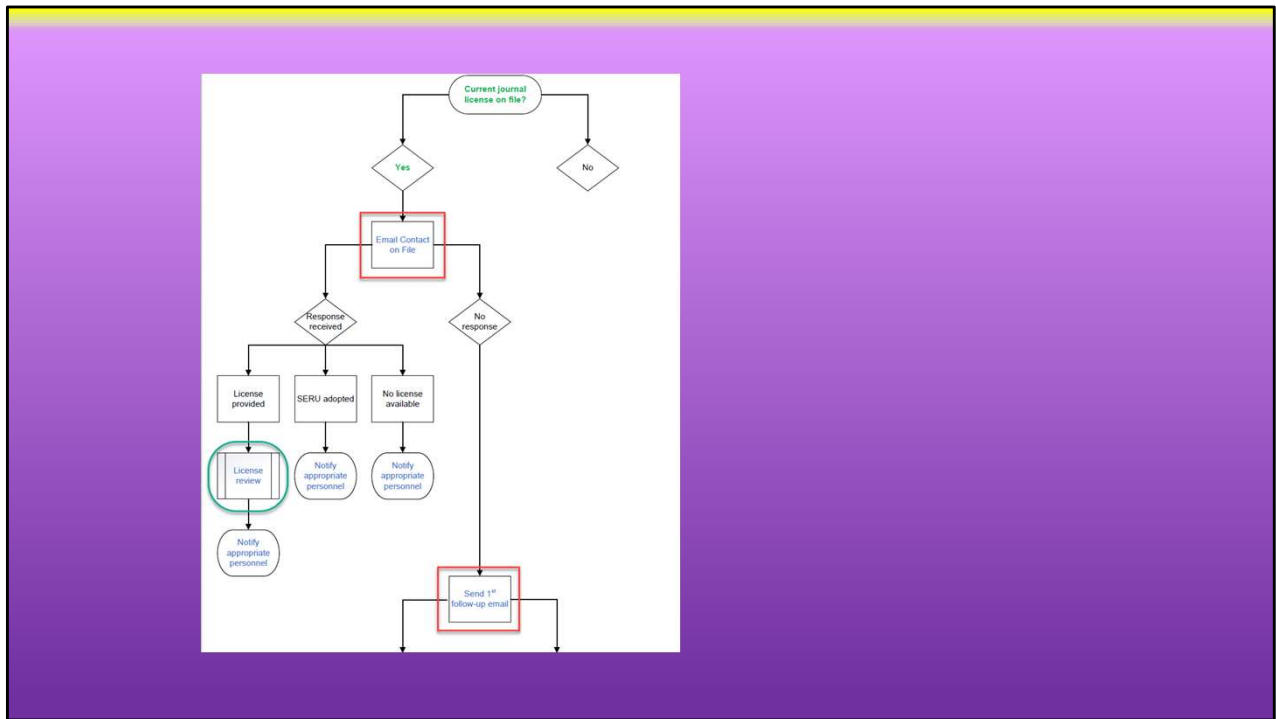


Determining the availability of a license, or in the absence of a license, an agreement delineating terms and conditions, governs the subsequent course of action in the licensing process. Consequently, a decision tree of sorts is required to determine how the library should proceed to complete licensing for a journal title. A rudimentary decision tree evolved and served as an embryonic outline for developing workflows for the licensing process.

Inflection Points

- Is a license available?
 - Yes
 - No, but an agreement delineating terms and conditions are available
 - *Terms & conditions are acceptable
 - *Terms & conditions are not acceptable
 - No, neither a license nor an agreement is available
- If no license/agreement is available, was a response received to the request for a journal license?
- Based on the response received or lack thereof, how is the licensing process to proceed?

Inflection points in the decision tree for the licensing process were identified and a flowchart for each was developed delineating the appropriate sequential steps.



Within the flowcharts, links are provided to email templates. The various email templates serve as examples and identify key elements to be included in each type of correspondence. To anchor the process, within the various flowcharts is a link to benchmarks for reviewing journal licenses. These workflow charts are internal documents and are very much works in progress. If you would like to learn more about the workflow charts, please feel free to contact me.

Journal Licensing Review Process

Accessibility

- **Benchmark**
 - Are ADA issues and concerns addressed in the license?
- **Rationale**
 - By law the library is required to address ADA issues and concerns.
- **Desired Language**
 - The Subscriber may transcribe any portion of the Licensed Material into braille or enlarged type for Authorized Users who are visually impaired.
- **Accompanying Desired Explanation**
 - University and Library policies support the provision of accommodations to address the special needs of students with disabilities.

Since little has been said regarding the review of journal licenses, I would like to briefly outline the strategies adopted for determining if the terms and conditions as written in a license are acceptable. To facilitate the review of journal licenses, benchmarks are identified and phrased in the form of a question or questions. For each benchmark a rationale, suggestions for desired contract language, and an explanation for the requested desired contract language are provided. This information adds context, clarity, and norms to assist in achieving a certain level of consistency in the review of journal licenses. Originally conceived as a checklist, the notion of identifying guidelines for the review of journal licenses was expanded to encompass a perspective reflecting the nuances commonly associated with the application of legal definitions and clauses.



To conclude my section of the presentation and segue way into the next, the development of journal licensing documentation and workflows established a foundation from which the library could proceed to the next phase—the implementation of Alma for the management of journal licenses. I will now turn the presentation over to Pat Lienemann to discuss the issues and questions related to this phase of the journal licensing project.

Three Phases of Alma Licensing

Phase	Name	License code
1	Docuseek2	48504
2	Docuseek2	MNSU_Docuseek2_2015
3	Docuseek2 Digital Rights License Agreement (2018)	CD_Docuseek2_2018

Thank you Lisa.

For us, there were three phases of Alma licensing, illustrated by the complexity of the three types of license codes you see above:

- Phase 1) was the, “OH NO! This should have happened weeks ago!”
- Phase 2) was the, “Our license area looks like a disorganized mess – can it be a more organized mess?”
- Phase 3) was “How can the licensing module actually be useful and worth investing our time in?”

Phase One)

Docuseek2

48504

Provider Name	Local License URL	Authorized Users
Provider Code	Physical Location	Authorized Users Note
Database Name	Status	Concurrent Users
Database Code	Reviewer	Concurrent Users Note
Database Status	Reviewer Note	ILL General
Title Name	License Replaced By	ILL Secure Electronic
Title Id	License Replaces	ILL Electronic (email)
Title Status	Execution Date	ILL Record Keeping
Prevailing	Start Date	ILL Record Keeping Note
License Name	End Date	Perpetual Access Right
Origin	Advance Notice in Days	Perpetual Access Note
License Id	License Note	Perpetual Access Holdings
Type	Date Created	Archiving Right
Vendor License URL	Last Updated	Archiving Format
Vendor License URL Date Accessed	Template Note	Archiving Note

Phase 1) Alma Licensing started for us over a short period around the time we went ‘go-live’ during the Alma migration all Minnesota State libraries did several years ago. It came to my attention something was off when our ILL department asked where they can find the ILL terms in the new ILS.

It was my first year as a librarian on campus, and although I knew licensing was in my job description, it was essentially an ‘out of sight/out of mind’ type of deal. I hadn’t known that Serials Solutions was utilized by ILL for identifying sharable materials and that I should have checked to see if the data had migrated to Alma. But we were migrating after one semester into my first academic year, and I was focusing on learning Alma and tried to learn as little about Serials Solutions as possible. I downloaded all the ERM data as a backup and we still had continued access to Serials Solutions – it just needed to be ported into Alma.

I chose the simplest (but not necessarily the most uncomplicated) solution and manually copied whatever active license data was from Serial Solutions into Alma. The above table shows most of the data fields that were available – not all of them were necessarily populated within Serials Solutions when past license data was entered into the ERM. So the first phase specifically focused on the yellow highlighted terms (authorized users, concurrent users, ILL options). It was the bare minimum, but it was ‘good enough’ for ILL purposes and that was the conclusion of that phase.

Phase Two)

Docuseek2

MNSU_Docuseek2_2015

↕ Name	↕ License code	↕ License type	↕ Start date	↕ End date	↕ Signed on
ACS Products Institutional Access	MNSU_ACSPProducts_2015	License	10/08/2015	-	10/08/2015
ACS Products Institutional Access	MNSU_ACSPProducts_2015_2017 Amendment	Amendment	01/01/2018	-	12/06/2017
ACS Products Institutional Access	MNSU_ACSPProducts_2015_2019 Amendment	Amendment	01/01/2019	-	-

Phase 2 was initiated after a visit to Wilson Library that spring – the University of Minnesota had already transitioned to Alma before us and was willing to share what they learned – which was really cool & helpful. My major take-away was their use of license codes and naming conventions to provide a clear data architecture (especially when you are looking at data directly in Alma and not pulling reports/exporting into excel).

In the above screenshot you'll see many of those elements: the use the full name of the product, placing the university code within the license code, year of license, year of amendment, the way the amendments follow the licenses...

After adapting this data structure, I completed another phase of the project: inputting most of our licenses and terms into Alma, both active & historical (with special emphasis on getting the licenses and amendments correctly related).

Phase Three)

Docuseek2 Digital Rights License Agreement (2018)

CD_Docuseek2_2018

Name	License Term Type	License Section	Order In Section	Display To Public	Guidance	Description
Authorized User	Controlled Vocabulary	Authorized User	1	Yes	USE only: Faculty, Staff, S	We deprecated the more detail options,
Authorized User Note	FREE-TEXT	Authorized User	2	Yes	Copy & Paste	
Concurrent User	NUMERIC	Authorized User	3	Yes		The licensed number of concurrent user
Concurrent Users Note	FREE-TEXT	Authorized User	4	Yes		
Authorized Site(s) Note	FREE-TEXT	Authorized User	5	No	Quote the license: Sometimes there is a definition; other times yo	
ILL Electronic (email)	LicenseTermsPermittedProh	Terms of Use	1	Yes	Enter the literal case. However, we understand Silent = prohibited	
ILL Print Or Fax	LicenseTermsPermittedProh	Terms of Use	2	Yes		
ILL Secure Electronic	LicenseTermsPermittedProh	Terms of Use	3	Yes	Enter the literal case. However, we understand Silent = permissive	
Remote Access	LicenseTermsYesNo	Terms of Use	4	No	If it says No, then no. Oth	The right of an authorized user to gain a
Electronic Link	LicenseTermsPermittedProh	Terms of Use	5	No		The right to link to the licensed material

And then finally phase three started when this licensing group decided we were going to schedule a couple hour-long working meetings to finalize which terms we needed to track and optimize the setup for all our different purposes...

After spending the first couple weeks discussing only a handful of terms, we realized it was going to be a more comprehensive process. We ended up holding weekly sessions for an entire semester to develop this tailored approach for us to utilize Alma licensing.

This screenshot is just an example of some of the terms we do track, including what type of input each field allows (one of the best things we did right away was create controlled vocabularies for our own use). This screenshot also shows some of the definitions and guidance on how to input different cases – which is really what we were developing over the course of the semester.

Naming Conventions

	◆ Name	▲ License code
10	American Journal of Recreation Therapy (2021)	JRC_AmericanJournalOfRecreationTherapy_2021
11	American Physical Society Terms and Conditions (2020)	JRC_APS_2020
12	American Society of Civil Engineers (2021)	JRC_ASCE_2021
13	ASHA (No License)	JRC_ASHA_2020
14	ASME Institutional License (2021)	JRC_ASME_2021

One of the simplest yet most impactful changes we made during Phase Three was tweaking Minnesota's naming convention. Whereas they needed to label licenses based on campus or library, we only license for our one university. However, we do differentiate our materials based on the committee – either our Journals Review Committee, the JRC, that Nat leads or our Collection Development Committee, the CDC, that Joe leads.

So now we start the code with the committee's initials and it just takes a simple search to pull up each committee's licenses.

License Input

Sage Master License Agreement (2020)

Creation date: 12/21/2021 Created by: Lienemann, Pat License type: License

Summary License Terms Inventory PO Lines Amendments Group Settings Administrators History Notes

Attachments

Authorized User

Authorized User	Faculty, Staff, Students, On-site walk-in users (plus additional terms, see note)
Authorized User Note	"Affiliated to the Institution as a current student (undergraduates and postgraduates), teaching, research, or clinical faculty, member of staff (whether on a permanent or temporary basis), alumni, or contractor of the Institution."
Concurrent User	unlimited simultaneous users
Concurrent Users Note	Authorized Users shall have unlimited access to the Product(s), 24 hours/day, seven days/week subject to the terms of the Agreement and this Exhibit (the "Hosting Service").
Authorized Site(s) Note	The Customer provides distance education classes to students, routinely in rented spaces in multiple geographic locations. The Customer's students and faculty engaged with distance education classes will be considered Authorized Users under the

Once our discussions stabilized (we know this is going to continue to be an evolving process), we were able to restart adding licenses to Alma and cleaning up already inputted licenses.

[Switch to Alma instance: Example CD Sage]

I just wanted to briefly walk you through our input process:

- Summary Tab [skipping some non-mandatory fields at this time]
- Uploading an OCR scanned copy of the license.
- As much as possible we like to copy and paste directly from the pdf copy of the license – especially for contractual obligations or just make those public viewable terms really clear for our colleagues.
- Additionally, we like to reference section letters/numbers for those specific details we'd want to read directly from the license (Another nice aspect of the Alma license module, is that we can attach the pdf directly within Alma – making this referencing very convenient).
- PO Lines
- Inventory

Amendments

Using the amendment function: terms follow form base agreement but easily customizable if the amendment is different.

As I mentioned a minute ago, we are utilizing Alma licensing for all our electronic resources. Joe Holtermann is going to be speaking next on how we manage some of the complexities involved in the non-journal materials we license.

Agreements, amendments, exhibits, etc.

In addition to—

- workflows for current licensing,
- managing projects related to our new and ongoing license agreements, and
- entering licenses and their terms into Alma,

our implementation of licensing in Alma includes a ***variety of resources*** and a ***variety of licensing documents***.

In this portion of our panel discussion, I would like to highlight several ways that we work with a variety of resources and a variety of licensing documents.

Types of resources

- Abstracts and indexes
- Reference sources (such as encyclopedias, handbooks, etc.)
- Ebooks (individual titles and collections)
- Digital archival collections
- Streaming video (individual titles and collections)
- Databases of various kinds
- Aggregators (A & I, with selected full-text)
- Access fees (for services, as well as information resources)

Like many libraries, our collections include an increasing number of electronic resources that require licensing – including traditional A & I resources, ebooks, digital archives, and other types of databases..

Purchasing models

- Subscriptions
- One-time purchases
- Hosting fees
- Collections
- Individual orders, or *a la carte* selections

Access periods

- Annual
- Perpetual access rights
- Limited terms (i.e. 3-year streaming access)

We acquire access this variety of resources through several different purchasing models.

And we acquire access for different periods of time — annual, in perpetuity, or for defined periods, such as 3-year streaming access.

Common licensing documents

- License agreements (for individual resources)
- Master license agreements (for multiple resources and/or resource types)
- Amendments (or addenda)
- Exhibits or schedules (within agreements or amendments)
- [Purchase order letters] (that refer to license agreements)

As we work with this variety of resources, purchasing models, and access periods, we encounter several common types of licensing documents. These include license agreements for individual resources, master agreements, amendments, and exhibits or schedules that could be part of either a license agreement or an amendment.

Ordinarily, we receive draft license agreements from vendors and begin our review and negotiation from those documents.

We also follow the recommendations of our Contracts Coordinator. For example, we maintain title lists for some resources in license exhibits, when appropriate.

Licensing documents & order records (POLs)

- License agreement – for a subscription
- License agreement – for multiple subscriptions
- License agreement – for a one-time purchase
- License agreement – for a one-time purchase + a hosting fee
- License agreement with an exhibit – for individual titles
- Amendment with a revised exhibit – for additional titles
- Amendment – for related resources, with additional terms and conditions
- Master agreement – for a combination of resources
- [Purchase order letters] – that refer to a license agreement

Together, a list of common licensing documents and associated order records (“purchase order lines” or POLs) that we need to implement in Alma might look something like this—

In addition to agreements for subscriptions, we also work with agreements for one-time purchases, for hosting fees, for individual title purchases, and for some library services.

Films on demand. Nursing., Films Media Group

PO line **S-104168** PO **S-104168-MSU50** Status **Waiting for Manual Renewal (12/0...**
 PO line type **Electronic Collection - Subscription** PO line owner **MSU,M Memorial Library** Sent date **10/16/2019**

Summary Description Alerts Invoice Lines Associated PO Lines Communications Interested Users History Notes Attachments

Ordered Items

License **Infobase Digital License** [View license](#)
Agreement Films on Demand
Subscription Plan (2019)

Name	Type	Activation Status	Activation Date	Additional PO Line
1 Films on Demand Nursing Collection (Minnesota State University, Mankato)	Selective package	Active	11/17/2021	

In most cases, POLs can be linked directly to the appropriate license agreement in Alma when creating or editing a POL.

More than one POL can be linked to a particular license, when appropriate.

Different types of POLs can also be linked to a particular license. For example, a POL for a one-time purchase and a POL for an annual hosting fee can be linked to the same license agreement.

A common amendment

License agreement [2018]

for

- Digital archival collection A (one-time purchase) (POL-101)
- Hosting fee (annual) (POL-102)

Amendment [2020]

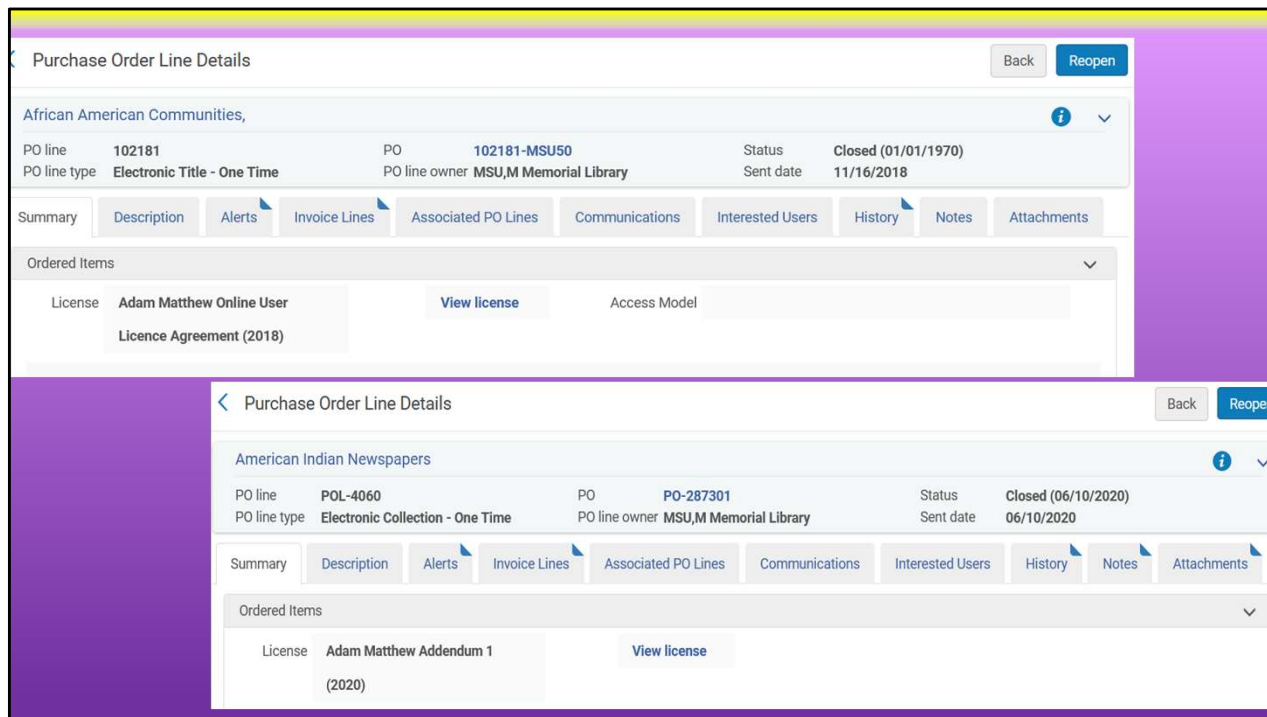
for

- Digital archival collection B (one-time purchase) (POL-301)
- Hosting fee (annual) (POL-302)

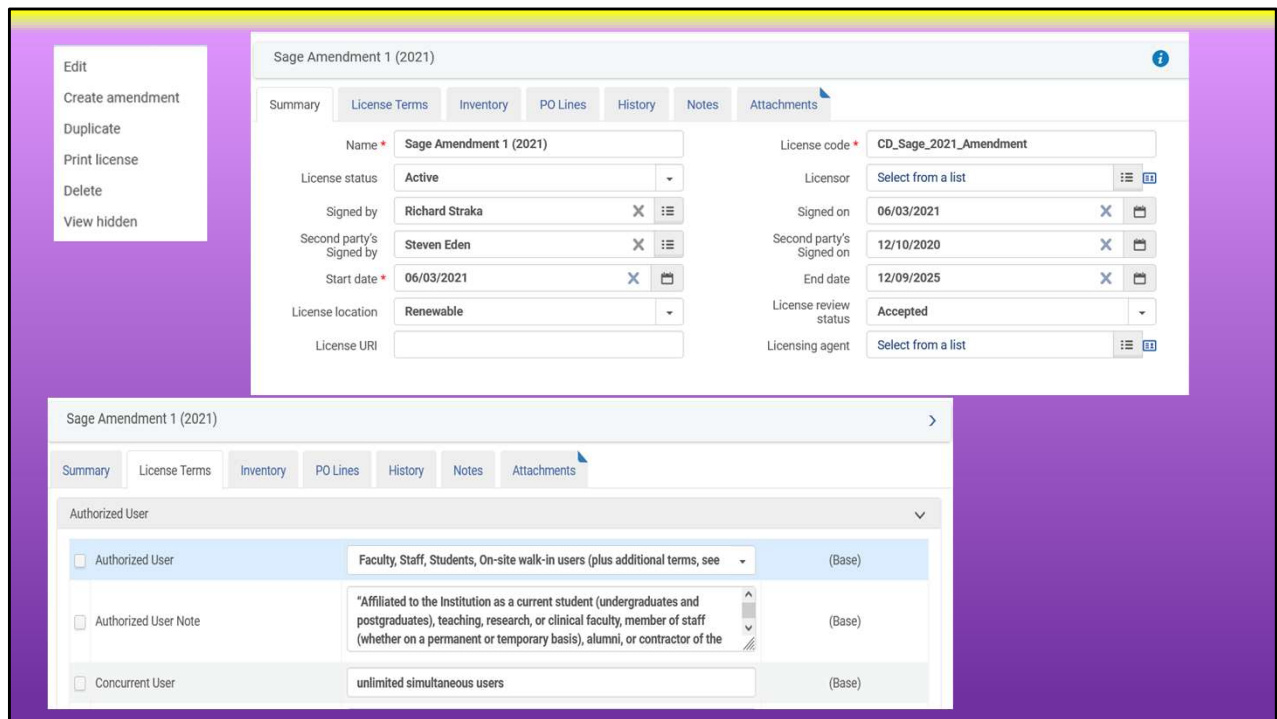
Alma's functionality for amendments also allows us to create a second (or third) licensing document based upon an initial license agreement.

In our library, one of the common reasons for an amendment is to acquire additional content. For example, we may acquire more than one digital archival collection from a single vendor.

In this hypothetical example, the order records for Digital Archival Collection A are linked to the initial license agreement. The order records for Digital Archival Collection B are linked to the amendment. Although they were purchased at different times, the collections share the same terms and conditions.



Viewing a similar example in Alma, the initial license for the archival collection African-American Communities (from the provider Adam Matthew) has been amended to acquire a second collection, American Indian Newspapers.



The Alma functionality for amendments can be implemented in a couple of steps.

Once an initial license agreement has been established in Alma, the “Create amendment” function duplicates a selected license.

Overwriting the information on the “Summary” tab allows us to assign the correct signature date and other new information. Then saving creates a unique amendment.

The amendment contains the same terms and conditions as the initial license. Or if there are new or different terms, they could also be updated prior to saving.

When saving, we try to follow a consistent naming convention for amendments.

A la carte titles	Additional a la carte titles
<p data-bbox="412 537 669 590">License agreement [2016] <i>with Exhibit A</i></p> <ul data-bbox="412 606 610 688" style="list-style-type: none"> <li data-bbox="412 606 610 632">• Title 1 (POL 421) <li data-bbox="412 636 610 661">• Title 2 (POL 422) <li data-bbox="412 665 610 688">• Title 3 (POL 423) 	<p data-bbox="873 474 1127 527">Amendment [2018] <i>with Exhibit A-2</i></p> <p data-bbox="873 531 1094 556">Newly purchased titles</p> <ul data-bbox="873 573 1068 632" style="list-style-type: none"> <li data-bbox="873 573 1068 598">• Title 4 (POL 535) <li data-bbox="873 602 1068 627">• Title 5 (POL 536) <p data-bbox="873 665 1127 690">Previously purchased titles</p> <ul data-bbox="873 707 1068 793" style="list-style-type: none"> <li data-bbox="873 707 1068 732">• Title 1 (POL 421) <li data-bbox="873 737 1068 762">• Title 2 (POL 422) <li data-bbox="873 766 1068 793">• Title 3 (POL 423)

We also acquire individual (or *a la carte*) titles from some vendors. For example, we can acquire major reference works this way. The electronic portfolios are localized in Alma and in some cases the individual titles are identified in a license exhibit.

When our library acquires additional titles at various times, an amendment can update the title list through a new or revised exhibit. In this hypothetical example, an initial license identifies three titles and the subsequent amendment provides for two additional titles.

A series of amendments can maintain an ongoing entitlement list with our library’s holdings.

Note – When managing title lists, our needs vary depending on the types of resources. For many collections & databases, we don’t need to track the titles in a licensing document. Many collections of titles are pre-defined by a vendor and described in detail in the Alma community zone.

Additional *a la carte* titles

Amendment [2018]

with Exhibit A-2

Newly purchased titles (**Start date - 10/15/2020 / End date - 10/14/2023**)

- Title 4 (POL 535)
- Title 5 (POL 536)

Previously purchased titles (**Start date - 2/1/2018 / End date - 1/31/2021**)

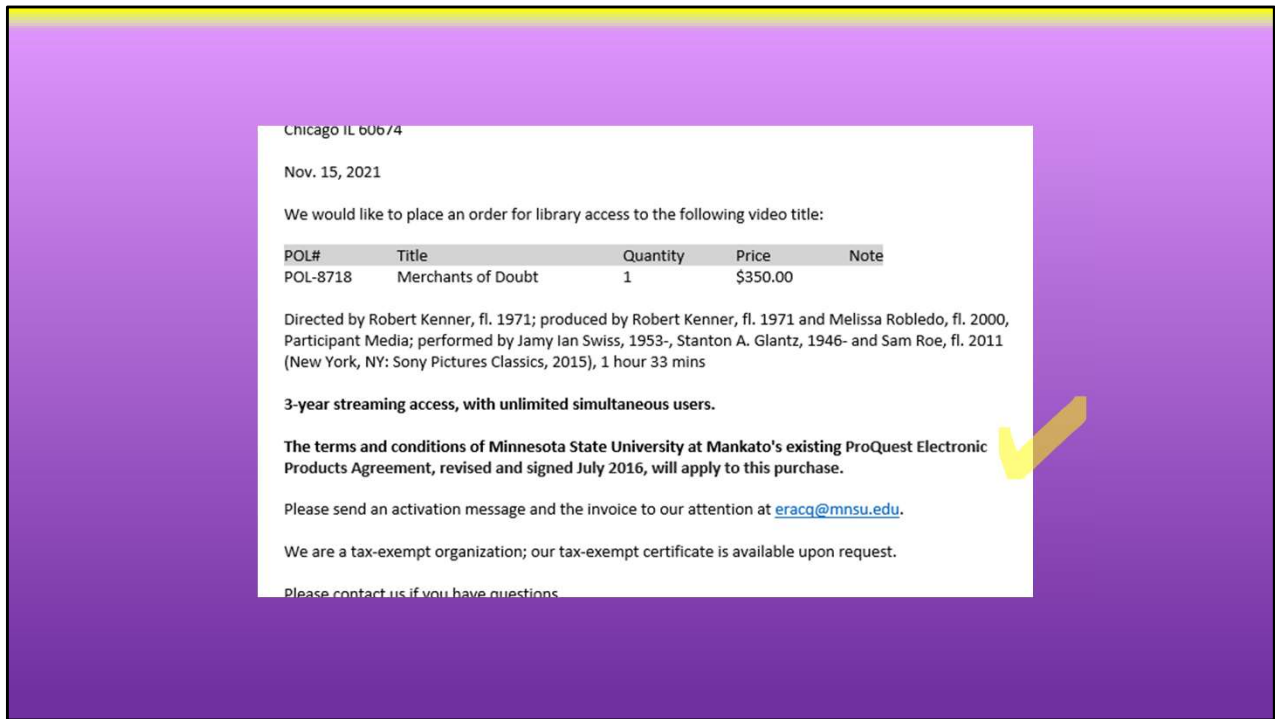
- Title 1 (POL 421)
- Title 2 (POL 422)
- Title 3 (POL 423)

For some resources, a series of licensing documents allows us to review and reconcile our title lists over time. This method can be especially helpful when we acquire access for limited access periods, such as 3-year access for streaming videos, that are specified in the purchasing process.

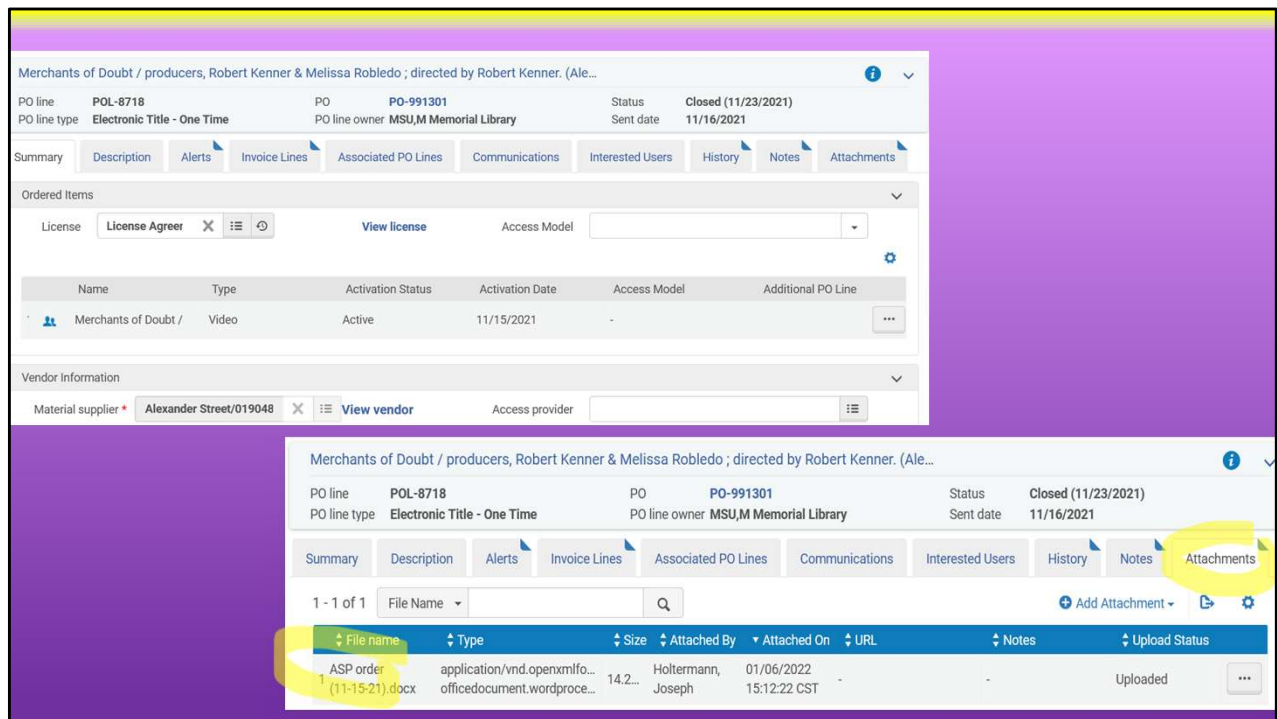
In this case, the access periods can be identified with the title list in an amendment.

In Alma, the order records can be linked to each amendment as they occur.

Note – Of course, there are limitations to this method too. It could be challenging to keep up with amendments and exhibits for frequent purchases from a single vendor. Even a relatively simple amendment requires review and preparation. Also, some vendors do not work with amendments, exhibits, and title lists in this way.



When acquiring content with a purchase order letter, we refer to our current license agreement.



In this case, POLs can be linked directly to the license agreement in Alma. And the purchase order letter can be attached to the POL, as a record of the purchase and a reference to the license agreement.

Attachments – whether to order records or to invoices, are a useful function in our implementation of Alma.

A couple of challenges

- Migrated POLs – Physical inventory
- Updating / replacing licenses

Early English books online = EEBO, [Ann Arbor, Michigan] ; ProQuest LLC, Began in 2003.

PO line	84244	PO	84244-MSU50	Status	Closed (01/01/1970)
PO line type	Physical - One Time	PO line owner	MSU,M Memorial Library	Sent date	12/22/2014

Early English Books Online

PO line	S-84245	PO	S-84245-MSU50	Status	Waiting for Manual Renewal (12/0...
PO line type	Electronic Collection - Subscription	PO line owner	MSU,M Memorial Library	Sent date	12/22/2014

Summary | Description | Alerts | Invoice Lines | Associated PO Lines | Communications | Interested Users | History | Notes | Attachments

Ordered Items

License: ant (July 2021) [X] [Menu] [Refresh] [View license](#)

Name	Type	Activation Status	Activation Date	Additional PO Line
1 [User Icon] Early English Books Online	Aggregator package	Active	05/28/2020	[More]

In summary, our implementation of the Alma functionality for licensing allows us to handle a variety of circumstances and the related licensing documents.

We are not recommending one method or another for licensing specific resources. We review and negotiate the draft documents provided by vendors in cooperation with our campus Contracts Coordinator.

We do anticipate a couple of challenges ahead—

Some of our migrated POLs that originated in Aleph contain a PO Line Type for physical inventory. We haven't found a way to include these POLs in Alma licensing functions.

We also anticipate replacing our current licenses with new and updated agreements. This will be a future project to consider.

The Benefits of Alma Licensing



Squirrel, Lola Williams, Flickr, Public Doman

I'll conclude our presentation by talking about some of the benefits provided by our projects. And yes, this slide is for the cute factor, but maybe there's something to do here about the value of our industry.

Online Access Options

Full text availability

Taylor & Francis PCA Rights Collection
Available from 2007 until 2015.

License Terms

Authorized User: Faculty, Staff, Students, On-site walk-in users (plus additional terms, see note)

Authorized User Note: Current faculty members (including temporary or exchange faculty for the duration of their assignment), enrolled post-graduate and undergraduate students, current staff members and contract personnel directly involved in educational and research activities of the Licensee who have been Issued by the Licensee with a password or other currently valid authentication, together with other persons who are permitted to use the Licensee's Hbrary or information service and access the Secure Network but only from computer terminals within the Licensed Site, as specified in Schedule 3.

ILL Electronic (email): Permitted

ILL Print Or Fax: Permitted

ILL Secure Electronic: Permitted


Course Pack Electronic: Prohibited

Scholarly sharing: Silent

Applicable Copyright Law: Fair use information for higher education at MSU, Mankato can be found at <https://libguides.mnsu.edu/copyright>

Data Privacy: No

HIDE LICENSE



In the first place, we've improved our public display of license terms, which is often a contractual obligation – and we've identified follow-up steps to ensure that our ILL office is complying with our license requirements.

Licenses and Amendments oxford

1 - 15 of 15 + Add License

Status: All Review Status: All

Shared	Name	License code	Status	Review Status	Start date	End date	Signed on	Gr Se	License type
	OUP Oxford Current Content License (Journals)	44166	Deleted	- Pending	01/...	12/31/20...	10/27/20...	-	License
	Oxford Institutional Perpetual Access Content License	48058	Deleted	P Pending	05/...	-	05/13/20...	-	License
	Oxford Subscription Perpetual Access and Journals Agreement	MNSU_OxfordJournals_2017	Active	- Accepted	01/...	-	-	-	License
	Oxford Subscription Perpetual Access and Journals Agreement	MNSU_OxfordJournals_2017_2018_Ammend...	Active	- Accepted	06/...	-	06/19/20...	-	Amendment
	Oxford Subscription Perpetual Access and Journals Agreement	MNSU_OxfordJournals_2017_2018_Ammend...	Active	- Accepted	12/...	-	12/07/20...	-	Amendment
	Oxford Subscription Perpetual Access and Journals Agreement	MNSU_OxfordJournals_2017_2019_Ammend...	Active	- Accepted	06/...	-	06/02/20...	-	Amendment
	Oxford Subscription Perpetual Access and Journals Agreement	MNSU_OxfordJournals_2017_2020_Ammend...	Active	- Accepted	01/...	12/31/20...	02/02/20...	-	Amendment
	Oxford University Press	MNSU_OUP_2002	Active	- Accepted	05/...	05/21/20...	05/22/20...	-	License
	Oxford University Press	MNSU_OUP_2008	Active	- Accepted	12/...	12/15/20...	04/08/20...	-	License
	Oxford University Press	MNSU_OUP_2013	Active	- Accepted	05/...	12/31/20...	05/10/20...	-	License
	Oxford University Press	MNSU_OUP_2014	Active	- Accepted	01/...	12/31/20...	01/14/20...	-	License
	Oxford University Press	MNSU_OUP_2015	Active	- Accepted	01/...	12/31/20...	10/14/20...	-	License
	Oxford University Press	MNSU_OUP_2015_2015 Amendment	Active	- Accepted	03/...	12/31/20...	04/04/20...	-	Amendment
	Oxford University Press	MNSU_OUP_2014_2016 Amendment	Active	- Accepted	01/...	12/31/20...	12/01/20...	-	Amendment
	Oxford University Press Subscription and Perpetual Access Agreement (2022)	JRC_OUP_2022	Draft	- Pending	01/...	12/31/20...	-	-	License

In the second place, it seems that we can use Alma licensing to some extent for license workflow management, to the extent we can enter drafts and refer to those drafts during the license negotiation process.

License	Sent to Diane/ Other	Complete	Comment
ACM	12/11/2020		Vendor said they will sign once D
AIP	10/7/2021		
Annual Reviews	SERU	10/13/2021	
APS Quote	11/19/2021		
Cambridge	10/1/2021		Ready to execute 12/8
Comparative Politics	No License	10/25/2021	
Emerald	10/13/2021	11/9/2021	
Human Kinetics	Sent by Lisa Feb, 2020		Sent reminder, 9/9/21
JAMA			GET NEW in March or April
Minneapolis St. Paul Business Journal	No License	10/1/2021	
Mathematical Sciences Publishers (MSP)	10/28/2021	11/23/2021	
Minitex Library Consent Agreement for Elsevie	12/9/2021		
Ovid: Circulation	7/20/2021	9/9/2021	
Ovid Itemized Journals	10/20/2021	10/29/2021	
Oxford	10/20/2021		Diane sent final to Susan 12/13
SBJ	10/13/2021		Revisions accepted 11/12; inquir

However, I can't search by license status or review status in Alma, so I continue to fall back on simpler approaches, like this table, to see what licenses are currently under negotiation and where they are in process. Honestly, though, when I get questions either from the university contract coordinator or the vendor, I still tend to go straight to the license, rather than the license record in Alma, although my behaviors might evolve.

Alma Licensing for License Management

ORACLE Analytics

Licensing_JRC_Run1 Home Catalog Favorites Dashboards Create

Criteria **Results** Prompts Advanced

Subject Area: Funds Expenditure

Compound Layout

Title: Licensing_JRC_Run1

Table

PO Line Title	Fund Ledger Code	Status	Status (Active)	Material Type	PO Line Reference	Format	Acquisition Material Type	License Code	License Name
ACM digital library	1JRC-A	ACTIVE	Waiting for Renewal	Journal	3322	E	PACKAGE	MNSU_ACMDigLibrary_2019	ACM Digital Library
ALA membership.	1JRC	ACTIVE	Sent	Journal Package	POL-8613	E	PACKAGE	JRC_ALA_2020	American Library Association (No License)

I am most impressed by the capacities we've gained for license management.

As I mentioned in the Introduction, my personal goals for this project were to gain the capacity to track which licenses would need to be replaced in any given year at "the push of a button," and I wanted to gain an overview of all relevant license terms across all of the journals licenses.

I can now accomplish both of these goals by running reports from Alma Analytics, although I do prefer to work with the outputs in Excel, which is more useful for combining results and easier to use for practical follow-up.

Basic Analytics 1: Purchase Orders & Linked Licenses

PO Line Title	PO Line Reference	Ledger Code	Material Type	Format	Acquisition Material Type	License Code	License Name
ACM digital library	3322	1JRC-A	Journal	E	PACKAGE	MNSU_ACMDigLibrary_2019	ACM Digital Library
Agricultural history.	S-45298	1JRC	Journal	E	JOURNAL	JRC_AgriculturalHistory_2022	Agricultural History (No license)
ALA membership.	POL-8613	1JRC	Journal Pa	E	PACKAGE	JRC_ALA_2020	American Library Association (No License)
Alcoholism treatment quarterly.	S-28725	1JRC-A	None	E	JOURNAL	JRC_T&FJournals_2019-22_Amei	Taylor & Francis Journals (2019-22) Amendment
American Chemical Society Journals	POL-1828	1JRC-A	Journal	E	PACKAGE	JRC_ACS_2021	American Chemical Society Online Products Instit
American Chemical Society Journals [electronic re	POL-1829	1JRC	Journal	E	PACKAGE	JRC_ACS_2021	American Chemical Society Online Products Instit
American Economic Association	S-42421	1JRC	None	E	PACKAGE	JRC_AEA_2020	AEA (No License)
American Indian culture and research journal.	S-74853	1JRC	None	E	JOURNAL		
American journal of archaeology : the journal of t	POL-8273	1JRC-A	Journal	E	JOURNAL	JRC_UChicagoPress_2019	University of Chicago Press (2019)
American journal of education.	S-61260	1JRC-A	Journal	E	JOURNAL	JRC_UChicagoPress_2019	University of Chicago Press (2019)
American journal of epidemiology.	S-92707	1JRC-A	Journal	E	JOURNAL		
American journal of recreation therapy.	POL-6523	1JRC	Journal	E	JOURNAL	JRC_AmericanJournalOfRecreati	American Journal of Recreation Therapy (2021)
American journal of sociology.	S-61297	1JRC-A	Journal	E	JOURNAL	JRC_UChicagoPress_2019	University of Chicago Press (2019)
American journal on intellectual and development	S-74928	1JRC	None	E	JOURNAL	JRC_AllenPress_2020	Allen Press (No License)
American Society Of Civil Engineers ASCE Journals	S-6510	1JRC	None	E	PACKAGE	JRC_ASCE_2021	American Society of Civil Engineers (2021)

link.mnsu.edu/almalicensing

My basic approach right now is to run two Analytics reports. The first is a list of all active journals-related purchase orders, which includes the license, if it's been linked. There can be multiple reasons why I don't have one linked, but this first report could be used to get a sense if any basic license maintenance work is needed. I apologize if the table is too small to make much sense of – please remember that this presentation is available via the link at the bottom of this slide.

Basic Analytics 2: Licenses & License Terms

License Code	License Status	License Storage	License Begins	License Ends	License Signed On	License Term	License Term Value
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Applicable Copyright Law	Fair use information for higher education at MSU, Mankato ca
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Archiving format	Local hosting or Portico
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Authorized Site(s)	SILENT
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Authorized User	Faculty, Staff, Students, Contractors, On-site walk-in users
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Authorized User Note	current employees/faculty of the Licensee who are doing work
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Confidentiality of agreement	None
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Consortial Agreement Indicator	NO
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Course Pack Electronic	SILENT
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Course Pack Non-electronic Non-pr	PERMITTED
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Course Pack Print	PROHIBITED
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Course Reserve Electronic Copy	PERMITTED
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Course Reserve Print	PROHIBITED
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Data Mining	PERMITTED
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Data Privacy	NO
JRC_AAAS_2020	Active	Renewable	1/3/2020	12/31/2020	2/6/2020	Electronic Link	SILENT

link.mnsu.edu/almalicensing

The second basic Analytics report I run is just a list of all of the licenses, their terms, and the term values. This version is inconvenient because the term values are listed vertically. It is possible to construct the Analytics report so that the terms are listed horizontally, so that there would be just one row per license, but the process to create the report would be tedious, and I think it's just easier in Excel, where it takes about a minute or two to produce the same result, and by moving the list to Excel, I gain Excel's flexibility and power for further analysis.



See Action Demo

Very quickly, please let me just point out that I can combine the two basic analytics reports. Here we see license terms at the purchase order level. You can see there are a very large number of terms. Basically, I'm just using a Boolean Filter formula to look up the values.

Or we can view license terms at the license level. One use of this report is to monitor which licenses will need to be replaced. Under Minnesota State Board Policies, we can't have a subscription license for longer than five years, so it's very handy to use this report to see which licenses are expiring and to get an overview of the terms which might require attention. You can also get a sense here how we can use this report to focus negotiation efforts. For example, I started eliminating confidentiality or non-disclosure clauses about two years ago, and you can see here exactly how much progress I've made. I can also use this information for future negotiations, to let other vendors know that their peers have complied with this request.

Next Steps

Immediate Next Steps:

1. Ensure we have agreement about reasonable time-period for license entry in Alma licensing workflow
2. Ensure we have agreement about how to use License End-date
 - a. Ensure we have agreement about end-dates for 'No-license' license records
 - b. [Longer term: Develop process for reviewing No-licenses]
3. Review Statuses of all entered licenses
 - a. Ensure we have agreement about schedule to update Statuses annually
4. Is retrospective licensing complete? If no, what steps are necessary?
 - a. What are the follow-ups for license storage (hard copies, personal copies, etc.)?

Future Agenda:

1. POL & E-Inventory License Linking Review
2. License term review projects
 - a. Review any granted PCA rights that are impractical and change accounting accordingly
 - b. Review all licenses for any restrictions beyond typical Commercial Use limitations
 - c. Review all licenses for user definitions
 - i. Expand user access (see Lisa's question about COB seminars)
 - ii. Expand user access for 24/7 reference librarians
 - d. Review all licenses for preferred terms
 - i. ADA/ Accessibility compliance
 - ii. Data mining rights

We have discussed numerous next steps as a group, and there are too many to present here. In the big picture, an early priority is to use the reports to understand the variety of terms across our licenses, both to improve the consistency of our licenses and to identify preferred terms to seek across all licenses.



Views from Library Leaders

Licensing Privacy: Views from Library Leadership

Recording from October 13, 2021: https://mediaspace.illinois.edu/media/t/1_p3wr5

This webinar shares findings from interviews with library leaders about how privacy concerns inform their negotiations. Danielle Cooper, Manager of Collaborations and Research at Ithaka S+R, conducted semi-structured interviews with library leaders as well as exploratory interviews with librarians who support license negotiations. Through these findings, we better understand how to prioritize privacy as well how privacy decisions are delegated in library organizations. A companion report will be published. This work was undertaken as a component of the Mellon-supported Licensing Privacy project, which aims to improve how

Let me provide a brief example of how this can work. I attended a webinar on data privacy recently. During the webinar, I was able to look across all of the data privacy terms included in the journals licenses and I was able to find the best term among the set. I contributed that term to the live webinar conversation about data privacy terms. As a further follow-up, I have since started asking for this preferred term for any new licenses, even if there is a reference in the contract to the MN Data Practices Act, because I don't think the reference to the Minn DPA is explicit enough to provide guidance or assurance either for our vendors or the library. As I run these reports over time, I should see my preferred data privacy term showing up across more and more licenses.

Thank you!

- Nat Gustafson-Sundell, gustan2@mnsu.edu
- Lisa Baures, Lisa.Baures@mnsu.edu
- Pat Lienemann, Pat.Lienemann@mnsu.edu
- Joe Holtermann, Joe.Holtermann@mnsu.edu

Put briefly, we have gained more power to manage our licensing effectively and more efficiently. We can also monitor and pursue preferred terms confidently as our needs continue to evolve, so we can now track and negotiate more terms more effectively. We look forward to the next steps in our project as we continue to improve our licensing practices and our policy compliance.