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Workflow and Timelines for eTextbook Project

Spring 2023

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Abstract

This document was created in 2021 as part of a textbook affordability project at Illinois State University's Milner Library, in which the project team licensed available e-book copies of course textbooks. This modified version of our workflow and timeline has been generalized so library personnel at other institutions might easily adapt it for their own use. This timeline is built in part around when the textbook list for the upcoming semester is made available (at Illinois State University, our Office of the University Registrar makes textbook information publicly available online midway through the previous semester). The timings listed do not account for semester breaks. The target end date for the timeline is one week prior to the start of the semester.

Phase 1: Analysis

Timing: 7 weeks before the start of the semester

Duration: 2 weeks

1. Collection Assessment Librarian retrieves list of textbooks assigned for upcoming semester
2. Collection Assessment Librarian completes initial review of Textbook list
3. Collection Assessment Librarian completes second review closer to time to catch changes
4. Titles are identified and agreed upon by members of the eTextbook Working Group.
 - a. With independent funding, the eTextbook group will select titles for purchase. Anything we don't select will be sent to liaison librarians for purchase consideration using their collection development funds
 - b. Without independent funding, Collection Assessment Librarian will reach out to liaison librarians to ask them to use their collection development funds for purchases
5. Collection Assessment Librarian creates clean spreadsheet with the following fields:
 - a. Title
 - b. ISBN
 - c. Platform
 - d. License—with need for upgrade indicated
 - e. Class Number
 - f. Professor's Name
 - g. Price

Phase 2: Selection

Timing: 5 weeks before start of the semester

Duration: 1 Week

6. Associate Dean selects titles in GOBI.
 - a. Associate Dean also confirms price and license info on spreadsheet.
 - b. Associate Dean also notifies Acquisitions that a large order has been selected.
7. Electronic Resources, Cataloging, Acquisitions, and Course Reserves are notified by Associate Dean that the spreadsheet is ready



8. Course Reserves will add in their own assigned e-textbooks to the spreadsheet as requests arrive

Phase 3: Processing

Timing: 4 weeks before start of the semester

Duration: 2 Weeks

9. Titles are purchased — This process may occur in batches based on availability of funds.
 - a. Pre-order searching completed by Pre-order Cataloging Specialist. Searching will be done in batches of 20, with two batches being completed per day if possible.
 - b. Ordered in GOBI by Acquisitions Unit Head or Firm Order Specialist
 - c. Upgrades are requested/processed by Collection Assessment Librarian
10. Titles are activated
 - a. Electronic Resources Specialist will watch for Notification of Access Emails
 - b. Electronic Resources Specialist will activate titles in Alma and indicate this on spreadsheet
 - c. Electronic Resources Specialist will check in Primo VE that no consortially-provided eBooks are also available. If they are, use direct link to eBook in spreadsheet
 - d. Electronic Resources Specialist will add URL for access (Permalink from catalog) to Spreadsheet
11. Cataloging will catalog resources as time allows
12. When final resources have been ordered, Associate Dean will notify Electronic Resources that they can stop checking the spreadsheet.
 - a. If anything is added to the spreadsheet after this closing email, they will be communicated to Electronic Resources Specialist via email
 - b. Electronic Resources Specialist will check for any access or ordering issues by identifying titles that haven't been activated and reaching out to appropriate parties for clarification
13. Faculty teaching courses with a licensed text are notified by Collection Assessment Librarian
 - a. Faculty may request that eBook URL(s) be embedded in their LMS course site(s)

Phase 4: Finalization

Timing: 2 weeks before start of the semester

Duration: 1 Week

14. Collection Assessment Librarian will add URLs to LMS sites as requested
15. A member of the eTextbook Working Group will email a finalized list of eTextbooks to subject liaisons and Reference Desk group along with link to view full spreadsheet



Data to share/report out each semester

- Total number of books provided (purchased and already owned)
- Number of courses impacted
- Total enrollment in courses
- Potential cost savings for students

Upcoming Semester Specific Timeline

- Begin Date: MMDDYYYY or when the Textbook List is available
- Target End Date: MMDDYYYY
- First Day of Semester: MMDDYYYY

