Acquisitions Working Group June 11, 2018 Meeting Minutes

Attending: April Davies, MaryEllen Donathen, Marianne Foley, Katherine Latal, Kristy Lee, Sarah Maximiek, Leslie Preston, Shannon Pritting, Susanna Van Sant

**MSP #40.** The group finalized review of SMSP group’s policy #40: "MSP-40 SUNY Libraries Consortium Metadata Policies, Policy: Loading Brief Order Records: Creating Import Profiles to Load Vendor Order Records into NZ." Sarah had the comments from the group ready to be sent on to SMSP.

**Status of group’s first policy: AWG-1 policy: Minimal use of Alma for Acquisitions.** Kristy reported that the Chairs did not review our policy today. Kristy to take it forward for review/approval. She pointed out that the SMSP group already created a duplicate policy, MSP-18, SUNY Libraries Consortium Metadata Policies Policy: Minimum Acquisitions Data (https://slcnv.libguides.com/ld.php?content_id=41685591). Sarah pointed out that we would like to have working groups document sources they use to create their documents. Shannon would like a template for all working groups to use.

**The group planned to work on two more policies.**
The next two topics the group will work on are the fund structure and vendor record information. Libraries that are using ALEPH now need to rethink how they will set up their funds in Alma. Vendor records will be in the NZ without any contact or account information. Libraries will have their vendors migrated to the IZ. Binghamton reviewed and weeded out two-thirds of their vendor records leaving 1400. It is not clear to the group what information will go to the NZ and what will be managed centrally; everyone will not have permission to write to/edit the NZ. Sarah and MaryEllen volunteered to work on the vendors policy and Susanna, Leslie, and April volunteered to work on the funds/ledgers policy. Leslie shared that the firm ordered books are handled in ALEPH, but not other resources. In Alma, the ledger is the entire pot of money available; funds come off of the ledger. It was advised that if you are going to send your invoices for payment to your Business Office through an automated invoice transfer process, it is important to have the fund structure in Alma line up with the structures in the Business Office. Libraries may need to organize their work according to how it is paid, local Accounting Office needs and what we need to report on (statistics). Reporting codes can be created randomly throughout the fiscal year. These can be used in Analytics. April noted that this is similar to local characteristic codes in the Multilis days…. data in the 962 or 964 962 MARC fields in ALEPH. The 962 will migrate to Alma. Kristy showed the document where the local fields will be in the NZ. Due date for work on next policies – 6/25/2018.

**SIG at SUNYLA.**
There will be a SIG with the ERM and Analytics Working Groups at SUNYLA. MaryEllen would not be attending SUNYLA, but Susan Davis will be there and attending the SIG.

**Prep for next meeting:**
Continue review MSP#41 Loading WCP Records into NZ_includes Shelf Ready.
Work on new draft policies for fund structure and minimum vendor record information.

At next meeting:
Finalize feedback on MSP #41?

Minutes created by Kate Latal