Acquisitions Working Group June 25, 2018 Meeting Minutes

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

Follow up from last meeting: Sarah announced that the minutes from the June 11th and 18th meetings were posted to the SUNY LSP libguide (https://slcny.libguides.com/acquisitionswg/minutes). Kristy will be sending the groups comments on SMSP policy #40: “Loading Brief Order Records: Creating Import Profiles to Load Vendor Order Records into NZ” and #41: “Loading WCP Records into NZ_includes Shelf Ready” and will be forwarding AWG policy #1 for review.

Guidelines for working groups: The LSP Taskforce is working on two documents that will provide guidance to the working groups and define what they will look like going forward. They are “SLC Working Group and Task Force Policies and Procedures” and “Staggered terms for working groups, Addendum to SLC Working Group and Task Force Policies and Procedures.” Each groups co-chair will become the chair. Membership will be staggered to have overlap with new members. That means at least half of the group will have to serve for a third year. Each group may need to make changes/adjustments, such as their weekly meeting time may need to change. Kristy will be focusing on the migration process following the Kick-off and may not attend all AWG meetings. The group reviewed the documents together. The term co-chair may be replaced with vice-chair. Shannon asked for comments/suggestions to be posted to the documents.

AWG-2 draft policy: Fund structure in Alma: Susanna shared that no peer institutions created any document about funds and ledgers that rose to a policy. The documents out there are more training or an advisory tool per se instead of a policy. Sarah noted that the document could be a best practice instead. April shared that a library must have a ledger and allocated funds in order to use Acquisitions in Alma; Alma will not function without it. Leslie noted that a summary fund organizes the funds, categorizing by type; summary fund does not have any money. Funds are assigned at the ledger level and are broken apart at the allocated level. It is advised that you do not put the year in the ledger name or the code; a year is automatically added to it by the system. Sarah would like to include pictures of Aleph and Alma budgets to the libguide to help libraries. Need to clarify if there can be multiple summary funds. (Per email from Susanna on 6/25/2018: No allocated fund can be assigned to more than one summary fund per the vanguard training: June 5, part 2: http://www.kaltura.com/tiny/zmli8. Per Sarah’s test on 6/28/2018: An allocated fund can only be listed under one summary (or ledger for that matter). Multiple reporting codes can be added to any order. AWG needs to detail what is “must and optional” for setting up funds in Alma. Group will continue to review and revise the draft.

AWG-3 draft policy: Minimum vendor record information in Alma: This policy is about checking in the NZ before creating a new vendor in your IZ. Kate asked about where to add the SFS ID number. Could go in the Financial System Code field or a note field. The FID number could go in the National Tax ID field.
The group discussed that unique or rarely used vendors do not need to go into the NZ; “big” vendors should go into the NZ. We do not have a formal group overseeing the creation of vendors in the NZ at this time. Libraries can contact the AWG for help/questions for now. Shannon expects that creation of a vendor(s) in the NZ would be shared/publicized. MaryEllen brought up the issue that acquisitions staff may not be working directly in the NZ; it will be system administrators. Shannon explained that NZ access will be given as needed. LSP Taskforce is in the process of identifying the Alma positions/roles for each campus for access to the NZ. Shannon reported that the SLC wants to improve procurement for everyone (SUNY-wide) for the shared vendors. Kristy needs to compile the shared vendors.

Migration of acquisitions data, including the vendor file, is all or nothing (except what is out of scope, including the Order Log). Either you take everything you have in Aleph or you do not take any of it. Some libraries are not going to take their data. Kristy advised that libraries run reports prior to migration to capture data they want that will not be migrated. There are instructions posted on the ExLibris site about how to capture and retain data that you do not move to Alma.

Sarah reported that Binghamton (vanguard) is reviewing their fund codes in Alma and making some changes. They found that the data (as is) will not map over clearly enough to make use of Analytics.

**At next meeting:**

Finish reviewing the draft vendor policy. Discuss training issues; new plan on train the trainer.

Minutes Created by Kate Latal