Acquisitions Working Group August 6, 2018 Meeting Minutes

Attending: MaryEllen Donathen, Marianne Foley, Kate Latal, Kristy Lee, Sarah Maximiek, Leslie Preston, Shannon Pritting, Susanna Van Sant
(April Davies and Jin Xiou Gou could not attend the meeting.)

Kristy reported that the policy documents AWG #2: Fund structure in Alma and AWG #3: Minimum vendor record information in Alma were reviewed by the LSP task force and sent back to us to respond to questions and for clarification. There is a question about whether changes to a vendor record in the NZ will overwrite the existing vendor record or makes a copy.

The group reviewed work on the list of vendors to populate the NZ (spreadsheet created by Sarah). Sarah populated the spreadsheet with some vendors from the NYS OGS contracts. Kate added SFS vendor ID numbers. The group needs to clarify that the Financial System number in the vendor record in Alma will be used for the SFS vendor ID and the National tax ID will be used for the FEIN (Federal Employer Identification Number or Federal Tax Identification Number).

As part of the review of AWG #2, Shannon asked that the group work on gift fund structures for Alma. POLs and POs for gifts have a fund structure, but are not financially linked; do not expend any funds. Marianne volunteered to work on this and Sarah volunteered to look for information about it.

Also regarding AWG #3: Minimum vendor record information in Alma the group needs to address how vendors in the IZ will be matched or merged with vendors in the NZ. There is a need to address how this will work before go live. Kristy to invite a member of the working group to an LSP Task Force meeting to discuss this.

Sarah drafted the document to communicate information about the migration to Alma and its possible impact on processing financial transactions for the library to Business/Accounting Offices at the campuses. This information may also be helpful to the campuses who have not managed their funds and orders in ALEPH (ILS). They will have the opportunity to integrate Alma with their campus Business/Accounting Office after July 2019. Sarah to finalize the draft and share it with Shannon, Kristy, and Heidi. Different information may need to go out to the SUNY and community college business officer or financial management groups. Shannon plans to share the document with Carey Hatch and find out when it can go out to the campuses.

Group discussed identifying which Material Types should be used in Alma. (There is a list of over 90.) Marianne volunteered to work on this with Sarah to come up with a list of the most used Material Types. According to the Alma Glossary, a Material Type is... “The type of material, such as a book or electronic journal collection, from which an item takes its form. Note that the material type does not control the PO line workflow and can be modified when creating/editing a PO line. Unless hidden, an item's material type appears in Primo’s Get...
It/Details tabs. Material types are system-defined, but they can be enabled or disabled and their labels can be configured.

**Group discussed testing in Alma after test load.** University of Buffalo (Jennifer Frys) has a testing list to share. Marianne shared that she has not been able to complete an order and cannot access funds in their vanguard instance. It was suggested that Marianne double-check the user Role she is using to access Alma. Sarah reported that Binghamton has not been able to access all of their funds consistently.

**How to approach the close of the current fiscal year was discussed.** For the cut over, Sarah is recommending that libraries close the fiscal year in Aleph and open a new fiscal year in Alma. She is looking into what the best approach will be for libraries using Aleph for acquisitions. Kristy requested that the working group make a recommendation about whether to do the roll over process in Aleph before go-live. She would like a disseminate a recommendation by October 1st. If a library plans to do the roll over in Aleph, the current fiscal year would need to be wrapped up in early June.

**For next meeting, August 20th:**
Request input on document about NetLibrary, GVRL, and SUNY Press
Make additional edits to AWG #2 and AWG #3
Continue work on list of vendors for NZ

Minutes created by Kate Latal