Acquisitions Working Group October 8, 2018 Meeting Minutes

Attending: MaryEllen Donathen, Marianne Foley, Jin Xiu Gou, Kate Latal, Sarah Maximiek, Leslie Preston, Susanna Van Sant

Kristy Lee and April Davies could not attend the meeting. *(Did I get that right?)*

**Agenda:**


Review Policy 3

Review the workflow document shared by Jin

We have at least one person going to ELUNA meeting this week: any questions etc that the AWG would like them to try to data gather for?

**Looking at the policy and procedures documents and determine our next priorities.**

The AWG policy documents that have been reviewed and approved are posted on the SLC site under Policies & Best Practices.

AWG-1 Policy: Minimal use of Alma for acquisitions, AWG-2 Policy: Fund structure in Alma, and AWG-5: Gifts and gift receiving are posted there. The group discussed that it is possible to have a gifts workflow that by-passes the Acquisitions functionality altogether by creating a catalog record without an order record, but the group is not recommending use of this workflow option, especially since we would like more libraries to use Alma for acquisitions then have used ALEPH.

No one identified a policy priority for the group to tackle next. The group created a document “AWG - Policies we should have/consider” in September where we can post/share our ideas. Sarah edited this to reflect work that has been done.

The group still needed to finalize feedback on the policies from the Metadata Standards and Policies Working Group: MSP-40 SUNY Libraries Consortium Metadata Policies, Policy: Loading Brief Order Records: Creating Import Profiles to Load Vendor Order Records into NZ and MSP-41 SUNY Libraries Consortium Metadata Policies, Policy: Loading WCP Records into NZ, including Shelf ready. Sarah planned to review and “clean-up” #40 and share it with the group. (After this meeting, a new taskforce was formed to examine adding records to the NZ and managing updates to the OCLC records that may in fact come up with policies or best practices that would “replace” the SMSP documents.)
Each institution needs a plan in place to upload new records after Go-Live. The group discussed the process of importing records, import profiles, and when brief and full records should be used. Some libraries are hoping to use the API for GOBI or Oasis. Jin is concerned about de-duping records when they are loaded. The idea that everything in Alma starts with Acquisitions is reasonable since we want Acquisitions records for all items in the collection. Libraries could use reporting codes to keep track of the source of gift books. The ERM Working Group has procedures for ordering and cataloging items in the NZ. Susan Perry has also shared information about how to handle e-resource orders in Basecamp. It is believed that it may be better to close some ongoing orders and reopen them in Alma. Sarah reported that Binghamton's suppressed bibs with orders came through fine.

**AWG-3 Policy : Minimum vendor record information in Alma Institution Zone (IZ)** needed revision because of the change in plans in the use of the NZ at Go-Live. Kate revised the document to reflect our current understanding that vendors will not be available in the NZ for libraries to “grab” and place in their IZ. Kate reported that she probably went too far in editing the document and encouraged the group to revise or “re-do” her edits. The group determined that since each library handles vendor records and invoice payments a little differently, this policy sets a best practice. The group would like to provide all of the SUNY libraries access to the list of vendors (Excel file: Vendor List for NZ (editable)) on Basecamp or some place that is not public.

**A question came up about communication with the local/campus CIOs and ITS departments about the LSP migration.** Sarah responded that Shannon has been sharing information with OLIS and some of the business offices on the campuses. Sarah prepared a talking points document, Business/Accounting Offices - Suggested Language/Talking Points, for this purpose in August.

Kate will be attending ENUG. Jin asked Kate to see if there is any information about implementing the interface or APIs with campus university financial systems at the conference. Sarah to re-send log in for access to ELUNA documents that may also provide information on this topic and others of interest.

**Prep for next meeting:**
Finalize feedback on MSP #40 and #41

**At next meeting:**
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Minutes created by Kate Latal