**Report of the ALCTS Collection Management and E-Resources Interest Group Meeting, American Library Association Annual Conference, Chicago, IL, June 2017**

The Collection Management and Electronic Resources Interest Group (CMERIG) held a one hour meeting at the 2017 ALA Annual Conference in Chicago, IL on Sunday June 25, 2017, from 3-4 pm. Chair Sunshine Carter (Electronic Resources Librarian and E-Resource Management Unit Manager, University of Minnesota Libraries) and Vice-Chair Michael Fernandez (E-Resources Librarian, American University Library) co-facilitated the meeting. The 2017 program theme was "E-Resource Preservation Strategies" and featured three speakers.

The first presentation was given by Sunshine Carter, Electronic Resources Librarian, University of Minnesota Libraries, and was entitled "The Band-Aid Approach: Providing Access to Locally Hosted Perpetual Access". Determining how to handle post-cancellation access can be a daunting task for e-resources librarians. The presenter noted that while many vendors do host post cancellation access for libraries to their e-resources, there are also vendors that will only provide a library with the resource itself on a physical medium, and not with a platform to host the resource. Additionally, sometimes journals or their publishers cease operations, leaving subscribing libraries with few access options to purchased content. Self hosting this content requires storage space and a platform, and many libraries are not well-equipped to provide these necessities. The University of Minnesota Libraries tested an informal approach to provide both discovery of and access to acquired data sets, PDF documents, and cancelled e-resources. The University of Minnesota is comprised of five campuses and twenty-one libraries, which share the Alma library system but are otherwise autonomous. The presenter works on the Twin Cities Campus, which serves an FTE of more than 50,000, and as the E-Resources Librarian, she manages a six-person unit that handles e-resource acquisition and access. The presenter had some experience in self hosting from a previous position at another institution, where she self hosted digitized films on Google Drive with the help of the information technology services department. She noted that the project was labor-intensive and required ongoing tweaking. At the University of Minnesota Libraries, there is no current infrastructure in place to host purchased or cancelled electronic content. Due to this lack of infrastructure (and per the Libraries' policies) librarians are generally discouraged from purchasing content that can only be provided to one patron (e.g., a single PDF). Over the years, however, exceptions have been made, and much of that individual content is no longer available to all library patrons because no self hosting option was available at the time of purchase.

As their first test case, the Libraries decided to self host an e-resource that provided post-cancellation, perpetual access on a USB drive. Before creating a self hosting option, they discussed a number of considerations: space (internally hosted server versus online or cloud storage such as Google); authentication needs (how to limit access to current patrons, provide access to walk-in patrons, and provide remote access to current patrons); content rights (review existing licenses and re-negotiate licenses where needed); file types (choose a platform that can handle numerous file types and allows for upload of larger file sizes); file names and organization (create a file name structure and file organization that creates consistency and

allows for discovery both by humans and catalogs, link resolvers, etc.); delivery method (direct download online versus e-mailing requested content to patron); preservation (decide if self hosted copy is intended as preservation copy, access copy, or both); staffing capacity (decide who has the time and skills to perform the work and if necessary, how to fund staff).

The beta test was performed with the 2009-2014 content of the serial title *Music in Medicine*, to which the Libraries' only access was on a USB drive (no aggregator access to this content was available). The Libraries decided to use Google Drive to store the content but did not provide public access to patrons using Google's shared links. At the University of Minnesota Libraries, anyone with university credentials can access files stored in their Google Drive, which means that users not included in their license agreements could potentially access content shared this way. Before proceeding further, e-resources staff confirmed with the journal's editor that it was permissible for them to self host the journal content and provide access to authorized users by e-mailing content to those users upon request. An intern doing a practicum in the e-resources department created a file structure and naming convention based on volumes/issues/years, page numbers, and article titles, which was applied to the journal files. Along with the journal files, staff uploaded license agreements and other related documentation to the same Google Drive folder. To make the content discoverable, staff created a separate collection in their Alma library system and added this journal title to the new collection. They created a dynamic URL in the collection service that pushed patrons to a pre-populated interlibrary loan form via ILLiad. In the public catalog, the link displayed to the patron with the text "Available at interlibrary loan service". The Libraries' interlibrary loan department agreed to provide delivery by e-mail of the stored journal content when it was requested through this form. Staff capacity for this beta test was primarily provided by the previously mentioned intern as well as interlibrary loan staff, and no separate budget was allocated to the project. The stored journal content was made available to patrons in the catalog in November/December 2016. The presenter noted that the patron access to the content was not very user-friendly but staff felt strongly that the solution was better than providing no access at all to the cancelled journal. Since December 2016, the library has had five article requests for this journal content. Future steps will include reviewing openURL statistics and the procedures used during the testing process. Once staff determine if the newly-created processes and infrastructure are sustainable, they plan to expand this collection of self hosted materials.

The second presenter was Susan J. Wishnetsky, Assistant Collections Librarian, Northwestern University, who presented on "Internet Archive: Ideas for Proactive and Patron-Friendly Use". The presenter works at the Galter Health Science Library, part of the medical campus of Northwestern University in Chicago, IL, and is primarily a serials cataloger but also performs a variety of other duties. When open access titles, small society newsletters, or government agency publications disappear from their web sites, the Internet Archive is likely to have saved a backup, often with all the content still available and intact. Instead of suppressing catalog records, libraries can use links to the Internet Archives to provide patron access to content.  Any library with an online catalog can utilize links to content found in the Internet Archive (https://archive.org/index.php).

The Internet Archive was founded in 1996 and is a non-profit library which contains millions of free books, movies, software, music, and other materials. Part of the Internet Archive's mission is to provide universal access to all knowledge, and its founder, Brewster Kahle, encourages libraries to utilize the Internet Archive's preserved materials. The Internet Archive's Wayback Machine (https://archive.org/web/) is attempting to preserve the digital history of the World Wide Web by sending out web crawlers that take snapshots of web pages. These snapshots are then stored on the Internet Archive's servers, and in many cases include both website content and content that was hosted on the website, such as journals, newsletters, reports, and books.

The presenter discussed an example of a journal title that had disappeared from its original home on the Internet but was available via the Internet Archive's Wayback Machine. The title *Smart Aging Matters* had originally been hosted on one of Northwestern University's websites and was cataloged and linked to by the library. The presenter discovered that the link in the catalog record was broken and that the department at Northwestern University which created the title no longer existed. A Google search of the site indicated that the journal issues had disappeared. When missing content was identified in the past, library staff would simply suppress or delete these records, but now they search the Internet Archive before doing this to determine if the content is available there. A search using the Internet Archive's Wayback Machine revealed that the content for the entire run of *Smart Aging Matters* was available. The presenter was able to copy the link to the content on the Internet Archive and insert it in the Library's catalog record rather than suppressing or deleting the holding. To search for content in the Internet Archive Wayback Machine, you simply type the URL you are looking for into the search box at https://archive.org/web/ and click "Browse History". Search results will include a calendar that indicates all of the dates and times that the website was preserved by the Internet Archive. The presenter recommended looking at the most recently saved versions and then working backwards from there to find the desired content. It's also a good idea to spot check the internal links to content that you find this way in order to ensure that links are still functional.

There are some caveats when using the Internet Archive to locate content. There are websites that have never been archived by the Wayback Machine, and some content is simply gone forever. The Internet Archive is best used for providing access to local, state, and federal documents and materials, and is less useful for access to subscription resources. The Internet Archive does not make content that it knows to be proprietary available, however, publishers sometimes change policies on titles and don't notify the Internet Archive of the change. Content that was previously open access but became proprietary may still be posted and freely available on the Internet Archive. Librarians should use their professional judgement to make ethical decisions about linking to material that may be proprietary. It's also important to be aware that for websites which provided rolling access to a serial title, no single preserved version of the website in the Internet Archive will contain all of the issues of the title. This can be a frustration when looking to provide a single link to a title in a catalog record. The presenter also urged librarians in the audience to preserve important content using the Wayback Machine whenever possible. This can be done by going to the Wayback Machine (https://archive.org/web/) under the "Save Page Now" section, entering the URL of the site to be preserved, and clicking "Save

Page". It's important for libraries to contribute to the preservation of content that we deem important.

The third and final presentation was entitled "Workarounds for Post-Cancellation Access Rights and Records in Electronic Resource Management Tools" and was given by Christina Geuther, Electronic Resources Librarian and Assistant Professor, Kansas State University. The presenter manages licensing for the Kansas State University Libraries, maintains the libraries' e-resource management tools, and handles e-resource troubleshooting. Kansas State University is a public land grant university with three campuses, whose libraries serve more than 20,000 FTE. The Libraries' annual 5.8 million dollar collection budget goes primarily towards electronic resources.

Electronic resource management tools were not created for tracking cancellations, but for adding material to collections. Like many other academic institutions, Kansas State University has undergone many budget cuts by the state and has had to cancel numerous e-resources over the years. In order to identify and provide post cancellation access to these resources, the metadata and acquisitions departments at Kansas State University created a process to activate perpetual access for electronic collections, provide for their record discovery when it was no longer hosted, and document the status within their Ex Libris Alma system. The process began by going back through ten years of license agreements for cancelled e-resources and looking for clauses (often located in the termination section of a license) that outlined post cancellation access options. The presenter noted that although they are only required by the university to keep five years of license documentation, the Libraries have kept all license documentation. This decision served them well in carrying out this project. Two primary means for post cancellation access were identified--some vendors were able to host post cancellation access online and others had provided the Libraries with physical CD-ROMs or hard drives that contained the subscribed content. The presenter discovered that while the Libraries had been provided by vendors with cancelled content on CD-ROMs and hard drives as well as the permissions to digitally archive that content, they didn't have the staff to perform the work needed to make the content accessible to their patrons.

A committee was formed with staff from both the metadata and acquisitions areas to collaborate on the process of making this cancelled content available to patrons using their Ex Libris Alma system. The committee included the presenter (who is the E-Resources Librarian), the Continuing Resource Librarian, the Head of Metadata, Preservation, and Digital Initiatives, the E-Resources Access Specialist, and others as needed. The committee worked to address a variety of problems related to access and discovery. The first was how to signify perpetual access portfolio (journal) management of inactive e-collections within Alma. The portfolio level is where you can attach the most current data on a perpetual license. To overcome this issue, they decided to re-locate portfolios (journals) to a new, locally created e-collection called "Perpetual Access". The committee agreed to use consistent language notes in each record to signify the cancellation date and the dates for the perpetually owned holdings. They also decided (within Alma) to link the license record to the perpetual access or digital archiving rights information. The second problem discussed was patron access to this perpetual access

material. Most libraries don't have procedures or policies in place for cancelled e-resources made available only on hard drives, CD-ROMs or other physical formats. It's important to talk with digital preservation staff within your institution about storing the content on these formats in ways that prevents them from becoming obsolete. If funding is available, it may also be possible to pay a vendor to host cancelled content online, though this was not an option for Kansas State. The presenter noted that saving documentation related to licenses and utilizing available e-resource management tools in a consistent manner allows for efficient workflows in the future (especially if a library eventually gets funding for hosting or migrates to a new library system or service). Another issue discussed by the committee was how to capture relevant licenses that name access rights despite circumstances of mergers or dissolved companies. This information can be retained by preserving e-mails with vendors, naming new ownership of access hosts through license addenda, and keeping invoices and title lists for e-resources (since some vendors do not retain this information after a merger). Lastly, the committee discussed language discrepancies in older e-resource license agreements as compared to license agreements that are in use currently. There has been a great deal of progress in naming media for digital archiving and in perpetual access rights language. Rights that used to be considered gray areas are now spelled out in detail as more librarians continue to amend licenses to be as specific as possible in regard to digital archiving and post cancellation access. Future work at Kansas State University Libraries will include additional workflows and processes in Alma (coordinated among all committee members), maintenance and update of e-resource documentation and access terms, and continuing modification of records in Alma to indicate post cancellation access.

Slides for all presentations can be found on the CMERIG ALA Connect site at http://connect.ala.org/node/268310.