

Checklist H1: Renewal of Database

Intelligence Gathering – See 12.1, 12.6.1

- Renewal date
- Decision date
- Usage
- Access methods (2 fields)
 - On -campus access
 - Off-campus access
e.g. Athens, Shibboleth etc
- Access queries/problems
- Published in/editors
- Licence changes (8 fields)
 - No. concurrent users
 - Remote access
 - Walk-in access
 - Multi site access
 - Partner colleges
 - Alumni
 - ILL
 - Course pack
- Price (3 fields)
 - Price
 - Fixed price for x years?
 - Pricing model/dependencies – spread over titles/components
- % price increase
- Currency exchange rate
- Transferred/added titles
- Coverage changes
- Cancellation policy
 - Time restrictions eg. Allowed before renewal date?

Is there an area of concern?

- Multi site access
- Licence
- Indexed on Res. Discovery/Link Resolver etc
- On Knowledgebase

Send to relevant person/department for resolution