

ERM Renewal/Cancellation Checklist

Product: _____

Company: _____

1. Renewal

a. Correspondence

Alert acquisitions of renewal Date: _____ By: _____

Communicate renewal to vendor Date: _____ By: _____

Tickler updated: _____ Y / N

2. Cancellation

a. Correspondence

Alert acquisitions of cancellation Date: _____ By: _____

Communicate cancellation to vendor Date: _____ By: _____

Expiration date: _____

Post-cancellation access? _____

Communicate cancellation to library Date: _____ By: _____

Communicate cancellation to faculty Date: _____ By: _____

Communicate cancellation to undergrad library Date: _____ By: _____

b. Removal

Suppress OPAC record Date: _____ By: _____

Add notes on cancellation to OPAC record Date: _____ By: _____

Notes: _____

Remove from LibGuides/Database list Date: _____ By: _____

Guides: _____

Remove from resource management software Date: _____ By: _____

Gather final usage statistics for spreadsheet Date: _____ By: _____