**Commercial Products Committee Annual Project 2016–2017**
*Review of Cancellation Approaches*

The Commercial Products Committee undertook a review of journal cancellation approaches and practices would be beneficial to other CARLI libraries addressing budget issues. Committee members summarized their libraries' experiences with cancelling journals or other resources. The responses were summarized to suggest best practices for handling this issue. Individual responses were anonymized and provided as case studies for those seeking greater detail. A bibliography of selected resources is included.

**Summary of Member Libraries' Approaches to Serials Cancellations**

Reasons for recent serials cancellations at CARLI libraries
- Inflation - account for annual increases
- Budget issues – flat/stagnant budget or actual rescissions
- Protect or restore eroding monographs budget

General principles/considerations for serials cancellations
- Educate faculty about serials inflation, journal costs, and library budget realities
- Use data-driven/data-informed decision making
- Look for less expensive alternatives to "core" long-held resources
- Market/publicize lesser used resources for a year, then reexamine usage
- Examine programs/budget lines which have been on autopilot for some time
- Adapt to new teaching methods (e.g. shift to online resources)

Approaches for identifying cancellations/cuts
- Library adheres to strict cancellation criteria with little to no faculty feedback
- Allow campus departments/faculty to identify potential cancellations
- Allow campus faculty to provide feedback/approval of cancellations identified
- Follow up on canceled titles – analyze subsequent ILL and Get It Now usage
- Assess campus faculty satisfaction with ILL/Get It Now access
- Look for overlap/duplication - for both journals and databases
- Tie identification of cancellations into weeding schedule for various subjects
- Publicize library resources to increase usage
- Swap underused resources for more desirable ones
- Review/rewrite collection development plan/policy
- Switch from hardcover books to paperbacks
- Cancel microforms if not used

Important components of budget cuts/cancellations
- Set a target cancellation/cut amount – overall and/or by department
- Set Criteria for titles to be canceled
- Use COUNTER download reports (Journal Report 1 – JR1; or DB1)
- Average use figures over three years to account for variations in use among years

Alternatives to outright cancellation of serials
- Substitute document delivery via Get It Now or another document delivery service
- Substitute access via ILLiad/interlibrary loan
- Cut the book budget instead
- Publicize on the library web page Open Access articles available via Google Scholar