



STANDARD OPERATING PROCEDURE

SOP CODE XLI-010-02	SOP TITLE LICENSING A COLLECTION OF JOURNALS/DATABASES
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PART 1

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PART 2

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PART 3

Authoriser <hr/> MR SIMON SAMMUT UNIVERSITY SECRETARY	Date of issue: Date of next revision:
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PART 4 (To be filled in by OOTS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

1.1. SOP Updated as per new template.

2. Purpose and scope

2.1 This procedure aims to describe the workflow of licensing a collection of journals/databases.

3. Definitions

3.1. AIMS: Administrative Information Management Systems. This system was established in order to have an integrated management information system which adequately serves the University of Malta's dynamic demand.

3.2. ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.

3.3. EZ Proxy: Proprietary proxy server software, designed to enable libraries to provide easy access from outside their local computer networks to Web sites that restrict access by IP address.

3.4. License Agreement: A formal written contract between a library and a vendor for the lease of one or more proprietary (copyrighted) bibliographic databases or online resources, usually for a fixed period of time in exchange for payment of an annual subscription fee or per-search charge. Vendors typically charge libraries on a sliding scale based on number of registered borrowers or Full time Equivalent (FTE) enrolment, number of institutions or facilities served, and number of simultaneous users. Most licensing agreements limit remote access to authorized users.

3.5. LMS: Library Management System. This system is an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloguing, circulation, and the provision of public access.

3.6. Requisition: A written request for the ordering of materials, equipment, supplies, or services.

3.7. UM: University of Malta

3.8. URL: The unique address identifying a resource accessible at a particular location on the Internet for routing purposes.

4. Responsibilities

4.1. Roles and Responsibilities of the Director of Library Services:

- 4.1.1 The Director of Library Services is responsible for approving requests for licensing new collections/databases.
- 4.1.2 The Director of Library Services is responsible for approving requisitions and invoices.

4.2. Roles and Responsibilities of the Director's Assistant:

- 4.2.1. The Director's Assistant is responsible for raising requisitions before licensing new collections/databases.
- 4.2.2. The Director's Assistant passes the relevant invoices to the Finance Office.
- 4.2.3. The Director's Assistant passes the licence agreements to the Legal Office.

4.3. Roles and Responsibilities of the Head of the Periodicals Department:

- 4.3.1. The Head of the Periodicals Department is responsible to go through the licence agreements before these are forwarded to the Legal Office.
- 4.3.2. The Head of the Periodicals Department uploads licence agreements on the LMS.
- 4.3.3. The Head of the Periodicals Department records the invoices on the LMS before passing them to the Director's Assistant.
- 4.3.4. The Head of the Periodicals Department activates the collection/database and makes it available on the Library website and on the Library Discovery & Delivery Portal.

4.4. Roles and Responsibilities of the IT Officer:

- 4.4.1. The IT Officer is responsible to add the required URL to the EZ Proxy Server.

4.5. Roles and Responsibilities of the Legal Office:

- 4.5.1 The Legal Office is responsible for reviewing the agreement and carrying out any necessary amendments.
- 4.5.2 The Office is responsible for safe-keeping a copy of the signed Agreement.

5. Health and Safety requirements

5.1. N/A

6. Procedure

- 6.1 Recommendations for licensing a collection of journals or a database are placed by academic members of staff. Requests are usually sent by email to the Director of Library Services. These requests are then directed to the Head of the Periodicals Department.
- 6.2 The Head of the Periodicals Department sends an email to the publisher asking for a quotation, a licence agreement and for additional information on the database.
- 6.3 When the necessary documents are received, these are passed on to the Director of Library Services for approval.
- 6.4 The Head of the Periodicals Department and the Director of Library Services go through the licence agreement meticulously and, if there are amendments that should be done, the publisher is informed by email of the changes to be amended.
- 6.5 A copy of the agreement is passed on to the Legal Office for review. If there are any further amendments that should be done, the Legal Office informs the Library and once again the Head of the Periodicals Department sends an email to the publisher accordingly. If it is approved it is passed on to the Rector's Office for signing.
- 6.6 If approved, a requisition is raised by the Director's Assistant through AIMS, which is then approved by the Director of Library Services.
- 6.7 If approved, a confirmation email is sent by the Head of the Periodicals Department or by the Director of Library Services to the publisher/agent, and an invoice is requested.
- 6.8 Two signed copies are sent to the publisher to be signed from their end and a copy of which is returned to the UM Library after being signed by the publisher. This is later forwarded to the Legal Office for safe-keeping. Since January 2018, licence agreements are also uploaded on the LMS.
- 6.9 Once the invoice is received, a copy is kept at the Periodicals Department. Since August 2017 with the implementation of ALMA as a Library Management Software (LMS), invoices are recorded, scanned and attached on the LMS. The invoice is then passed on to the Director's Assistant. Invoices are recorded, endorsed by the Director of Library Services and forwarded to Finance Office to effect payment.

- 6.10 Once the invoice is paid, access to the collection/database is activated by the Head of the Periodicals Department. This will make the collection/database available on the Library website and on the Library Discovery & Delivery Portal (HyDi - <https://hydi.um.edu.mt>). Activation of a collection/database includes adding general information, linking information, coverage information and activating all journals included in the collection/database.
- 6.11 Access is then tested by the Head of the Periodicals Department.
- 6.12 If the database's platform URL was not previously added to the EZ Proxy server, an email is sent by the Head of the Periodicals Department to the UM IT support (support.itservices@um.edu.mt).
- 6.13 The Head of the Periodicals Department informs the Outreach Department that a new database has been licensed. The Outreach Department is then responsible to market the licensing of the collection/database with students and academics. The Outreach Department also offers support to students and academics if they need additional help.

7. References

- 6.1 HyDi search engine page, 2017, [Online], Available at <https://hydi.um.edu.mt> [Accessed 17th June 2020].
- 6.2 Online Dictionary for Library and Information Science, 2017, [Online], Available at http://www.abc-clio.com/ODLIS/odlis_A.aspx [Accessed 17th June 2020].

8. List of appendices/worksheets

- 8.1. N/A