

## **Group Licensing Policies for E-Resources**

July 20, 2019

The group licensing process is a service provided by the Florida Virtual Campus (FLVC) to libraries within the Florida State University System (SUS) and the Florida College System (FCS). Limited group licensing services are provided to libraries in the Independent Colleges and Universities of Florida (ICUF) for a cost recovery fee. The purpose of the group licensing process is to leverage the buying power for the FCS and SUS for e-resource products subscribed to by multiple institutions within the systems, and to provide support for local licensing activities.

- Group licensing for e-resource products and e-journal packages on behalf of the institutions within the FCS, SUS, and ICUF (where appropriate).
- All group licensing opportunities will be on an opt-in basis and available to all FLVC member libraries.
- In no case will one group or institution have to subsidize another group or institution.
- Each institution shall designate a liaison to FLVC for the group licensing process. These individuals should be prepared to confer with their home institutions and meet deadlines, and be authorized to convey institutional decisions.
- A listserv for designated liaisons has been established to facilitate communication throughout the group licensing process.
- Licenses will run on calendar years.
- Consolidated invoicing will be made available to interested institutions for products licensed under the group licensing process.
- Consolidated invoicing will not be available for institutional subscriptions licensed outside of the group licensing process.

### **Timeline for Group Licensing**

- July 8: Upon receipt of the email announcement from the Executive Director sent to the MCLS listserv, each institution shall designate a liaison to FLVC for the group licensing process. These individuals should be prepared to confer with their home institutions and meet deadlines, and be authorized to convey institutional decisions.
- July 17: Guidelines will be sent to the group licensing liaisons along with a list of their subscriptions from the previous year.
- July 23 and 31st: Institutional liaisons will attend a webinar given by FLVC that gives an overview of the process and timeline.

- August 1: The initial electronic survey of interest is sent to each institution's designated group licensing representative(s), with a survey period of two weeks.
- August 21st through approximately September 30: Negotiations with vendors/publishers and further communications with institutions for the next contract period continue until final contract terms and pricing (as appropriate) are communicated to participating institutions.
- October 8: Round one pricing will be distributed to the institutional liaisons.
- November 13: A second round of final pricing will be distributed to institutional liaisons. Final purchasing decisions are made.
- December 3: Letters of Intent are distributed to institutional liaisons.
- December 20: Invoices sent to schools. Invoices will in practice be sent as letters of intent are returned to FLVC. Date reflects final deadline.