Being Earnest With Collections-Getting to Yes: Employing the Harvard Negotiation Project's Method of Principled Negotiation

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**Being Earnest with Collections — Getting to Yes: Employing the Harvard Negotiation Project’s Method of Principled Negotiation**

by Claire Dygert (President, CDygert Solutions) <cdygert@cdygert.com>

**Column Editor’s Note:** In this issue of *Being Earnest with Collections*, I am pleased to be featuring a dear friend and former colleague. I have known Claire Dygert for over ten years and was fortunate to work with her in Florida and to benefit from her expertise in working with vendors to control price increases and provide more content. In this article, Claire provides clear guidelines and best practices for librarians to follow when negotiating with vendors. Those librarians interested in being “earnest with collections” should read this short article and then try to implement a few of the best practices. Putting some of Claire’s ideas into practice may save the library money and help librarians to avoid tenuous relationships with vendors. — MA

Over the years I have given my “Building Your Licensing and Negotiation Skills Toolkit” workshop to many audiences. What I am always struck by is how anxious the prospect of negotiating with vendors and publishers makes many librarians. For years there has been an “us against them” mentality in the library world that sets the relationship between library and vendor in an adversarial mode as the default. The International Coalition of Library Consortia (ICOLC) has long used the “Battlefield” as a metaphor for the library/vendor relationship — an image that I fear too many people have embraced over the years. While I think this is changing as ICOLC’s leadership changes, battle scars from that approach surely remain in the form of mistrust and a reluctance to be transparent and forthcoming from both sides of the field. I became interested in honing my negotiation skills early in my career, but it was not until I took a job with a library consortium that had statewide contract negotiation as one of my primary responsibilities that I started to read more widely in negotiation strategies. The methodology laid out in the book *Getting to Yes: Negotiating Agreement Without Giving In* has most informed the approach I take to negotiations today. Written by Roger Fisher and William Ury of the Harvard Negotiation Project, their method is one of principled negotiation, or negotiation on the merits, rather than positional bargaining. Positional bargaining is the most common form of negotiation, where, much like on a battlefield, each side takes a position (e.g., I will only pay X amount) and then changes that position as the negotiation continues. This often becomes a contest of wills, with the risk of endangering ongoing relationships, as egos are identified with a position and one either “wins” or “loses.”

This is not to say that employing principled bargaining methods with vendors will result in discussions void of conflict, for a very fundamental conflict is at the heart of these discussions: the need of the vendor and the sales person to maintain a sustainable, successful business and income, and the need of the library to maximize the purchasing power of its budget to provide as much content, from multiple vendors, to their users. Accepting this as a given is the first step in becoming a good negotiator. Mastering the ability to navigate through this conflict in a calm, professional manner is the goal. The fundamentals of the Harvard Negotiation Project’s methodology give one the tools to do so.

There are four basic tenants to principled bargaining:

- Separate the people from the problem or issue
- Insist on using objective criteria
- Focus on interests, not positions
- Create options for mutual gain

**Separating the People from the Problem or Issue**

Several years ago, I was discussing a particular publisher with a librarian — let’s call him Bob — who works at a large independent university library. He was in the midst of negotiating a contract and it wasn’t going well. He was enraged at the sales representative that he had been dealing with, and blamed them for being intransigent. “Claire,” he said to me, “I don’t know how you can deal with all of these vendors! I get so angry I can’t sleep at night!” I asked him to explain what the problem was. The vendor had proposed an annual price increase that he found unacceptable, and he kept telling them so. But it turned out he hadn’t articulated why the price increase was unacceptable, or proposed and justified an alternative. What he did do was dig in and repeat his position, which made the person who rejected it appear as the adversary.

**References**


Being Earnest with Collections
from page 67

Clearly, he was taking things personally, and I could see at least part of the reason that things were going awry. He was arguing the issue from his position, not from any of the merits of his case. He had failed to separate the person from the problem. Employing the other three tenants of principled bargaining would have helped him to do so.

Insist on Using Objective Criteria

For me, one of the most important phases of the negotiation process is information gathering, and the one that Bob neglected to do. This phase could have provided Bob with objective criteria for making his case that the proposed increase was unacceptable. For example, he could have cited the fact that the library’s budget had been flat for the past three years, thereby significantly reducing the library’s buying power, while the annual increase from the vendor had been 5% each year. In addition, the price for the product in question was based, in part, on the university’s FTE, which had been declining in recent years. The product had also recently lost some content which was important to his user community. Bob could have also gathered some data on the vendor. For example, what was the vendor’s profit margin over the past few years, and how did that contrast with the growth (or lack thereof) of his library’s budget?

Let’s consider how things might have gone differently for Bob if he had started out using objective criteria in his negotiation efforts. After receiving the initial pricing proposal, Bob could have responded with a written counter-proposal that detailed the facts about the decline of the library’s buying power; the decline in FTE enrollment and its implication of the tool, and saw their relationship as a partnership. They had felt blindsided by the public criticism. Quite simply, they were hurt and angry, and adding the termination clause felt like protection against further offense.

Once the interests behind the position of the software company were uncovered, meaningful negotiations quickly proceeded. The staff member explained that he hadn’t meant his comment to be pejorative, but in future would discuss concerns about functionality with the vendor before making public commentary. He also reiterates the importance of the application to their workflow. The vendor was able to see that their best interests were in setting aside the personal to continue what had been a very productive business relationship with the library. The termination clause was removed, and the license signed.

Create Options for Mutual Gain

Some years ago, I was working for a state library consortium that provided services to both the public universities and community colleges. I was negotiating an e-journal contract with a major publisher on behalf of the universities. As with any sole source vendor, the library is somewhat at a disadvantage, so I was following the Harvard Negotiation Project’s advice and looking to create options for mutual gain. The organization had a relatively small amount of unexpended e-resource funds which they could provide if, and only if, I asked the publisher, we were to use those funds to gain access to the content on behalf of the community colleges? The publisher wasn’t in the community college market at the time, and it would provide them with a laboratory to learn what content might be relevant to that market.

In the end we struck the deal, and the outcome was rewarding to all parties concerned. The colleges got access to current content which had been embargoed in the aggregated article databases they had subscriptions to, and usage statistics showed what subject areas they may need to focus more advanced collection development efforts on. The publisher found the deal opened up a new market, and fairly quickly sold some e-journal packages to institutions in which they hadn’t previously had a sales presence. The data gathered from usage of their journal content also led them to develop new subject-specific collections targeted for the college market.

Finding options for mutual gain is not always easy. But sometimes just posing the question — “How can we find a way to both benefit from the deal?” — leads to thinking outside of the proverbial box. Don’t be afraid to bring a creative spirit to your negotiations.

Putting it all Together

The techniques of principled bargaining are rarely used in isolation of one another, but woven together to create an intentional, thoughtful approach to negotiation. Good communication skills are, to some degree, inherent in them, but one needs to be mindful to practice these as well, and I always spend time on role plays in my Negotiation workshops. The importance of active listening can’t be underestimated. And like my friend Sue with the software vendor, it is important to probe for information, especially in cases where something just doesn’t seem right, and it is difficult to understand why someone would be taking a particular position. As part of building their communication skills, negotiators should learn to be comfortable with silences — one of the more challenging things to learn. And it is always a good idea — and quite acceptable — to take a break if tempers get flared.

Finally, the most important thing in becoming a good negotiator is that personal integrity is of the utmost importance. Never lie or promise something you can’t deliver. Almost equally important in developing your negotiation skills is the willingness to evaluate your experiences to understand what worked and what didn’t. I advise people to ask themselves how they felt emotionally as well. If you were angry, why? Were you reverting to positional bargaining? This can be a key learning moment. Remember — no one was born an expert negotiator and you are going to make mistakes along the way. Embrace the mistakes and use them to learn and grow your negotiation skill set.

Rumors
from page 64

Speaking of which, from February 9-11 book sellers, and scholars will converge at the 51st California International Antiquarian Book Fair. The Book Fair also celebrates the 200th Anniversary of the publication of Mary Shelley’s Frankenstein with a special exhibit spotlighting holdings from the Academy of Motion Picture Arts & Sciences, Occidental College Library’s Ned Guymon Mystery and Detective Fiction Collection, University of California Riverside Library’s Eaton Collection...