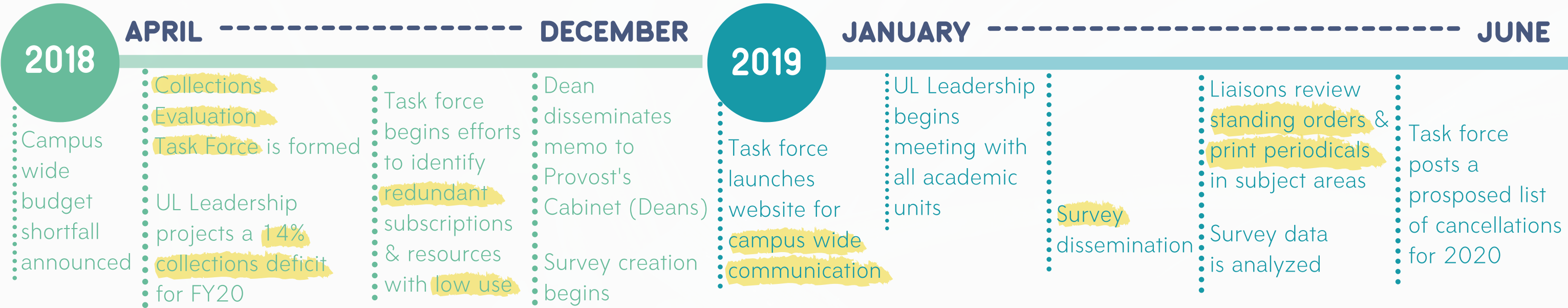


# WHEN YOU DON'T KNOW WHAT YOU DON'T KNOW

How new collections librarians rightsized a collections budget

Cara Cadena, Head of Collections & Digital Scholarship

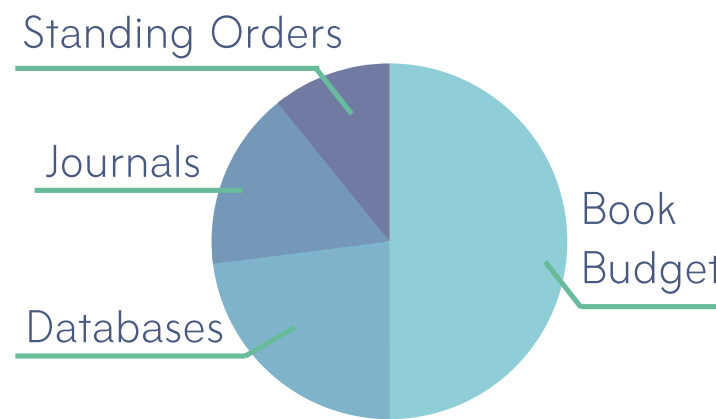
Marcia Lee, eResources & Acquisitions Librarian



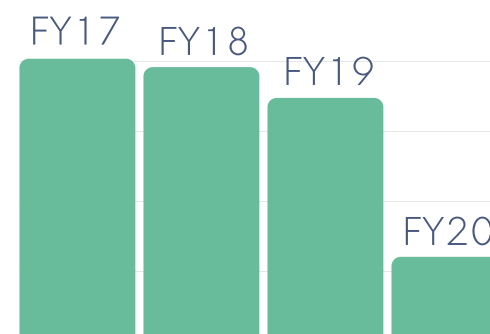
## LESSONS LEARNED

- Start by doing your research and leaning on counterparts at peer institutions
- Get buy-in from internal stakeholders by including them in the process
- Collaborate with academic departments to explore cost sharing options
- Set goals and priorities and use these to guide the decision making process
- Learn as much as you can about how the projected cuts have been calculated
- Begin communication with teaching faculty simultaneous to communication with leadership (Deans and Associate Deans)
- Take opportunities to re-evaluate roles, mission, policies and workflows
- Approach vendor relationships with honesty about budget realities and as opportunities to get creative
- Expect push back, expect a lack of participation, and do not take negative feedback personally
- Begin resource reviews with "low hanging fruit" - i.e. A&I's, unused resources
- Keep surveys simple - too much information only causes red flags, confusion, and unnecessary panic
- Keep communication flowing around the process

## SAVINGS SUMMARIZED



### STANDING ORDERS SPENDING



## NEXT STEPS

- License review, policy updates, open curation
- Just in time purchasing
- Breaking down and analysis of large journal packages
- Seek out cost mitigation opportunities