

**ELECTRONIC RESOURCES  
CANCELLATION CHECKLIST**

**Product Name:**

**Product Purchase Date:   
  
URL:**

|  |  |  |
| --- | --- | --- |
| **WHAT** | **WHO** | **Completed By Whom and On What Date**  **(or N/A)** |
| Fix Catalogue Record / Update the Renewals Spreadsheet | Tech Services staff |  |
| Remove Electronic Collection (if necessary) | Tech Services staff |  |
| Arrange for credit note / refund | Tech Services staff |  |
| Confirmation received by vendor that product is cancelled on their end. | Normally tech serv email box, tech services staff then send to Annette |  |
| Remove stanza from Proxy Config file | Annette / assign to Librarians |  |
| Notify reference staff that product is cancelled. | Annette |  |
| Remove from website | Meris |  |
| Notify Patrons (as appropriate) | Annette assign to Librarians |  |
| Update usage stats tracker and Statistical Entry Guide | Annette |  |