

**ELECTRONIC RESOURCES
NEW PRODUCTS CHECKLIST**

**Product Name:**

**Product Purchase Date:**

**URL:**

|  |  |  |
| --- | --- | --- |
| **WHAT** | **WHO** | **Completed By Whom and On What Date** **(or N/A)** |
| Initiate a purchase idea. | Librarians or patrons |  |
| Arrange a product demo, where appropriate. | Annette assign to Librarians  |  |
| Cataloguing / Issue PO / Update the Renewals Spreadsheet | Tech Services staff |  |
| Create Electronic Collection (if necessary)  | Tech Services staff |  |
| Pay Invoice | Tech Services staff |  |
| Confirmation received by vendor that product is ready on their end. | Normally tech serv email box, tech services staff then send to Annette  |  |
| Pursue stanzas for Proxy config file and updated proxy config file and send to \_\_\_\_\_\_\_ | Annette / assign to Librarians |  |
| Send proxy-url to Tech Services Staff and any other information regarding new catalogue entry.  | Tech Services Staff |  |
| Notify reference staff that product is available. | Annette |  |
| Add to the website. | Meris |  |
| Organize training on the new product (for reference staff and patrons). | Annette assign to Librarians |  |
| Ensure usage statistics are sent monthly.. | Annette |  |

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