

**ELECTRONIC RESOURCES
RENEWALS CHECKLIST**

**Product Name:**

**Product Renewal Date:**

**Procedure:** To use this checklist, check off the item(s) that you have completed and send an electronic copy of this document to the next person on the checklist for action. When complete, send to Annette.

|  |  |  |
| --- | --- | --- |
| **WHAT** | **WHO** | **Completed By Whom and On What Date** **(or N/A)** |
| Renewal invoice arrives from the vendor. | Tech Services Staff |   |
| Product review (new pricing, usage statistics / cost per use) | Annette |  |
| Pay Invoice-274635 | Tech Services Staff |  |
| Test Access –  | Tech Services Staff |  . |
| Review catalogue entry | Meris/Vicki  |  |
| Review proxy stanza and website content to ensure info is up to date. Send proxy stanza updates to:\_\_\_\_ | Meris |  |
|  |  |  |

Product Review:

Current Cost:

Prior Year Cost:

Usage:

Please add a Note to Record to indicate that electronic access is available via Hein link. AD

Added: Access the Index to Foreign Legal Periodicals with your valid UWin ID and password, and locate under the heading Browse Database by name. Contact the Paul Martin Law Library if there are problems accessing this service.