Good Morning, as we start, we recognize that it’s not always possible to catch all the details of these sessions, so we’ve provided a link to our presentation here, and you’ll also see the URL at the footer of the next few slides.
On behalf of my co-presenters, welcome to this session on Post Cancellation Journal Collections.

My name is Pat Lienemann and am joined by two of my colleagues from Minnesota State University, Mankato – Annalis Luck and Nat Gustafson-Sundell.

Our institution is a regional public access university with about 14,000 full-year-equivalent students. We are located in South Central MN (depicted by the yellow blob on the map), where the Minnesota River alters course to the Northeast heading towards Minneapolis/St Paul and the Mississippi River.

We are an Alma Management Systems User, and for better or worse, much of our work is mediated through Alma/Primo. Although the detailed information we will provide is based on this system, the concepts and applications will be potentially useful to anyone engaged in this kind of work, regardless of the library system utilized.
Today we will be talking about our ongoing project to create Post Cancellation Access collections and how we use them to support core library functions, including collection development and instruction. I will start with an overview on PCA collections, Annalis will continue with a how-to demonstration to create these collections, and then finally Nat will review of several applications.

A quick comment on vocabulary: there are many similar terms for this type of right (Post Cancellation Access, Post Termination Access, Perpetual Access, etc.). I think our group mostly refers to these as PCA rights, but we view all these terms as roughly equivalent, so don’t let that throw you off.
Perpetual Access coverage is different from Current coverage in most cases, so it's important to be able to differentiate the two when making decisions, and also to be able to act on the difference quickly.

So just a reminder of how it usually works:
- Current access is our subscribed material PLUS all of the additional back content thrown in by the vendor.
- Perpetual access is solely the materials that we licensed as part of our collection development process.

You’ll notice that the PCA collection shown contains substantially fewer titles than the current collection, but those are only the titles that we would retain in the event we have to cancel this package.
Annalis will cover the Alma process in more detail next, but generally we are:
1) Identifying which licenses provide for permanent access of materials,
2) Obtaining entitlement lists from those vendor, and
3) Creating and activating two collections:
   1) a Current Package Access Collection (all materials that are available during the licensed period)
   2) PCA Rights Collection (which are those permanently licensed materials)
There are multiple benefits to setting up both of these collections in Alma:

1. **Maintain collection awareness**
   1. Just knowing about the existence of PCA rights isn’t enough to be useful. It’s kind of like knowing that your job offers some great fringe benefits but not visiting that HR website to actually find out what is available during your employment.

2. **Identify long-term resources**
   1. As the movement around Open Educational Resources (OER) hopefully grows & more instructors adopt these practices, the library is in a great position to be a part of this. Teaching faculty (or probably the librarian assisting with this) would be able to confidently select course readings by choosing materials out of the PCA Rights Collection. This would lessen potential stress or confusion when a syllabus links to not currently licensed content.

3. **Workflow benefits**
   1. If you are going to utilize PCA collections in your institution (especially after a cancellation – which often happens at a bad time of the year for many of us - either in the middle of summer or in-between semesters), we see a benefit to creating these collections at the beginning of the collection’s lifecycle and then the on-going management is a smaller aspect of the project.

4. **Also useful for their contribution to reports**
   1. These PCA rights collections contribute to our ability to analyze our collection as a whole, which is something Nat will cover more a little later.
PCA Rights come in several different forms, and I just wanted to include a few examples of the way we track these within Alma.

Sometimes licenses technically include some kind of PCA rights (such as providing a cd rom of info that we have no way of hosting or indexing) but we value the materials that continue to be provided through a vendor platform for a minimal hosting fee.
Example PCA Rights

These rights can range from simple one sentence clauses, to more complex multi-paragraph explanations.
Ending a license

Doing the front work of maintaining these PCA collection is worthwhile because there is enough work to do when ending a license (like outreach to affected departments). It also makes is a pretty simple thing to make Alma reflect any of these cancellations. Say our institution decided to end the package at the end of 2023.

1) We would just ‘cap’ the coverage in the PCA collection (and Annalis will talk a little bit more about the mechanics of editing these collections)

2) And then we just delete the “current” collection.

Thank you for your time, up next is our colleague Annalis, who will be able to provide more detail on the actual Alma mechanics of this project.
Let’s discuss process and procedure. First and foremost, it’s important to recognize that this process can differ based on your library management system and library needs. For the sake of clarity, I want to be clear that this is how we do this process as an institution that uses Alma as our L.M.S.
Acquire an Entitlement List from the Vendor

- Pull from an administration account
- Contact vendor
  - **NOTE:** Entitlement reports can vary from vendor to vendor. Be sure to familiarize yourself with individual reports as needed.

- Compile PCA titles into an upload-able spreadsheet.
  - Alma needs a specific template. A copy of that template can be found here: https://knowledge.exlibrisgroup.com/@api/deki/files/108723/Portfolio_Loader_Template_August_2019.xlsx?revision=1
  - At minimum, you MUST include an ISSN or ISBN as this is what is used to match a title to the Community Zone. Strongly consider adding additional information such as coverage.

To start, I recommend pulling an entitlement report for the vendor that you are working with. We will typically pull these reports from our administration accounts but do know you can always reach out to the vendor directly. Once you obtain this list, take some time to familiarize yourself with the report. Some vendors will include open-access titles and it’s a good idea to filter those out so they do not end up in your PCA collection.

If you are working with a large amount of titles, I recommend setting up a list you can upload into Alma using the blank template found on Ex Libris’s website. You can find a link to this template through the “Manage Electronic Resources” documentation here.

If you are working with a small amount of titles, you may wish to activate the titles individually. We usually work with a large amount of titles and therefore choose to use the portfolio uploader feature. You can see an example of what that file could look like here. In this case, I have the ISSN along with the journal-title and coverage. Notice columns D-L are hidden – these fields are all blank.
Under Resources, select Add Local Electronic Collection under Create Inventory.

There are many ways you could approach this process. I have done this process a few different ways myself but this is the main way I have done it. To start, we are going to create a local collection. Under the Resources menu and under Create Inventory, go ahead and click on Add Local Electronic Collection.
• Fill out the Public Name and the Public Name (Override) fields with the same name. Fill out other fields as desired. Click Save and Continue.

Alma will walk you through the local collection set-up wizard. At minimum, fill out the public name and public name override fields with the same name. The override field is particularly important for later when we link this collection to the Community Zone. If you do not fill out the Public Name Override field, the local collection’s name will change to the name of the Community Zone collection that you link this collection to later. Once you have this first page filled out, click Save and Continue.
• Leave Service Activation Status for the collection as Not Available until you are ready to make it available for access.

• Adjust other settings in the collection as needed for your library’s needs.

• Click the Portfolios tab and select Load Portfolios.

You will now be on the Electronic Service Editor page. On the activation tab, leave the service activation status as not available for now. This will help ensure that the collection won’t show up in your discovery layer until it is ready for access.

Be sure to take the time to adjust any other settings in the collection as needed for your library’s needs. For example, you may wish to visit the linking tab to enable and select your proxy.

Next, go to the portfolios tab and click on load portfolios. The initial set-up we’ve done with the entitlement list will now be useful.
Fill out the Activation Wizard screen. Be sure to select the correct settings for what you are trying to accomplish. Click Next.

See Using Portfolio Loader for Adding, Updating or Removing Portfolio Information in Bulk for more information.

Additional information uploading KBART files: https://knowledge.exlibrisgroup.com/Alma/Implementation_and_Migration/Migration_Guides_and_Tutorials/KBART_E-resource_activations

You should now be on the activation wizard page for file uploads. At this point in the set-up of a PCA collection, the loading policy does not make much of a difference. It will, however, make a difference once the collection is associated with the Community Zone. We follow Ex Libris’s documentation for file uploads. In most cases, you will want to have Complete selected as this will work on linking your titles to the Community Zone after the collection has been properly associated. Be sure to have “Add Local Portfolios” selected under action. I will always leave ‘validate online’ selected under select validation policy as this will help provide clarity if any of the titles in the file are not uploaded.

I want to take a second to point out that you can now upload KBART files into Alma. I won’t go into that process here but please know you can find documentation about how to do this on Ex Libris’s website if you are curious.
• The next screen in the Activation Wizard will let you know what is going to happen with the titles in your file for upload. Click Load.

• You will now see a note letting you know that your file has been submitted as a job. Once the job is completed, you’ll see a list of portfolios under the Portfolios tab. You may need to refresh your screen.

On the next step of the activation wizard, Alma will let you know what is going to happen with the information you’ve provided for upload. In this case, we can see Alma is going to create all seven portfolios from the information provided in the Excel spreadsheet. Sometimes, you’ll find that Alma won’t create a portfolio for a title in your Excel document for some various reason. If this happens to you, you’ll see differing numbers. This is where downloading the Excel file to view information and warnings is helpful. Even if you get differing numbers, you will still want to upload the file and use the Information and Downloads file to manually add any problem titles to your collection. Once you’ve verified everything looks good as it will be, go ahead and click load.

Alma will let you know with a pop-up that the activation job has been submitted.
Example of portfolios listed after the file upload process has finished. Click **Save**.

Once the activation job has finished loading, you will be notified through email. Once you refresh the Electronic Service Editor, you will see a list of all the portfolios you added. Notice that all titles are Institution Zone records at this time. At this point, go ahead and click on **Save**.
You should now be on the Electronic Collection Editor. Adjust any settings as needed based on your library needs and click on **Save**.

After clicking save, you will be brought to the Electronic Collection Editor. The Electronic Collection Editor is another area where you’ll need to adjust settings based on your library needs. We usually take the opportunity to adjust proxy settings as needed.

On the General tab in this section, you may find it useful to mark the access type as perpetual. This can be a helpful indication later-on if you run reports. Go ahead and click **Save**.
Identifying a Collection to Link To from the Community Zone

Tips for identifying an ideal collection:

- Make sure the Interface Name matches the name of the vendor that you are working with.
- Stay away from CZ collections that were designed for specific packages. You want a collection that is all-encompassing of what a vendor provides for either journal or book content.
  
  Example: MIT Press Journals Arts and Humanities won't include all journals provided by the vendor from other subject areas.

- Ideal collections sometimes use such words like 'All' or 'Complete' in them. Sometimes they are simply the vendor name with words like 'Journals'. Example: MIT Press Journals.

- Make sure the collection has portfolios available as this is what your local collection will activate for access. You can always look at a collection's available portfolio list before deciding on it.

Next, take the time to identify a collection from the Community Zone that you can link your newly created local electronic collection to. The benefit of doing this is for the CZ to manage linking for you and to generally make your life easier.

Since identifying ideal collections can be tricky, I wanted to take the opportunity to provide some tips and tricks for identifying an ideal collection.

Be sure the collection’s interface name matches the vendor you are working with. Stay away from collections that were designed for specific packages as you want a collection that is all-encompassing of a vendor’s provided content. For example, MIT Press Journals Art and Humanities collection will not include other journals that fall outside of the arts and humanities subject area. Ideal collections sometimes include such words as ‘all’ or ‘complete’. Sometimes, vendors simply use their vendor name and the words ‘journals’ or ‘books’. With the collection we are working with today, we have MIT Press Journals, for example. Some vendors will even split book and journal content into separate collections. This is ok but be sure you are working with the desired collection.

Finally, be sure you choose a collection that has portfolios in it as this is what your local electronic collection will utilize for access. Be sure to write this collection name down for later.
Linking to the Community Zone

- Find your newly created collection. Under the ellipses, click on Link to Community.

You can find your locally created collection by performing an Electronic Collection/Electronic Collection search in Alma.

Now that we’ve taken the time to identify a collection from the Community Zone, we are ready to link the local electronic collection. Under the ellipses of your local electronic collection, go ahead and select Link to Community.
• Under Community Information, click on Select from a List.

Under the community information section, go ahead and click on ‘select from a list’.
In the pop-up, type in the name of the collection you’ve identified earlier in the search box. Through the list of results, find that collection and click on it in order to select it.
• Make sure Yes is selected under Bibliographic Records Configuration. Click Link.

Under bibliographic records configuration, be sure you have ‘yes’ selected. I recognize ISSN are not always an ideal match-point but this is what Ex Libris uses to make the connection from your file you uploaded earlier to the Community Zone. The records in the CZ are pretty inclusive of a title’s ISSN and therefore there is a high chance the appropriate connections will be made in the linking process.

Once you have everything set up, go ahead and click on Link.
Read through the pop-up and click Confirm.

You will see a pop-up confirming you’ve successfully submitted a linking job.

After clicking ‘link’, you get the pop-up that you see in the upper right-hand corner. This pop-up is simply letting you know what to expect. Go ahead and read through this pop-up and click confirm. You will then see another pop-up letting you know you’ve successfully submitted a linking job. This process will take a little bit of time but you should receive an email once the process is complete.
Once successfully linked to the Community Zone, you’ll see the CZ symbol appear in place of the Institution Zone symbol.

On the portfolios tab in the electronic service editor, you’ll notice the Institution Zone symbol has changed to the Community Zone symbol. You may need to refresh this page after the linking job has completed to see this. Take this time to look for any titles that retain the Institution Zone symbol. And manually investigate those titles. By investigating, I mean you’ll likely have to manually activate them from the Community Zone. When a title doesn’t connect, it either does not exist in the CZ or the CZ record does not have the ISSN you entered in the file for upload. Go ahead and activate any missed titles from the CZ and remove the local portfolio. Be sure the coverage from those titles reflects your PCA coverage by editing the portfolio if necessary. For any titles that have to remain local, be sure you add an access URL in the portfolio for your patrons.
• Remember to change the status of your new PCA Rights Collection to *Available* under the *Activation tab* when complete. Click **Save**.

Finally, you will need to remember to change the status of your new PCA Rights Collection to available. Go to the activation tab and select available. Go ahead and click on Save. These titles will now be available to your patrons through your discovery layer.
PCA Collections for Holdings Analysis

At MNSU, our PCA collections provide rich data for holdings analysis, which I’ll demonstrate briefly. Our approach to holdings analysis is based on the foundational work of Evan Rusch here at MNSU.
Holdings analysis is one aspect of collection analysis. Generally speaking, we think of collection analysis data and measures in terms of 4 categories – (1) Supply, which includes holdings analysis, (2) Quality, which includes journal rankings and citation-based metrics, (3) Usage, which includes numerous measures, such as COUNTER item requests, link resolver clicked services, ILL requests, and print serials browses, and finally, (4) Cost.
In our library, collection analysis has at least 4 areas of application. These include (1) Collection Assessment, or decision-making about the collections, (2) Collection Evaluation, for example, to support accreditation and program review, (3) Collection Administration, such as discovery optimization, and (4) Collection Outreach, which includes reports to campus dept and administrators demonstrating the library’s value.
Example Reports

1. Collection Review (CR) report
2. Index Comparison
3. Collections Power BI (CPBI)

Today, I’ll show you 3 reports very quickly to highlight how these deploy holdings analysis, especially to draw attention to the value provided by PCA collections. The Collection Review (CR) report is an annual report to inform collection assessment. The Index Comparison was a custom report requested by an instruction librarian. Finally, the Collections Power BI (CPBI) is an online, interactive report we update annually. Although the CPBI was built primarily for collection outreach and evaluation, it’s helpful across all the collection analysis areas of application.

(For the video, I provide brief, ‘live’ demonstrations of these reports next, but I have provided screenshots for these slides, with my notes, in case anybody wants to read my notes at their own pace.)
The Collection Review report, or CR, is what we call a “base report.” Base reports are typically used as the basis for other reports we often call Finished Reports. The CR includes all the individual journals included in packages or subscribed individually by our library. The number of data variables is very large, but we usually only draw on a dozen or so for any given Finished Report.
The CR includes several holdings analysis categories. Aside from providing counts of ER providers, OA venues, and so on, we provide coverage dates for various categories of journal venues. In this version, you can see we provide the coverage years for subscriptions specifically, as well as non subscriptions. NonSub is a category combining the aggregators provided by our library, the aggregators provided by our regional consortium, and open access journals. We also break out these NonSub categories individually. Finally, for the CR, we provide PCA coverage and print coverage, if any.
As I previously mentioned, the CR supports Collection Assessment, so it’s valuable to see our PCA coverage as we make decisions about whether to cancel some subscriptions or possibly break packages. PCA coverage can be one important factor as we consider the consequences of a cancellation, alongside several other factors. The PCA coverage data in the CR can also be helpful for Collection Administration, for example, to inform how we cap PCA coverage after a cancellation.
I have also included holdings analysis categories in a custom report I provided to a colleague to support instruction. I was asked to compare Social Services Abstracts (SSA) with Applied Social Sciences Index and Abstracts (ASSIA). I wanted to keep this report simple so it would be easy to read. In addition to comparing the indexes, I added ILL requests and just a couple of holdings categories.

For instruction, in addition to understanding the strengths of each index alone, it is helpful to understand to what extent these indexes overlap and to get a sense of MNSU journal supply for these indexes. Understanding journal supply might save students' time as they search for articles to support their studies. MNSU librarians might also refer to journal supply and ILL data to inform journal collection development decisions. I included subscription, PCA, and NonSub coverage because these together provide a good sense of the stability of our journal supply for these indexes.
The CPBI has gone through several iterations. The draft version this year includes just 8 pages of data visualizations and lists, but it tends to grow over the course of the year to meet new needs. The CPBI is interactive and available across campus. It’s a powerful tool because users can filter by subject or other variables. Formerly, we included many more filters, but we found that these were confusing to users. All the metrics in the CPBI update with the filter context. The various pages of the CPBI fulfill different functions. For example, this page provides an overview of journal supply, but we also provide aggregated quality and utility measures.
Users can learn more about the specific journals provided for subjects on the second page of the CPBI. Here we dive into more holdings analysis. Although the primary purposes of the CPBI are to support Collection Outreach and Evaluation, the CPBI can be a source of quick information to support Collection Assessment, too. We break out the PCA coverage specifically in case it’s useful for Collection Assessment.
The 4th page of the CPBI allows users to look up individual journals. I personally love this page specifically for Collection Assessment. I routinely check expensive individual subscriptions on this page to inform collection development discussions. At a glance, I can get a sense of sub and nonsub usage trends, citation trends, and some holdings analysis, including PCA coverage, in case we decide to cancel.
The 8th page mirrors the first page, but instead of summarizing journals by quartile *within* a subject, we summarize journals by decile within the universe of Scimago journals...
This can be interesting in case we want to draw attention to how subjects differ. Here, you can see the data summarized for History journals, which tend to rank lower than other journals only because Historians tend to cite each other less than scholars in other fields.

Anyway, I don’t have time to explore these reports very deeply, but hopefully I’ve provided a basic sense of the importance of holdings analysis generally and PCA coverage specifically for the applications supported by our library’s collection analysis reports.
Unfortunately, when we wrote the presentation proposal, I misunderstood how much time we’d have. I can’t really provide a how-to in the couple of minutes I have left. I only have time enough today to provide a very brief overview of the steps we take to provide holdings analysis.
In the first place, I pull data from our Library Management System, Alma. I’ve constructed a variety of lists to support a variety of reports. My preference is to get data out of Alma because it is easier and more efficient to combine data across numerous sources outside of Alma. I also prefer other tools for constructing reports, including Python, Tableau, Excel, and Power BI, because each of these tools provide advantages over Alma Analytics.
Holdings Analysis steps

After pulling holdings data from Alma, I process the data in Excel. I’ve also processed the data with Python, but I personally prefer Excel for this job. I often prefer semi-automation of tasks to full automation of tasks because I have found I have new insights almost every time I do the same task over again. I can never perform the same job the same way twice. In grade school, this was a challenge, but as an adult, I’ve found I can often add efficiency or value to processes by letting myself re-think them.

Although the holdings list has almost 200,000 rows, I can summarize the holdings data and assign provider categories, including PCA, to the holdings list in about an hour.

Of course, the reason I can extract PCA coverage dates for holdings analysis is because Annalis has set up the PCA collections.
I rely heavily on Excel functions to perform my holdings data processing work as well as a couple of custom functions I developed using VBA.
After processing the data, I create strong matchpoints to other data sources. I’ve described how to do this work in a recent article...
...and in a video presentation. It takes about 5 to 10 minutes to match any data source to any other data source regardless of the size of the data.
Finally, I construct the reports. After I’ve created the matchpoints, report construction goes very quickly. The Index Comparison report took just a few minutes. The CPBI takes longer because it is considerably deeper, although Power BI itself does most of the heavy lifting. I created the most recent version of the CPBI in about half a day between reference questions during a Saturday shift. Here is a back-end view of the most recent version of the CPBI.
I do have documentation for each step, but the documentation is idiosyncratic because I wrote it to serve my own needs, so I wouldn’t be able to share it in its current form. I do have plans to re-write a Python program specifically for the holdings data processing, so that could eventually be used by others… If used with my data combination instructions, I think others could easily construct their own reports using their preferred tools.
Thank you!

Pat Lienemann
pat.lienemann@mnsu.edu

Annalis Luck
annalis.luck@mnsu.edu

Nat Gustafson-Sundell
gustan2@mnsu.edu

https://libguides.mnsu.edu/collection-analysis/research

Anyway, I appreciate your patience. Please feel free to contact us if you want to talk. I’ve also provided a link to our library’s other research on collections, licensing, and collection analysis.