Dear Colleagues,

It is that time of the year again - we would like your pricing for 2018 in order to confirm renewals and provide take-up options for new subscribers.

If your organisation's account manager for CAUL has changed, I would be grateful if you could pass this on to the correct person.

If you no longer wish to receive notices such as these from CAUL, please let me know and I can take you off this circulation list.

**News for 2017.** CAUL is in the process of moving its back-end processing into ConsortiaManager, a Danish-based application for groups like us. It may slow us down a little this year, as we refine our work-flows, but otherwise it should not make a difference to our communication with you. It will mean that our website will change, and we will not be updating our publishers' pages. More on this anon.

**Please take a few minutes to read all of the following information very carefully, before sending through your documentation.**

Please note the following regarding the format/presentation of your documentation – we are seriously trying to reduce the amount of time we spend reviewing and tidying up documentation before we present it to members. The less time we need to spend, the faster the whole process can proceed:

1. Please include a copy of your previous renewal document, in Microsoft Word with tracked changes so that updates are easily identifiable. Please also include the clean copy of your final document.

2. If your proposal document is not in Excel, please include an Excel document with any and all tables from your proposal. Please do not secure these documents - we need to be able to play with them. Please also freeze column and row headers, and include a document date within the document (your original filenames will be changed before publication at this end.)

3. Please include a full list of the titles covered by your proposal, in Excel please. The titles list should include publication date for monographs or date ranges for serials.

4. Please find appended a copy of our own list of member institutions, with their full names – please use these names in your proposals and reports as standard.

**Information requested:**

I would be grateful for the following information:

1. Renewal pricing for current subscribers
   1a. If CAUL is not handling the invoicing, please also include a statement of the final amounts paid for each of our subscribers for the 2017 subscription year. If we are handling the invoicing, we already have this information.

2. Options for new subscribers - with incentives for the group for widening the subscription circle

3. Options for trialling current and new services

My preferred timing for 2018 subscriptions:

z. Pay supplier before Christmas (if we handle the invoice) – please note that we require 60-day terms

y. Invoice subscribers in November (ditto)

x. Receive group invoice from supplier by October 31 (ditto)

w. Confirm renewals and new subscribers by September 30

v. Call for renewals and new subscribers by August 31 (or earlier if possible)

u. Receive 2018 pricing from suppliers by July 31 (or earlier if available)
If it is not possible for you to provide the pricing within this timeframe, I would be grateful if you could give me your best estimate of when it will be available.

If you need any information from me to achieve this, please advise me as early as possible.

**2018 pricing:**
Please include up-front in your renewal information (and also in your covering email) the difference between 2018 pricing and 2017 pricing - in percentage terms please.

If the price increase is greater than CPI, please also include the rationale for such an increase. All proposals to members will include this information, so providing it up-front will ensure that the process is not delayed.

With respect to CPI as of 11 July 2017: Only 6 reported countries are above 3%. Of the other 32, 7 are below 1%, and 20 below 2%. Of the countries of the publishers from whom we source most of our content:

<table>
<thead>
<tr>
<th>Country</th>
<th>CPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>the Netherlands</td>
<td>1.100%</td>
</tr>
<tr>
<td>Germany</td>
<td>1.493%</td>
</tr>
<tr>
<td>United States</td>
<td>1.875%</td>
</tr>
<tr>
<td>Great Britain</td>
<td>2.888%</td>
</tr>
</tbody>
</table>

**Licence/Agreement conditions:**
Please include with your pricing a copy of your current licence for CAUL members. If this licence has changed since last year’s, please highlight (track) the changes in Microsoft Word. Please include a date and/or version number on all documents.

**Help Desk response time:**
If you have implemented automatic blocking for suspected misuse of your content, we assume that you also have a 24x7 response desk so our administrators may request unblocking within the shortest possible timeframe. If you do not have 24x7 response, please indicate what measures you have in place to respond to such requests.

**NOTE:** Australia opens for business 9-11 hours before the UK and 15-17 hours before the USA – please consider what options are available to us if your services are unavailable in our working hours and your system experiences major problems …

**WCAG Compliance:**
Web Content Accessibility Guidelines (WCAG) 2.0 .... is now the International standard for accessible online content [ISO/IEC 40500:2012](https://www.iso.org/standard/40500.html) (International Organization for Standardization, 2012)

This year we are making a special effort to confirm the progress of all our publishers towards accessibility of all websites we are opening to our users. We are measuring against the WCAG protocol but if you are using another, please specify.

Please confirm if your content website is WCAG compliant. If not, please confirm your plans and timeline for making it compliant.

**Useful links on the CAUL website (please bookmark):**
CAUL/CEIRC purchasing group members:
This page includes official (government) FTE numbers, IP ranges and all contact details for members (all CAUL, CONZUL members and our external participants). The most recent full year data available is from 2014 – 2015 is not generally available until September/October which is too late to be included in renewals proposals.

This page includes links to our information about your company and its offers to CAUL/CEIRC.
Should you wish us to amend any of this information, please copy the relevant section of the page/s into a Word document, enable tracked changes, and edit the text before sending to us.

This page includes details of the most recent offer to CAUL/CEIRC for given products. (When the offer is superseded, the previous details are deleted from this page, but stay accessible under your company page on the web site.)

This page provides resources for our members, but also includes links to model licences, and our very own model clauses - for use when any proposed licence includes an unacceptable clause.

I look forward to working with you again this year.
List of CAUL / CEIRC institutions (please use this version of their names in all proposals and reports):

**CAUL**
- Australian Catholic University
- Australian National University
- Bond University
- Central Queensland University
- Charles Darwin University
- Charles Sturt University
- Curtin University
- Deakin University
- Edith Cowan University
- Federation University Australia
- Flinders University
- Griffith University
- James Cook University
- La Trobe University
- Macquarie University
- Monash University
- Murdoch University
- Queensland University of Technology
- RMIT University
- Southern Cross University
- Swinburne University of Technology
- University of Adelaide
- University of Canberra
- University of Melbourne
- University of New England
- University of New South Wales
- University of Newcastle
- University of Notre Dame Australia
- University of Queensland
- University of South Australia
- University of Southern Queensland
- University of Sydney
- University of Tasmania
- University of Technology, Sydney
- University of the Sunshine Coast
- University of Western Australia
- University of Wollongong
- Victoria University
- Western Sydney University

**CONZUL**
- Auckland University of Technology
- Lincoln University
- Massey University
- University of Auckland
- University of Canterbury
- University of Otago
- University of Waikato
- Victoria University of Wellington

**External**
- AgResearch Ltd
- Australian Institute of Marine Science
- Australian Nuclear Science and Technology Organisation
Avondale College
Callaghan Innovation
Commonwealth Scientific and Industrial Research Organisation
Defence Science and Technology Group
Department of Primary Industries and Regional Development
Landcare Research
National Institute of Water and Atmospheric Research
NSW Department of Industry
Open Polytechnic of New Zealand
Plant & Food Research
Queensland Department of Agriculture and Fisheries
Scion
Unitec Institute of Technology
University of the South Pacific