Dear Colleagues,

an update – some of you have already realised that our 2018 data upload is slower than we had hoped, so some renewals are going to be very late this year.

Apologies, but we can only confirm that we are working through each one as quickly as we can. Those that we have received in the pricing template are much easier and faster to manage than if not in the template. See the previously advised details forwarded below.

We fully expect that, once the 2018 data is loaded, next year’s renewal season will be much simpler.

If you can just bear with us for this round ....

Best wishes,
Diane

From: Diane Costello
Sent: Thursday, 24 August 2017 10:00 AM
To: CAUL Circular 1 <caul-circular@caul.edu.au>
Cc: CAUL Administration <admin@caul.edu.au>
Subject: FW: CAUL request for 2018 (renewals) pricing - update re new templates for ConsortiaManager

Dear Colleagues,

Thanks to those (many) of you who have already sent 2018 pricing. Some of the following information has already been sent directly to you.

If you have not yet sent your 2018 pricing, please do send it in the format requested below, using the linked template.

As noted in my message last month, CAUL is implementing ConsortiaManager, and as we refine our workflows, we are discovering some areas where we can further streamline our processes (and hopefully yours), with your help.

You can help in two key areas – your pricing information can now be presented as a structured spreadsheet, using the template we provide, and your titles lists in KBART format as a minimum.

**Pricing Data:**

With respect to the pricing template, please see our new standard template at [http://www.caul.edu.au/content/upload/files/datasets/CAULagreements_member_prices_template.xlsx](http://www.caul.edu.au/content/upload/files/datasets/CAULagreements_member_prices_template.xlsx)

We have attempted to include enough information in the cover sheet (PLEASE do read it carefully) and request that you fill in the columns with the orange headers – the other columns are for us. We have included a drop-down menu for our institutions’ names – so they will be absolutely correct – please just select the first from cell A3, enter the data in that row, then move down a cell to A4, select the next institution, fill in the row, etc. Let me (or Alisha) know if you have any problems with it.
Some of you will already have been asked to re-submit your pricing in this format. For those whose invoicing we have handled in the past, we already have the 2016 and 2017 data imported into ConsortiaManager, and hence can export it to you for updating. In future years, this is how we will request your renewal pricing.

**Titles data:**
We have been asking for titles lists in Excel format for some time – we can still use these and will publish them – however the KBART format allows us to import the lists easily into ConsortiaManager for our members. Other formats, and your website links to all formats, will be included as additional information on our ConsortiaManager site.

This is a work in progress for us, so please be patient as we implement it. This year’s renewal cycle will be the difficult one as we get all the data into the system.

In parallel, CAUL has also commissioned a new website – the sections of the website devoted to the CEIRC program will be significantly reduced on the new site. Publishers’ content and offers will now be housed within ConsortiaManager, visible only to our members. The CAUL website will include higher level information about the program, included publishers’ offers to members, our members’ contact details, and probably your contact details, at least for your technical contacts.

If you have any questions, please let me know,

best wishes,

Diane

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From: caul-circular [mailto:caul-circular-bounces@caul.edu.au] On Behalf Of Diane Costello
Sent: Tuesday, 11 July 2017 3:23 PM
To: CAUL Circular 1 <caul-circular@caul.edu.au>
Subject: [CAUL Circular] CAUL request for 2018 (renewals) pricing - please reply by 31 August

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 workflows, 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:**

   2. Pay supplier before Christmas (if we handle the invoice) – please note that we require 60-day terms
   3. Invoice subscribers in November (ditto)
   4. Receive group invoice from supplier by October 31 (ditto)
   5. Confirm renewals and new subscribers by September 30
   6. Call for renewals and new subscribers by August 31 (or earlier if possible)
   7. 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:

- **CPI the Netherlands** 1.100 %
- **CPI Germany** 1.493 %
- **CPI United States** 1.875 %
- **CPI Great Britain** 2.888 %

**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 mis-use 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 (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.

Best wishes,

Diane

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Diane Costello
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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