

E-Resource cancellation checklist

1. Deactivate e-resource record in Alma (on date of expiry) and remove e-resource collection record including display of license in Primo (tech)
2. Update the Order record in Alma
 - cancelled (acquisitions)
 - and add a note to order record summarising reasons for cancellation (acquisitions)
3. Remove the Bib record from Alma (cataloguing)
4. Update databases a-z (VS - tech)
5. Update libguides, lessons plans, handouts and if known Moodle (KS)
6. Update Vendor Copyright ToU libguide (Rolani)
7. Check License Agreement to retain access to resource (who?)
8. Remove from the authorized users spreadsheet (Anna)