

# Cost Containment Strategies

## 1. Ongoing evaluation with client groups

- review collections with client groups to identify titles that are “core” to their work (“core” lists should be reviewed and updated every 1-2 years)
- evaluate where client groups can increase the sharing of local resources
- participation in purchasing decisions (all annual subscriptions are approved and not automatically renewed)
- development of standards
- promotion of fiscal awareness among client groups

## 2. Cancellation practices for

- duplicate subscriptions
- foreign materials
- little used “luxury titles”
- cancel non-core / rely on partners or interlibrary loan
- reduce the overlap between print and electronic resources

## 3. Purchasing practices

- move to less frequent purchases (annual to every three years); applies also to loose-leaf
- reduce standing orders, and order on as needed basis
- eliminate interim and annual indexes
- eliminate updates to annual volumes
- bulk purchase and become a distribution center (saving is in the handling charges and sometime increased discounts)
- centralized purchasing

## 4. Library maintenance practices

- increase the in-house binding of paper parts to increase the number of bound subscriptions

## 5. Library policy

- development of standards or core title lists
- approval process
- have practice area cover the cost if title is a unique need

## 6. Closures

- Move to shared libraries
- eliminate decentralized collections

## 7. Electronic services

- train on cost –effective and efficient strategies
- reduce user licenses
- reduce duplicate services, or move to a pay as you go for unique services
- increase use of free services as a first level search strategy
- monitor usage and establishing a review cycle for training, renewals, etc.
- implement e-delivery of search results
- review terms and conditions of licenses to ensure compliance

## **8. Publisher dialogue**

- ongoing review of cost efficiencies to be achieved
- review of negotiated discounts, handling charges
- bulk ordering
- consortium purchasing

*Summary of strategies from a judicial library survey in 2006 with input from the Vendor Liaison Committee. Last updated February 28, 2017.*