

To Department Representatives,

This is to follow up on Dean Burhanna's announcement sent earlier today regarding the second phase of decision-making needed to reduce our collections budget. Attached please find the 'PHASE II' list of cancellation recommendations for your review.

The spreadsheet is organized by department and includes:

- the rational
- title
- subscription cost
- CY19 usage
- cost per use
- expiration date.

Most of these subscriptions expire at the end of December 2020.

Please review the list and contact your [subject librarian](#) with questions or feedback. **The deadline for final decisions is September 18th.**

Thank you for your attention and participation in this process.

Kay Downey, Assistant Dean for Collections & Technical Services  
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