

**MEMO TO SUBJECT LIBRARIANS DEPARTMENT REPRESENTATIVES AND
DEPARTMENT CHAIRS JUNE 15, 2020**

Dear Colleagues,

I am writing to provide an update on our collection budget. Due to the financial challenges faced by Kent State, University Libraries will need to make significant adjustments to the collections budget. Kent State is not alone in these circumstances, as all Ohio colleges and universities are facing similar challenges.

The following strategies and actions will be used to recommend adjustments to our collections budget:

1. Focus on our mission of students first and strive to retain resources that support classroom instruction and curricular demand.
2. Examine annual usage statistics to ensure healthy return on investment.
3. Protect our OhioLINK investment, including online ebooks, journals and databases.
4. Prioritize retention of electronic resources that support remote learning.
5. Prioritize resources that support our research mission.
6. Maintain support for resources required for accreditation.
7. Maintain support for interlibrary loan and document delivery.

We plan to work through the reduction in two phases. Phase one will focus on resources that are due for renewal July 1 and phase two will focus on resources due for renewal on the calendar year. The first phase will include a list of resources that are recommended for cancellation including supporting data and rationale. This list will be provided to our subject librarians for review and will be delivered within the next few days. Phase two will follow the same procedure but will be implemented in late August and September. Your subject librarians will be in contact with department representatives for discussion, feedback, and outcomes.

I must reiterate that Kent State is not alone in these challenges and although we face obstacles, with your help we will strive to make wise and equitable decisions. University Libraries will continue to find new and creative ways to provide excellence in library services. These are indeed unprecedented times, and I thank you in advance for your understanding and cooperation as we work through our financial challenges.

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