

COLLECTION REVIEW: CAPTURE THE COMPLETE PICTURE OF YOUR LIBRARY'S RESOURCE COLLECTION

Your library has an extensive collection of electronic resources and printed matter, much of which is vital to your firm's success but as you well know, the cost of maintaining the collection is significant. In today's financially constrained market, where clients are reluctant to pay for research costs, you know how vital it is to have the best collection for your budget but still answers the needs of your partners. You also need to know you have resources that are duplicative or have become redundant? In summary, you need to know exactly which resources you have available and if you are providing the most cost effective collection yet still answering the business needs.

The industry expert team at Nina Platt Consulting has widespread experience and is ready to review your collection for you, make recommendations for cancellations of resources that have little use or can be obtained at point of use in various less expensive ways as well as highlighting duplicate resources.

The goals and objectives that may be required are:

- Review the collection – online and print
- Provide a recommendation for purchases or cancellations

Achieving these goals requires the development of a detailed long-term plan that outlines the objectives.

Factors that will be covered in our review include:

- Review of online contracts, usage reports and invoices

- Review of electronic resource subscriptions and usage
- Determination of annual total cost of ownership for print materials
- Content/Format comparisons to determine duplication of resources
- Review of online resources and local lending libraries to determine what can be purchased or borrowed at point of need
- Preparation of report that outlines cost, availability elsewhere, duplicates, equal but less expensive resources, usage (if available), etc.

Additional steps could include the following unless your library staff wants to handle the rest of the process.

- Obtaining input from lawyers regarding what they want to continue to have in the collection (using the report mentioned in the previous bullet point)
- Preparation of a report recommending what actions to take for future use of electronic resources, online services and print materials

Once you have a detailed plan, you can begin to ascertain if this work can be done in-house or if the work needs to be outsourced?



Our review can cover your:

- Print Collection
- Online Collection
- CD-ROMS

There are many good reasons for wanting to review your firm's library collection and many ways to go about doing so. The key is to plan well before starting, research your options and involve your practice groups to make sure the initiative is successful.

Nina Platt Consulting works with law firms to review their library collections and develop the plans needed to manage the process of collection development from beginning to end. We can work with you to make your collection more effective in supporting your firm and each of your practice group's needs. Contact us to find out more information about this service.

We are currently offering to conduct a review of your electronic resources to determine suitability for your firm's needs and to help with cost containment. The pricing for this type of review is \$4,000 and up - depending on firm size. Contact us and set up a review before August 31st to benefit from this introductory price.



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Nina Platt Consulting Inc.
7210 165th St E
Minneapolis MN 55372
Phone: 612-235-7486
Email: nplatt@ninaplatt.com