



Group Licensing Policies for E-Resources

July 24, 2015

The group licensing process is a service provided by the Florida Virtual Campus (FLVC) to libraries within the Florida State University System (SUS) and the Florida College System (FCS). Limited group licensing services are provided to libraries in the Independent Colleges and Universities of Florida (ICUF) for a cost recovery fee. The purpose of the group licensing process is to leverage the buying power for the FCS and SUS for e-resource products subscribed to by multiple institutions within the systems, and to provide support for local licensing activities.

- Group licensing for e-resource products and e-journal packages on behalf of the institutions within the FCS, SUS, and ICUF (where appropriate) will be pursued when a baseline of five institutions participate.
- Products licensed through FLVC for 2015 under the previous guidelines will continue to be licensed for 2016.
- All group licensing opportunities will be on an opt-in basis and available to all FLVC member libraries.
- In no case will one group or institution have to subsidize another group or institution.
- Each institution shall designate a liaison to FLVC for the group licensing process. These individuals should be prepared to confer with their home institutions and meet deadlines, and be authorized to convey institutional decisions.
- A listserv for designated liaisons has been established to facilitate communication throughout the group licensing process.
- Licenses will run on calendar years.
- Consolidated invoicing will be made available to interested institutions for products licensed under the group licensing process.
- Consolidated invoicing will not be available for institutional subscriptions licensed outside of the group licensing process.

Timeline for Group Licensing

- The initial electronic survey of interest is sent to each institution's designated group licensing representative(s) on or about September 7, with a survey period of two weeks.
- Negotiations with vendors/publishers and further communications with institutions for the next contract period continue until on or about October 30, when final contract terms and pricing (as appropriate) are communicated to participating institutions.
- Signed Letters of Intent confirming participation for specific resources through the group licensing process will be due on or around November 13.
- Institutions utilizing the consolidated invoicing services for eligible group licensing products must make payment to FLVC on or by the last business day prior to December 4.
- Purchase requisitions will be submitted on or by the last business day prior to December 11.
- Purchase orders will be issued on or by the last business day prior to December 18.