The Multitype Database Licensing Program Policy

Preamble
The Multitype Database Licensing Program (MDLP) is a province-wide program in which libraries pool funds to purchase access to electronic information resources—magazines, journals, newspapers, directories, reference books, and other information resources. Access is via the Internet through partner library websites. The program provides access to over ten thousand unique journal titles in full text.

Participants of the program include all ten public library systems, all K to 12 schools represented by the Ministry of Education, the two university library systems, libraries on the four campuses of Saskatchewan Polytechnic, several small colleges throughout the province, plus multiple special libraries, and the Provincial Library and Literacy Office (PLLO). Provincial Library and Literacy Office takes responsibility for the administration and coordination of the program.

The principles of the MDLP are:

1. to encourage co-operation among libraries in Saskatchewan in the development of a shared electronic resource collection through consensus decision making;
2. to support equitable access to a common suite of quality information resources in all partner libraries, known as the MDLP Core Collection;
3. to support home access to electronic resources (as permitted by licensing agreements);
4. to maximize the buying capacity of all libraries through cost-sharing.

The MDLP is the Multitype Library Board's (MLB) flagship program. The Multitype Library Board is a Ministers' Advisory Board established by The Libraries Co-operation Act in 1996. The mandate of the Multitype Library Board is to facilitate the co-operative development of the mutitype library system in Saskatchewan. The MLB established a committee to administer the Multitype Database Licensing Program consisting of at least two representatives from each library sector.

Committee members include representatives from all four library sectors and are responsible for managing the program, consulting with the sectors regarding the development of the program and taking the sectors' concerns to the committee table. The committee is chaired by the Multitype Library Development Unit, Provincial Library and Literacy Office. The Libraries Co-operation Act allows Provincial Library to develop a province-wide electronic library, to enter into a multitype library agreement on behalf of participating libraries, and to act as a central agency to receive mutitype library funds and to disburse funds.

The roles of the committee include:

1. creating and updating licenses, funding, and collection development policies for the program;
2. selecting and evaluating databases, and making recommendations to partner libraries about which products to license or purchase;
3. recommending yearly contribution levels from partner libraries;
4. communicating with partner libraries about their needs, program information and policies, and promoting the value of the databases.

Collection Development
Principles (Non-negotiable)
1. Products that serve the primary information needs of clients/patrons of Saskatchewan libraries will be given first priority.
2. Normally, at least two sectors need to express an interest in a subject/product before discussing a specific product to be included within the Core Collection. For resources to be considered for the Supplemental Collection, at least two libraries from two different sectors need to express interest. For additional information, please refer to Appendix A.
3. An evaluation process needs to be established and followed for selecting a product. The criteria should include integrity, authority, currency, embargo period, and updates.

Principles (Preferred)
1. Choose full-text products where possible unless it is an index or other non-text resource.
2. Preference is for products with Canadian content or specific relevance to patrons.
3. French content, First Nations, Métis and Inuit content, multilingual content, and multimedia are also desirable.

Licensing
Principles (Non-negotiable)
Core Collection
1. Products must be accessible for all sectors and remote users, with the exception of library tools, which need not be accessible through remote access.
2. Authorized users should be defined as patrons of all Saskatchewan libraries or equivalents, as well as walk-in patrons.
3. There will be no product renewal without partner consensus.
4. Program partners must designate a contact person for program support, including local technical support, training and promotion.
5. Additions or withdrawals of products from the Core Collection must have partner consensus.

Supplemental Collection
1. Products must be accessible to all participating partners and remote users, with the exception of library tools, which do not necessarily have to be accessible through remote access.
2. Authorized users should be defined as patrons of participating libraries or equivalents, as well as walk-in patrons.
3. Participating partners must designate a contact person for program support, including local technical support, training and promotion.
4. An electronic resource qualifies for considered admission into the Supplemental Collection if:
i the resource does not qualify for Core Collection status based on increased cost to participating partners or on limited sector usage;
ii libraries from a minimum of two sectors express interest in licensing the resource.
   a The *Ex Gratia Exception*: the consortium price is less than or equal to the total amount to contributing partners if the resource would be included in the Supplemental Collection;
   b consent from contributors is obtained to include access to the resource for all Program partners;
   c the benefactors are recognized and acknowledged
      • benefactors may be individual libraries, sponsoring companies or organizations, or single Program sector partners.

5. If resources permit and after other venues have been exhausted, Provincial Library and Literacy Office may negotiate a license for a single sector. However, priorities should always be given to the negotiation of multiple sector licenses.

**Principles (Preferred)**
1. Seamless access for partners with on-site authentication using IP authentication rather than the user entering authentication information.
2. Access is available to people with disabilities, e.g. visually impaired, deaf (alternative format clause).
3. Allow course packs, reserves, and interlibrary loans.
4. The ability to brand with local library logos and MDLP insignia.
5. Vendor has the ability to insert a link to a page about the MDLP for more information about the program.
6. Vendors should provide usage statistics per institution, if possible.
7. Multi-year contracts could be considered as a cost-saving measure with the understanding that the program would pay in installments and would bill partners as usual. Opt out clauses should be included to protect libraries against funding cuts.
8. Access is available for personal data devices.

**Core Collection Products Withdrawal**

1. The goals of the Multitype Database Licensing Program shall be upheld wherever possible.
2. Equitable access should be retained if economically possible when resources are moved from the Core Collection to the Supplemental Collection.
3. The MDLP Committee will review the Core Collection annually, and recommend resources for inclusion to be presented at the Annual General Meeting.
4. The Committee will evaluate the Core Collection resources based on cost, on past usage, on content, and on value to the Program.
   i Resources will be deemed to have different values. For example, products containing French and First Nations content, or those with close ties to academic curricula shall have weighted value placed upon them.
5. Contingent upon Committee recommendation and partner approval, a resource may be withdrawn from the Core Collection if:
   i. there is an unacceptable increase in cost as determined by the partners.
   ii. there are unacceptable changes to terms of use or technical access as determined by the partners.
   iii. content has been superseded and is available through another product.

6. At the Annual General Meeting, partners will discuss the merits of the recommendation, and a consensus decision regarding resource withdrawal will be derived.

7. Should a resource be nominated and approved for withdrawal from the Core Collection, it shall be transferred to the Supplemental Collection with the following conditions:
   i. if there are no objections from any sector, the resource shall be transferred to the Supplemental Collection for the upcoming license term at which time interested partners shall express interest to Provincial Library and Literacy Office staff for individual participation;
   ii. if there are objections from any sector, the resource shall be renewed with Core Collection funds for the upcoming license term, and only the upcoming term, to allow the affected partner time to transition funds and resources;
      a. In this event, the partners must be aware that an increase in program contributions may be required to pay for the renewed license.

8. If there are no partners expressing interest in a resource to be withdrawn from the Core Collection, the resource will not be transferred to the Supplemental Collection and thereafter be removed from the Program.

9. The withdrawal policy and procedure shall be exercised with caution by the partners to ensure that philosophies pertaining to equitable access as well as cost sharing continue to be reflected by the Program’s Core Collection.

10. In the event that one or more products are withdrawn from the Core Collection resulting in a decrease in the cost of the program for the coming renewal, each partner’s contribution will be decreased by the same percentage. The decreasing percentage rate will be calculated as below:

Where:
   A – the total contribution from all partners for the existing Core Collection licenses
   B – the total cost for all Core Collection products for the coming renewal if one or more products will be cancelled

\[
\text{Decreasing percentage rate} = \frac{(A - B)}{A}
\]

For example,

If \( A = 10; B = 9; \)

\[
\text{Decreasing percentage rate} = \frac{(10 - 9)}{10} = \frac{1}{10} = 10\%
\]
Partner Funding

Multitype Library Board/Provincial Library
1. The Multitype Library Board worked with Saskatchewan Learning, now called the Ministry of Education, to set up a special account (B01) for Provincial Library and Literacy Office to have the capacity to sign agreements on behalf of partners, to receive contributions from partner libraries for databases and pay invoices to database vendors. The account is administered by Provincial Library and Literacy Office on behalf of the Multitype Library Board. Provincial Library and Literacy Office provides an annual financial statement to all partner libraries at the Annual General Meeting.
2. Every year, Provincial Library and Literacy Office signs a partner contribution agreement with each partner library that defines the contribution amount for each partner library and the roles and responsibilities of each side.
3. The Program should keep up to a maximum of 20% of the core program annual cost in an exchange rate fund. The total amount of funds in the exchange rate fund should not exceed $120,000 in any given year. Any changes to the exchange rate fund need to be approved at an Annual General Meeting.
4. If a surplus arises, any allocations of the surplus have to be made within the directions of the participating partners at an annual general meeting.
5. The MDLP committee can use the uncommitted surplus derived from the MDLP partners’ contribution between annual general meetings for any emergencies or enhancements to the program at the committee’s discretion (approved at the April 2012 AGM). The committee needs to communicate any purchasing decisions to all partners.
6. The program needs a consensus agreement among partners before entering into a multi-year contract with a vendor.

Partner Libraries
1. An institution’s contribution should represent a worthwhile savings for the acquisition of core-interest titles or should provide access to data which could not be achieved otherwise.
2. Money from the cancellation of an existing product (print or electronic) at a local library (in part or in whole) should/could be redirected to MDLP if the Program subscribes to a same or similar product.
3. Partners should contribute to products (databases) of interest to their sector or institution in the interest of the common good.
4. In times of financial crisis, every partner institution should review its own situation and seek ways to help the program.
5. If a partner institution has concerns about their contribution, this should be addressed within the sector first. The General Meetings are intended to allow for sector-based discussion about funding among other areas.
6. Partner libraries are encouraged to insert a link to a webpage about the MDLP for more information about the program.

Revisions to the MDLP Policy

MDLP policies may be amended through the following process:
1. partner libraries may suggest changes to MDLP policies through their sector representatives or at the General Meeting;
2. the Committee will discuss the suggestions and prepare a new draft of the policy;
3. the draft will be presented to the partner libraries, seeking approval in principle; and
4. if the partner libraries agree to the changes, the draft will be taken to the Multitype Library Board for formal approval.
Appendix A: Reformatting of the Multitype Database Licensing Program
September 2009

Background:

The Multitype Database Licensing Program (MDLP) is a province-wide program in which libraries partner to pool funds to jointly purchase access to authoritative, quality electronic information resources for all residents in the province. The MDLP is a flagship program of the Multitype Library Board (MLB). It currently has 35 library partners in the program, including all 10 public library systems, the Universities of Saskatchewan and Regina, the Saskatchewan Institute of Applied Science and Technology (SIAST), five small colleges, the Ministry of Education on behalf of all K – 12 school libraries, and 17 special libraries consisting of Provincial Library, other government libraries, and several non-profit organization libraries. The partner libraries are organized into 4 sectors and are identified as: Public Libraries (Public and Regional Libraries), Post-Secondary Libraries (Universities of Regina and Saskatchewan, SIAST and colleges), Special Libraries, and School Libraries (K – 12 schools).

Since 1998, the MDLP has increased its licenses from 1 to 9 vendors. Subsequently, the program has subscribed to 34 products providing access to magazines, newspapers, online directories and encyclopaedias, together more than 12,000 full text unique titles. The program also purchased perpetual access to dozens of eBooks and to the Gale Literature Resource Centre Digital Archive.

The MDLP has achieved a number of milestones including a well established partnership among all four library sectors, assurance that mutual benefits are achieved for all partner libraries, and equality of access to high quality electronic information resources for all Saskatchewan citizens. As indicated in the MDLP policy, the goals of the program are:

- to increase the amount of authoritative, quality electronic information available to library users;
- to ensure equitable access to electronic information resources including home access;
- to make these resources accessible in every type of library province-wide;
- to pay for access to these resources only once within the province;
- to encourage cooperation among libraries in Saskatchewan, and
- to maximize the buying capacity of all libraries through cost-sharing.

After a decade of cooperation and consensus building, the MDLP partners felt it was time to reexamine the decision making process with regards to increasing content through the MDLP, and to developing the program in the future. Two guiding principles of the MDLP, *Provide Universal Access* and *Cost Sharing*, influenced the evaluation process, and the proposed methodology to expand the Program.

At the April 2009 Multitype Library Board Annual General Meeting for the Multitype Database Licensing Program, consultation and discussion surrounded the future evolution of the Program. A document, *Multitype Database Licensing Program: Future*
Development Strategy, was presented outlining five possible scenarios for the immediate future of the MDLP. The program committee recommended either Option 1, “Maintain the Core Collection for the Next Three Years: Focus on Promotion, Usage, and Financial Stability,” or Option 4, “Maintain the Core Collection and Provide an Opt-In/Out for Additional Products with One Single Payment to Vendor” for consideration by the attendees.

After considerable discussion and input gathered from each of the four library sectors, the Multitype Library Board, MDLP partner libraries, and Provincial Library have developed the following restructuring option for the MDLP.

Proposed Option:

This structure will maintain the core set of databases that the Committee as well as partners worked diligently to develop over the last ten years to provide universal access for all residents of Saskatchewan, and allows for the inclusion of additional products to meet the Program’s and partners’ need for developmental growth.

The structure is a two-tier system where each member library continues to contribute to the licensing of a core set of databases, and has the option of partnering with other member libraries for access to additional products. Every member library would retain access to the core databases, and is able to license additional products without the need of all partners’ consensus.

Structure:

Maintaining the Core Collection

In keeping with the principle of universal access, a core set of databases, meticulously evaluated over the last ten years, has been established. These products will continue to be available for every partner through the Program, which allows participating partner’s patrons to access them from their local library or home wherever it is situated in Saskatchewan.

The database licenses within the core set will be paid for by contributions from each partner, and every partner will pay the same percentage increase. This is the historical methodology, and will continue to be the practice within the new structure. Because the partners have agreed by consensus to include these databases into the existing Program, they will remain as the core set. The products will be periodically reviewed and evaluated to determine if a more suitable replacement for one or more of them is available consisting of either additional content, or similar content for a lower cost. Any deletion, addition, or replacement needs to be approved by consensus from all sectors.

Supplemental Databases

In addition to the core set of databases, a number of supplemental products will be available to participating partners. These databases will be licensed for and paid by
interested partners. If the partner feels that its patrons would not benefit from access to this resource, that partner need not contribute any funds, and will not have access to the product. Therefore, these supplemental databases would be accessible to, and the financial responsibility of, only those partners who feel they would benefit.

Each partner library decides which supplemental databases to consider and whether or not to participate. A partner considering licensing a product may pay less if other partners are also interested. This cost saving initiative follows the second MDLP principle - cost sharing.

Procedure

Provincial Library will lead and coordinate the whole process for any supplemental database. A library which is considering adding a product to its collection can ask Provincial Library to approach the vendor of that product to set up a trial of the database and to seek a price quote for a province-wide license. Provincial Library is responsible for distributing the trial to all partners and generating a list of libraries which are interested in the product after the trial. A vendor may approach Provincial Library first and set up a trial for the program without receiving a request from a partner library.

Once all libraries who express interest in the product have been identified, Provincial Library will contact the vendor to negotiate a consortium price for these libraries. At present, Provincial Library will only negotiate licenses when libraries from at least two sectors show interest. In the future, the scope may be extended to a single sector purchase when resources are available. Provincial Library will also communicate with those partners who show interest in the product with respect to their decision on whether or not participating in the consortium purchase is in their best interest. The partner may also receive price quotes from the vendor for its own library to compare to a potential consortium price through the MDLP. If the price is less through the Program, it would save the partner money, and potentially benefit several other program partners through additional cost savings. Depending on whether or not all potential participating libraries agree with their portion of the consortium price, Provincial Library may be required to negotiate with vendors and libraries back and forth several times to finalize the deal.

The situation may also arise that the cost to one partner through the consortium for a province-wide license may equal the price quoted to that individual partner initially when inquiring on its own. This may not be an individual partner’s cost saving, but it would benefit the Program as a whole, and fulfill the first principle of a desire for universal access. No undue financial burden would be experienced by the partner, and the program would be strengthened. The MDLP will always try to negotiate a province-wide license first if the money collected from interested partners is close to the price of a provincial license. If universal access is not feasible, then Provincial Library will negotiate the license for those partners that do contribute.

Payment
Provincial Library will continue to invoice the partners once a year for fees associated with both the core and the supplemental databases. This will assist in partner budget planning, and will reduce the administrative duties at both Provincial Library and at the partners’ institutions. This billing schedule may mean that the Program may pay for the license first on behalf of all participating libraries if there are sufficient funds in the program account, and bill libraries months later, or participating libraries may decide to subscribe themselves first and participate in the consortium deal later. Many vendors are willing to prorate cost when a consortium license agreement has been signed. Negotiations of institutional licenses would be undertaken by the partners themselves.

Meeting Schedule:

It has been proposed to reduce the number of Committee meetings to which the partners attend. The Committee will continue focusing on the development of the program. It still has the responsibility to recommend program policies and evaluation guidelines, periodically evaluate the core database set, communicate with partners in all four sectors on various topics of the program, and make recommendations to all partners at the Annual General Meeting on the renewal/purchase of the core collection. In response, a tentative schedule displaying the Committee meetings is presented below:

- January: Core Collection Purchase Proposal Review Meeting
- April: Annual General Meeting
- May: Committee Core Collection Primary Evaluation Meeting
- September: Committee Core Collection Evaluation Meeting

The September General Meeting is not recommended to continue. In the past the purpose of this meeting was to communicate to partners the estimated cost of next year’s renewal and provide semi-annual program financial standing. It is believed that this can be accomplished more effectively via email or other communication tools.

Partners are welcome to suggest a database be purchased or withdrawn from the Core Collection to Provincial Library anytime throughout the year. Provincial Library will compile the list of suggested resources, and disseminate it with vendor trials to all partners monthly via an electronic distribution. Provincial Library will also collect results from interested partners to identify final participation. With respect to a database being withdrawn from the Core, the suggestion needs to be reviewed at the following Committee meeting to determine whether or not the evaluation of that product can be undertaken in a timely manner. The evaluation of that product and the recommendation for withdrawal must align with the program evaluation annual cycle.

Provincial Library’s Role:

Provincial Library’s role within the proposed new MDLP structure would primarily be initiation of dialog and point of contact. With the core set of databases remaining relatively stable, efforts will be focused upon the development of the supplemental collection. It will be Provincial Library’s responsibility to:
1. approach partner libraries to identify and compile lists of potential product additions
2. schedule database trials
3. coordinate partners to participate in trials and evaluations
4. negotiate consortium quotes with vendors and report to the participating partners on negotiation progress
5. chair the Committee meetings
6. communicate with the Committee regularly or when a serious issue emerges
7. monitor access to all purchased/licensed products and provide technical support
8. manage the Program’s finances and present the financial report at the Annual General Meeting
9. centralize training opportunities
10. promote the Program at higher levels
11. monitor trends in electronic resource licensing field and explore their application in the MDLP, and
12. participate in Consortia Canada on behalf of the MDLP.

Participation in Consortia Canada

Provincial Library is planning to fully participate in Consortia Canada on behalf of the MDLP. This will allow partner libraries in the MDLP to access national licensed databases that Consortia Canada has negotiated for its members. Although the majority of current Consortia Canada licenses are more academic oriented products, Provincial Library is willing to work with other Consortia Canada members to explore products to meet other library sectors’ needs. This may require Provincial Library to lead some license negotiations on behalf of Consortia Canada. Provincial Library will start communicating with members of Consortia Canada about the MDLP’s needs, disseminating any new trials and licenses to MDLP partner libraries, and coordinate and facilitate partner libraries’ participation in any deal if they decide to do so.

Training and Promotion:

Provincial Library’s database training initiatives will evolve into a centralized commons. Vendor training webinar schedules, suggestions and techniques on improving database usage, as well as any educational initiatives partners wish to share will be posted on the Multitype Library Board’s website. The focus will shift from Provincial Library’s past train-the-trainer methodology to a consultative presence that assists individual partner’s initiatives in several ways including, but not limited to, suggesting instructional methodologies and providing access to educational tools to help libraries train the end user. Provincial Library will also explore, identify and implement new training tools and formats to be used by partner libraries.

The promotional techniques implemented by Provincial Library will highlight the benefits of membership as well as the content of the Program. Economic benefits of MDLP membership will be emphasized including cost saving initiatives, and access to information for economic stimulus. Emphasizing access to professional databases will
attract employment professionals and immigrants to Saskatchewan, improving the province’s knowledge economy and ethnic diversity.

**Evaluation:**

This restructured program will require an adjustment to the current MDLP evaluation guidelines and procedures. The main issue is the maintenance of the core set. The new focus is a comparative one. It is anticipated that the content within the core set will remain stable. A database may be considered for addition to, or removal from the core if it meets a set of guidelines that will need to be written to reflect the potential reasons for such an adjustment. A number of quantitative and qualitative criteria must be determined in order to add or to remove a product from within the core. Any adjustment to the core needs to be approved by all sectors via the consensus decision-making process used since the inception of the program.

Possible evaluation criteria that will be created and utilized by the Committee are:

1. Content and importance relative to the people of Saskatchewan
2. Usage statistics.
3. Usage statistics per monetary amount.
4. Ranking by the sectors for a number of continuous years.
5. Qualitative value ranking.

**Renewal:**

Database license renewals will continue to be annual; however, longer commitments may be possible. There is some risk involved in longer commitments because almost half of the monetary contributions come from government budgets, and there is no assurance that the government funding will be the same as what has been planned. With that said, vendors may be willing to negotiate annual licenses with multiple options to renew, or a multiyear license with an opt-out clause. There are several benefits to longer term contracts such as: the terms of the contract would be known in advance including price range increases; the cost of the products would be less with a longer commitment; the vendor would have some security for the expected future.

This scenario may be appropriate for products within the core set and the supplemental collection of databases. With the databases within the core relatively consistent and stable, plus the expected reluctance for the partners to withdraw a product from the core, a lengthier agreement may be appropriate. Likewise, a multiyear deal for the supplemental databases may be advantageous. The price would be reduced, and since these products’ inclusion are partner initiated, it can be assumed that the content within the databases would remain desirable for several years.
Summary:

The recommended structure for the Multitype Database Licensing Program will resemble Option 4 presented in Multitype Database Licensing Program: Future Development Strategy. The Program products will lie within one of two sets, either core, or supplemental. Every member partner will contribute funds to license the core databases, and will have the option of increasing the number of supplemental databases available to them through partner agreements within the Program. The length of the licenses could potentially be extended within the proposed structure, while retaining the option to withdraw from the supplemental database agreements should the product no longer meet partners’ needs.

An evaluation policy and procedure will need to be developed to reinforce the characteristics of a core database. Although the evaluation commitment may be increased, the number of Committee meetings has been dramatically decreased. Provincial Library will remain as the administrator of the program. The proposed structure will permit the MDLP to evolve into a program that continues to meet the requirements of the partners while adhering to its original mandate of cost saving and of universal access for the people of Saskatchewan.
## Appendix B: MDLP Core Collection Annual Cycle

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>April – AGM</td>
<td>The committee presents recommendations for renewal/addition/withdrawal</td>
<td>All partners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Partners make consensus decisions on recommendations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April – June</td>
<td>Negotiate license agreements with vendors</td>
<td>All partners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Distribute invoices to partners for their contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Pay vendors’ invoices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May – Committee Meeting</td>
<td>Review partners’ suggestions on products to be purchased or withdrawn</td>
<td>Provincial Library &amp; Literacy Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Initiate trials for new or alternative products</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June – August</td>
<td>MDLP Committee members undertake primary trials/evaluation</td>
<td>All partners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- New license for the Core Collection starts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- First Supplemental Collection resource intake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September – Committee Meeting</td>
<td>Identify any products that needs in-depth evaluation</td>
<td>MDLP Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Prepare evaluation procedure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October – December</td>
<td>Conduct evaluation in all partners</td>
<td>Provincial Library &amp; Literacy Office</td>
<td></td>
</tr>
<tr>
<td>January – Committee Meeting</td>
<td>Review evaluation results</td>
<td>MDLP Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Review vendors’ price quotes for Core Collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Formulate recommendations for the coming AGM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Second Supplemental Collection resource intake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Prepare the AGM package</td>
<td>MDLP Committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Distribute the AGM package</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Prepare the AGM package</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>