

CCM tools: Action Plan Template

1. What collection management issue(s) would I like to address at my own institution?
2. What data do I need to extract from my Library Management System? i.e. class number ranges/items with low usage/items in specific subject areas?
3. How do I extract data from my LMS? <ul style="list-style-type: none">• Is help required from Library system team?• Are there other CCM tools users who can advise on my LMS?
4. How will I use the CCM tools to provide the information I need? <ul style="list-style-type: none">• What search(es) do I plan to do? Number/Batch/Keyword?• Which limit options are required? Individual Library/Region/Holding Libraries
5. How will I use the results I get from CCM tools?

6. What other factors will impact the decisions we make?

- Policy on last copy withdrawal/retention
- Comparisons with other library collections
- Integrating CCM tools into existing workflows
- Financial considerations / costings

7. Are there any barriers to using CCM tools in my institution?

8. How can I address these barriers?

9. In 3 months time (i.e. early October 2013) what do I hope to have achieved?

10. Remember to report your experiences/questions to the CCM Forum i.e. ask for advice, give a short report or case study on your experiences or eventually give advice to others!