Date: Aug 21st 2019

Meeting Time: 8 am EST / 2 pm CET / 1 pm UK
Call in Number: https://zoom.us/j/995679876
Meeting URL: https://zoom.us/j/995679876

ERM Sub SIG Folio Wiki: https://wiki.folio.org/display/RM/ERM+Sub+Group
Google Folder:
https://drive.google.com/drive/folders/17X3tr6siZH8iS07kGcjAqUNl01zVrJmB
Terms and definitions:
https://docs.google.com/document/d/1vue-mbcULpZivWu69a7nAZEdC-H2yXPQqSblb
L_0J6U

Agenda Aug 21st 2019

Convener: Martina S.
Notetaker: Martina T.

Housekeeping:
- **All:** Please edit the attendees list below and indicate when you are there!
- **Next meeting**: Aug 28th
- **Open discuss posts**:
    - right now no new posts regarding erm

Agenda items:

1. Development progress
    a. Sprint 70 https://wiki.folio.org/display/ERM/ERM+Sprint+70
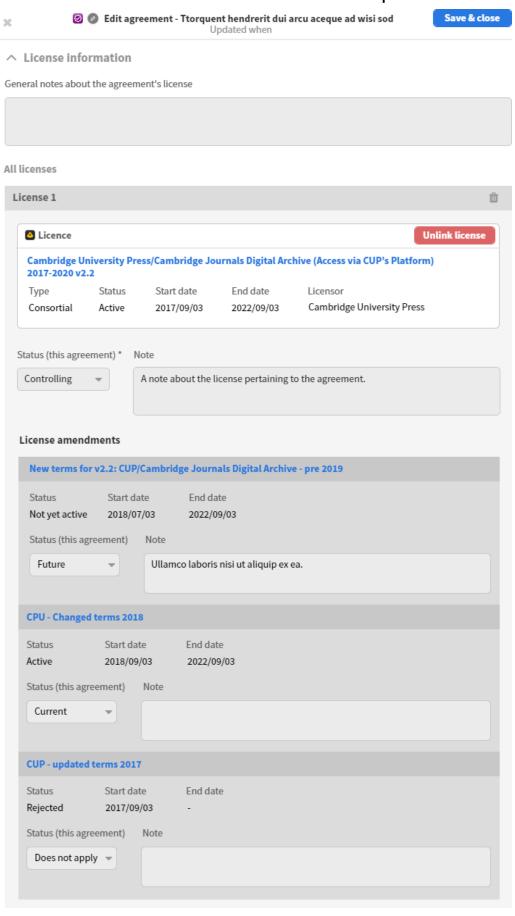2. Managing license amendments in an agreement

Homework

Background, please read before answering the questions below.

In the current system, a single license can have many amendments attached. When a license is attached to an agreement, the system does not allow the user to select which (if any) of the license amendments apply to the agreement, which means that the Agreement always gets the terms from the main license only, with no additional or variant terms from the amendments being used.

To support amendments and variations in license terms, it will be possible to select which amendments apply to the license in the context of any particular agreement (see https://issues.folio.org/browse/UXPROD-1472). This will allow a library to record multiple agreements with a single license, but with some of the agreements having amendments applied (which could also mean additional or variant terms).

The mock-up shows an extract of an Agreement in Edit mode - with the "License information" accordion expanded. Here the agreement has a license attached and the license has three amendments. The user can set the "Status (this agreement)" of the amendment and add a note.

Wireframe showing an Agreement in **Edit** mode with the "License information" accordion expanded

✖   ⊙ ◑ **Edit agreement - Ttorquent hendrerit dui arcu aceque ad wisi sod**   **Save & close**

Updated when

⌃ **License information**

General notes about the agreement's license

All licenses

License 1 🗑

🔶 **Licence**   **Unlink license**

Cambridge University Press/Cambridge Journals Digital Archive (Access via CUP's Platform) 2017-2020 v2.2

Type	Status	Start date	End date	Licensor
Consortial	Active	2017/09/03	2022/09/03	Cambridge University Press

Status (this agreement) *   Note

Controlling ▾   A note about the license pertaining to the agreement.

License amendments

New terms for v2.2: CUP/Cambridge Journals Digital Archive - pre 2019

Status	Start date	End date
Not yet active	2018/07/03	2022/09/03

Status (this agreement)   Note

Future ▾   Ullamco laboris nisi ut aliquip ex ea.

CPU - Changed terms 2018

Status	Start date	End date
Active	2018/09/03	2022/09/03

Status (this agreement)   Note

Current ▾

CUP - updated terms 2017

Status	Start date	End date
Rejected	2017/09/03	-

Status (this agreement)   Note

Does not apply ▾

Add license to agreement

Which information to display about an amendment

Q1. You will be able to select an amendment's title to view its full details. What information about an amendment should be displayed on this screen in order to help you decide whether or not it applies to the agreement?

For info: these are the details which an amendment can have:

Amendment information

Name
Testing an amendment

Status	**Start date**	**End date**
Active	8/1/2019	8/31/2021

Description
-

Plus Core documents, Terms and Supplementary information.

Eric (TAMU): I think a note should suffice.

ZBW/VZG/hbz: +1, a note would be sufficient. In other apps the notes field has a concrete title like "instance note" for instance. Would it make sense to rename the notes in i.e. "Amendment notes"?

Gisela (Hamburg): +1, a note would be sufficient. I like "amendment notes" too.

Tatjana (Frankfurt): +1

Andrea (Regensburg: +1

Jack (UMass): +1

Q2. When an amendment is applied to an agreement we are suggesting the following options will be available for "Status (this agreement)":
- Future
- Current
- Historical
- Does not apply

Are these sufficient/correct?

ZBW/VZG/hbz: Yes, they are sufficient and correct. The statuses need to be repeatable, that applies to "current", too.

Gisela (Hamburg): +1
Tatjana (Frankfurt): +1
Andrea (Regensburg: +1
Jack (UMass): +1

Q3. Should "Status (this agreement)" have a default selection? If so, what should it be?

Eric (TAMU): If you're going with a default, I'd say it should be Current. It's more likely than not that an amendment is going to apply to the agreement.

ZBW/VZG/hbz:That depends on the procedure; if an amendment is added to a license and thereby linked to all agreements related to this license, then we would prefer the status "does not apply" as default. As this amendment won't apply to all of the agreements it is preferable to proactively set the status.

Gisela (Hamburg): +1 for ZBW/VZG/hbz

Tatjana (Frankfurt): I'd prefer no default selection

Andrea (Regensburg: I would also prefer no default selection

Jack (UMass): +1 to no default

Q4. Should we warn users when they have "Current" amendments (in Agreement context) that have a non-active status (in License context) or have start dates in future/end dates in the past?

ZBW/VZG/hbz: That would be very useful. Would it be possible to deactivate the status "current" for all inactive amendments on a license?

Tatjana (Frankfurt): yes

Andrea (Regensburg: +1

Q5. When a license is already linked to an Agreement, what should happen when a new amendment is added to the license?
Should it get a status within linked agreements automatically?
If so is there any logic associated with that? e.g. 'only for Controlling licenses'?

Or is it sufficient for user just be alerted to linked agreements and prompted to set a status?

ZBW/VZG/hbz: we would prefer the manual task; amendments should have no status within the linked agreement; we would either - when adding an amendment to the license - look at all related agreements and change manually, or receive an alert and then change manually

Gisela (Hamburg): Too much automatism seems problematic to me. You always have to know which action triggers another action. I prefer the manual solution, too.

Tatjana (Frankfurt): I prefer a manual solution too

Andrea (Regensburg: +1
Jack (UMass): +1

Q6. Should all amendments always be displayed in the Agreement - or just those with specific status and/or start/end dates?

Eric (TAMU): Of the statuses you've created, the only one I can think of that I might not want to see is "Does not apply" but even then I'd probably prefer to see it displayed knowing that I can ignore it rather than wondering if the status was incorrectly set to "Does not apply."

ZBW/VZG/hbz: To our minds, all amendments should be displayed in edit mode.

Gisela (Hamburg): All amendments.

Tatjana (Frankfurt): all amendments should be displayed

Andrea (Regensburg: +1

Jack (UMass): When you say "agreement" do you mean the editing screen or the record view? I don't want to see anything but the "current" amendment in the record view because that is what a liaison or other person not working with licenses is likely to look at and if they see more than one ammendment with conflicting information that means I'm going to get an email. I don't mind all displaying in the edit, but I don't want to see inherited terms for something like does not apply. (Turns out the first part of this is below!)

Q7. An agreement can have Future and Historical licenses attached to it. We plan to support the management of amendments for the **Controlling** license on an agreement.

Should it be possible to manage the amendments for **Future** and/or **Historical** licenses in the same way as the Controlling license?

ZBW/VZG/hbz: If "Q10" will be realized, yes.

Tatjana (Frankfurt): +1

Andrea (Regensburg: +1

Jack (UMass): +1

Wireframe showing an Agreement in **Preview** mode with the "License information" accordion expanded

∧ License information   1

General notes about the agreement's license

Minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo
consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse.

⬛ Controlling licence

Cambridge University Press/Cambridge Journals Digital Archive (Access via CUP's Platform)
2017-2018 v2.2

Type	Status	Start date	End date	Licensor
Consortial	Active	2018/09/03	2022/09/03	Cambridge University Press

Note

A note about the license pertaining to the agreement.

Controlling license amendments

New terms for v2.2: CUP/Cambridge Journals Digital Archive - pre 2019

Status	Start date	End date	Status (this agreement)
Not yet active	2018/07/03	2022/09/03	Future

Note

Ullamco laboris nisi ut aliquip ex ea.

CPU - Changed terms 2018

Status	Start date	End date	Status (this agreement)
Active	2018/09/03	2022/09/03	Current

Note

Laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in
voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Q8. Should we show all amendments for a license, or ones marked as "Current" within
Agrefment-License link?

ZBW/VZG/hbz: in preview pane at least current and future amendments, and if possible it would be helpful to have a table with just the links to the historical amendments; just as a list (depending on permissions not everyone can access the edit screen)
example for historical amendments display: name (as link) - status

Gisela (Hamburg): I would prefer to see the current amendment first and then have an accordion to display all other amendments. Or the solution ZBW/VZG/hbz have described.

Tatjana (Frankfurt): +1 for ZBW/VZG/hbz

Jack (UMass): I answered this question early, only Current should show in preview.

Q9. Should we just show amendments for the Controlling license? Or for Future and Historical licenses as well?

ZBW/VZG/hbz: If "Q10" will be realized, yes.

Gisela (Hamburg): At first glance only for the controlling license. Then I would like to see on agreement level future and historical licences as well and the amendments according to these licenses. It should be clear what amendment belongs to what license.
These other licenses besides the "controlling license" should only be displayed if desired, e.g. by opening an accordion as you suggest in Q10.

Tatjana (Frankfurt): +1 for ZBW/VZG/hbz

Jack (UMass): If the future or historical can be "hidden" on the preview behind an accordian than sure, but my point above about those less familiar with licenses makes this a difficult question to answer. I want to be able to find that information, but someone briefly viewing the record probably doesn't care.

Q10. In cases where an agreement has several licenses each with potentially one or more amendments the Edit and Preview pages for the agreement may get quite long.

We are considering extracting the linking of a license and an agreement into a separate interface where the relationship is managed. This would allow us to have a separate accordion for each license and its amendments. Would this be helpful?

ZBW/VZG/hbz: to have an intuitive interface, it would be needed; visualization other than via a table would be useful ("mind map", "graph", ?)

Gisela (Hamburg): Yes, that would be very helpful!

Tatjana (Frankfurt):yes

Q11. Do you have any other questions or comments about this screen?

Rules for interaction of License and License Amendment terms
In the case where there is a license with a single amendment that both have terms, the amendment will always be seen as additive to the license. i.e. license terms will still apply and any additional terms in the amendment will also apply.

If the amendment includes a term that is also in the license, the amendment value for that term will apply instead of the license term

e.g.

Term	Controlling License	Current Amendment	Resulting terms on Agreement
Walk-in Access	Permitted	*not set*	Permitted
Include in e-reserves	*not set*	Permitted	Permitted
Text and data mining	Not permitted	Permitted	Permitted

It will always be the case that the Amendment 'amends' the license so we will always assume that a Current Amendment terms will add to and (where necessary) override the terms stated in the underlying license.

However, it is less clear how terms should interact when there are multiple "current" amendments at the same time. For example:

Term	Controlling License	Current Amendment 1	Current Amendment A	Resulting terms on Agreement
Walk-in Access	Permitted	*not set*	Not permitted	?
Include in e-reserves	*not set*	Permitted	Not permitted	?
Text and data mining	Not permitted	Permitted	Not permitted	?

In order to calculate the resulting terms for the agreement, we need to know which order to apply the amendments in. If we apply Amendment 1 first, followed by Amendment A, the second and third terms end up "Not permitted", but if we apply Amendment A first, followed by Amendment 1, the terms end up as "Permitted" (note, the Walk-in Access term ends up as 'Not permitted in either case)

<table>
<tr><td>Q12. When there are multiple amendments how should the order in which the amendments apply be calculated?

Should it be possible to choose in the Agreement which order Amendments are applied? Or should there be an automatic order based on the start date of the Amendment? Or something else?</td></tr>
<tr><td>ZBW/VZG/hbz: at the moment, start date as basis for an automatic order seems reasonable, but we will think about use cases where manual intervention would be necessary

@all: Does it happen that license terms change retrospectively so that use of the 'start date' would not work?

Gisela (Hamburg): I think the start date should be decisive for an automatic order. The newest amendment completes or replaces license terms, in my understanding.</td></tr>
</table>

Minutes

- Development progress
  - Sprint 70 https://wiki.folio.org/display/ERM/ERM+Sprint+70 overview - tickets waiting for code review
  - In the UX context - in agreements in cards layout is integrated for contracts and organization and will be integrated for licenses and agreement lines
- Managing license amendments in an agreement
  - Questions on the relationship between licenses, amendments and agreements
  - A single license can have many amendments and an agreement can have a controlling license as well as future and historical ones
  - What happens on amendments on an agreement?
  - When you link a license you can control which amendments apply.
  - First draft wireframe shows the edit mode of agreements and here are 1 license and 3 amendments with statuses shown in context of license (in this case: Not yet active, Active, Rejected) and now in the context of the agreement (in this case: future, current, does not apply).

- Q1: Which information you would like to see? --> Agreed on the notes field and agreed to change the name "notes" into "amendment notes"
- Q2: Agreed on the statuses
- Q3: Comment from ZBW/VZG/hbz refers to a different scenario – Agreed on "No defaults"
- Q4: If the statuses are different should we highlighting this? Alert that here is a discrepancy
- It would be nice to see all agreements where the license and the amendment applies so that you can easily change the status.
- This refers to Q5 and the other document Gill provided:
  Linking agreements to amendments - Workflow, when a new license amendment arrives
  https://docs.google.com/document/d/1LkTlOXhg5eQmwSyKLMJJwANBiFVLsCTIx_GnQMUUpfU/edit
- We are creating the relationship between the license and the agreement at this point.
- The other use case is when a new license amendment arrives.
- Managing this - See steps 1-5 in the document.
- If you scroll down you see an overview which agreements are affected by the amendment. Is this the overview we talked earlier? Yes
- Q6: it seems all amendment
- Q7: fine
- Preview – Wireframe shows two amendments for the controlling license applied to the agreement.
- Q8: current amendment and future amendment?
- Comment: not everyone has the permissions to edit and that is why we thought about displaying more than current in the preview pane.
- Are we reproducing what it is in the license app?
- In agreement we see licenses and amendments which apply to this agreement. In licenses we see all.
- But are we not cluttering up the display with information which doesn't apply any longer?
- A lot of staff only care about current at my institution – so maybe hide (accordion) or link to license app and not have all at the preview pane
- Balance between access all the information and display not too complicated – not an easy task to design
- Maybe we can take out the management of the relationship in an own interface – Gill is thinking about this a little bit more and comes back to the group.
- Question about the best way to visualize. A lot of documents and relations.
- Short term rather simple (tables, accordions) and on the long term it will be something to consider.

- Rules for interaction of License and License Amendment terms
- What if there are conflicting terms in amendments? From the comments it looks like the start date would be good?
- Are we overcomplicating this? It does not have the logic built in. more manual action when adding the amendment
- Small sample size that amendment would have conflicting information at my institution
- Look at the amendments and change the terms manually

- ○ Experience and use cases may differ at institutions
- ○ Terms are accumulative – not completely override the terms e.g. term is not mentioned in the latest amendment it won't affect
- ○ Plans on the accordion - list of resulting terms and display at agreement

Chat

Von Jack Mulvaney - UMass Amherst an alle: 02:08 PM
Looks great!
Von Eric Hartnett an alle: 02:14 PM
I prefer that to "does not apply"
I prefer no default
Von Felix Hemme an alle: 02:14 PM
yes we just did not know that this is possible ;)
Von Felix Hemme an alle: 02:21 PM
yes
Von mir an alle: 02:21 PM
yes
Von Benjamin Ahlborn (SuUB Bremen) an alle: 02:22 PM
If the license-agreements-relationship becomes too complicated, I would consider to set up a new license instance
Von Gisela Weinerth an alle: 02:32 PM
yes, thank you!
Von Felix Hemme an alle: 02:38 PM
Here is a use case from our library: Example case that we really have: License agreement for 2018 - 2020, additional amendment only for hosting for 2018 - 2020, additional amendment due to changed archive rights for 2019 - 2020. This leads to 3 contract documents valid for the years 2019 and 2020
Von Benjamin Ahlborn (SuUB Bremen) an alle: 02:40 PM
Agree with Eric: If there is a dramatic "competing " change in the quality of terms this would be either a new license or you would update the terms.
Von Khalilah an alle: 02:45 PM
I have to leave the meeting. Good discussion. Have a great day all.

Attendees list

Present	Name	Home Organization
x	Abigail Wickes	Duke University Libraries
	Alice Daugherty	University of Alabama
Regrets	Alistair Morrison	Johns Hopkins University Libraries
x	Andrea Meindl	UB Regensburg
	Ann-Marie Breaux	EBSCO

x	Annika Schröer	UB Leipzig
x	Benjamin Ahlborn	SuUB Bremen
	Björn Muschall	UB Leipzig
	Carole Godfrey	EBSCO
	Charlotte Whitt	Index Data
x	Claudia Malzer	ULB Darmstadt, Developer
	Dazhi Jiao	Johns Hopkins University Libraries
	Dennis Bridges	EBSCO
x	Eric Hartnett	Texas A&M University
x	Felix Hemme	ZBW Kiel
	Frances Webb	Cornell, Developer
x	Gill Osguthorpe	UX/UI Designer - K-Int
x	Gisela Weinerth	SUB Hamburg
	Ian Ibbotson	Developer Lead - K-Int
x	Jack Mulvaney	UMass
	Jag Goraya	K-Int
	Janet Ewing	Five Colleges / Mount Holyoke College Library
x	Johann Rolschewski	ZDB, Berlin
x	Julie Brannon	Duke
x	Kathleen Berry	UMass Amherst
x	Khalilah Gambrell	EBSCO
x	Kirstin Kemner-Heek	VZG, Göttingen
	Kristen Wilson	Index Data
	Kristin Martin	Chicago
regrets	Lars-Hakan Herbertsson	Chalmers
	Laura Wright	Cornell University
	Lindsey Lowry	University of Alabama
	Luca Lanzillo	Sapienza Library System Sapienza University of Rome
	Maike Osters	hbz, Cologne
regrets	Marie Widigson	Chalmers
	Mark Deutsch	Duke
x	Martina Karlsson	Chalmers
x	Martina Schildt	VZG, Göttingen
x	Martina Tumulla	hbz, Cologne

	Matthieu Bordet	DMCultura, Ravenna, Italy
	Moritz Horn	VZG, Göttingen
x	Nicole Eichenberger (b-ne101)	Stabi Berlin
	Olga Harder	TIB Hannover
	Owen Stephens	Product Owner - Owen Stephens Consulting
x	Paul Trumble	Amherst
x	Peter Böhm	HeBIS, Frankfurt
	Peter McCracken	Cornell
	Rüdiger Stratmann	IAI SPK Berlin
	Sabine Howahl	ULB Darmstadt
	Sabrina Bayer	UB Regensburg
x	Sara Colglazier	Five Colleges / Mount Holyoke College Library
regrets	Scott Stangroom	UMass
	Sobha Duvvuri	EBSCO
x	Susanne Schuster	BSZ Konstanz
x	Tatjana Clemens	UB Frankfurt
	Theodor Tolstoi	Chalmers, EBSCO
	Xiaoyan (Yan) Song	NCSU
	Yvonne Mönkediek	SuUB Bremen