

CCM tools: Action Plan Template

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

**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!**