**PRODUCT: Consortium Licence 20xx**

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| 1. Content (mandatory information) | |
| Vendor |  |
| Product |  |
| Titles included | * Titles included in the license * Specification of the different packages available |
| Language |  |
| Years available | * Access back to (1997) if available |

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| 2. Licence model (mandatory information) | |
| Pricing | * Description of the pricing model (based on FTE, holdings, simultaneous users?) * Information on price caps with multi-year agreements |
| Consortium discount |  |
| Subscriptions | * Cancellation quote / Swap & drop allowance * Available formats / Conditions for the migration to e-only * Price cap on prices of existing subscriptions * DDP * Date of the last holdings review |
| Archival rights | * Is post cancellation access (PCA) available after the end of a license? * If yes: Specification of the titles and volumes (e.g. on all content of the licensed titles, which were published for the first time during the license period) * Local copy of the content available with PCA? * Does the publisher archive its contents at LOCKSS and/or Portico? |
| Interlibrary Loan (ILL) | * Is ILL allowed and if yes, under which conditions? * (Copy the corresponding paragraph of the license agreement) |
| Open Access | * Are there any special conditions for members of participating institutions who want to publish in the publisher’s open access program? |
| Opting-out clause | * In some cases, multi-year agreements include such clauses * (Copy the corresponding paragraph of the license agreement) |

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| 3. Access (optional information) | |
| Platform |  |
| Number of simultaneous users |  |
| Access control: IP / password / Shibboleth |  |
| DRM-protected (digital rights management) |  |
| Format PDF, XML, HTML |  |
| Copy / cut / paste possible |  |
| Supply of micro formats for mobile devices |  |

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| 4. Features (optional information) | |
| Full-text search |  |
| Indexing, thesaurus |  |
| Training (online / on site) |  |
| Links to other resources |  |
| Printing permitted |  |
| Download allowed |  |

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| 5. Statistics (optional information) | |
| COUNTER-compatible statistics |  |

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| 6. Trial (mandatory information) | |
| Conditions |  |

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| 7. Contact (mandatory information) | |
| Name |  |
| Email |  |
| Address |  |
| Telephone and fax |  |