

**License Tracking Form for Electronic Resources**

Name of Vendor \_\_\_\_\_ Selector \_\_\_\_\_

Name of Product \_\_\_\_\_ Campus Address \_\_\_\_\_

Name of Vendor License Contact \_\_\_\_\_

Supply phone, fax, address, email of vendor license contact if not available in license itself or attach relevant printouts from e-mail or other communications

Phone? \_\_\_\_\_ Fax? \_\_\_\_\_

Email? \_\_\_\_\_

Address?

See: <http://www.library.yale.edu/ecollections/licenseguide.html> for assistance

Have there been other products licensed from the same vendor? \_\_\_\_\_

Can they be expanded to cover this product? \_\_\_\_\_

(If both answers are yes, there may be no further work, or any further work will be of a simple addendum to the original license.)

Requested vendor generic license \_\_\_\_\_ (date) Received vendor generic license \_\_\_\_\_ (date)

Kim/Ann sent license for review \_\_\_\_\_ (date) All license review concluded \_\_\_\_\_ (date)

Vendor contacted with changes \_\_\_\_\_ (date)

Final negotiated version received/created \_\_\_\_\_ (date)

Final electronic version (preferred) or printed document(s) sent to Electronic Publishing & Collections Librarian for process conclusion \_\_\_\_\_ (date)

!! All local, departmental, or product-specific information requested by vendor inserted \_\_\_\_\_

NOTE: Keep a copy of this form if you wish to have a record that the you've completed your responsibilities with this license.

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Please fax the signed version before mailing the official copies \_\_\_\_\_

(this is an urgent-processing request – don't use unless needed)

When the final version of the license is received, you will receive a copy for your (or your department's) files.

If you wish to be informed when the license is mailed/faxed to the vendor please fill out the first two lines of the tear off information below.

\_\_\_\_\_

License for:

Name of Vendor \_\_\_\_\_

Name of Product \_\_\_\_\_

Was faxed/mailed on \_\_\_\_\_ (date)