

## Appendix A

### DALNET Cost Allocation Task Force: Annotated Charge (2005/06)

#### **1. Review the current cost allocation fee structure, including the membership fee.**

##### Meeting #1 (1/17/06)

- (1) Review current cost allocation fee structure.
  - (a) Identify problems with current cost allocation fee structure.
  - (b) Identify information required to review the problem areas and agree on process for gathering/compiling information.
- (2) Review current membership fee  
Steps a and b as above
- (3) Review current new member schedule of costs  
Steps a and b as above

##### Meeting #3 (4/18/06)

- (1) Review information gathered and reach consensus on recommendations for items to include in dividing costs for core services and membership fee

#### **2. Evaluate the relevance of the formula for a merged database environment.**

##### Meeting #1 (1/17/06)

- (1) Identify areas of the current allocation that may not be a good fit for a merged environment.

##### Meeting #2 (3/21/06)

- (1) Review laundry list of services provided to DALNET libraries (ILS and non-ILS)
- (2) Consensus on recommended set of core services i.e. What is the critical mass of services and resources we need to offer to stay in business?
  - (a) Relate to membership fee
  - (b) Relate to ILS fee

##### Meeting #2 (3/21/06)

- (1) Consensus on: Can we attach costs to services that are above and beyond the critical mass of DALNET services?

#### **Review alternatives for establishing an equitable fee structure.**

##### Meeting #2 (3/21/06)

- (1) Review information from other consortia (fee allocation formulas; list of services provided as part of membership fee and for additional fees).
- (2) Discuss examples that may be applicable to DALNET

##### Meeting #3 (4/18/06)

- (1) Review options for core services and fee-based services
- (2) Consensus on recommendations for DALNET

#### **3. By May 6 2006, recommend to the Executive Committee an allocation formula that reflects each member's proportionate share of the total DALNET resource use, including costs associated with using the DALNET operated ILS and costs associated with producing and maintaining digital and other projects.**

##### Meeting #3 (4/18/06)

- (1) Consensus on format and content of report

(2) Assign responsibilities for writing report and schedule for review/feedback

Meeting #4 (5/4/06)

(1) Review report and revise, if required

***Status of charge: Approved by DALNET Board of Directors (12/12/06)***