

CollaboraTeS Toolbox

Collaborative Technical Services

How to Arrange the Costs

No Charge / Agree to Absorb Cost

- Many institutions already do this to one degree or another, particularly with consortial partners.
- Alternative compensation may include credits or deliverables from outside partners (OCLC, vendors).
- A memorandum of understanding or other written agreement is recommended even though when is no money involved.
- These can be one-off or long-term arrangements.

Barter System

- Institutions agree to exchange services or skills and perform work for each other.
- This can be most useful when the institutional skill-sets complement each other. For example, one institution may have language skills and another electronic resource management skills.
- A memorandum of understanding or other written agreement is recommended even though when is no money involved.
- These can be one-off or long-term arrangements.

Track Services using Non-Cash Tokens or Credits

- This cashless system uses an agreed-upon mechanism to track contributions, thereby ensuring fair distribution of resources.
- Tasks can be “priced” in tokens within agreements or contributors can bid on them.
- Though cashless, these systems require tracking and maintenance to process credits.
- These systems can include multiple partners.
- One-off tasks are embedded within longer-term arrangements.

Fee-Based for Cost Recovery

- Tasks and jobs may be tracked by the project, by the item or by the hour.
- There is an array of pricing models available to estimate how much it costs to do the work.
- Be certain that the estimated costs account for the expertise needed to do the work.
- Payment procedures will need to be defined, including needed financial accounts.
- One-off tasks may be embedded within longer-term arrangements.

Remember that the primary focus of any collaborative agreement should be on the value and type of the services being provided, not the cost. Allowing costs to define the agreement can lead to sub-standard services.



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