



## eLicensing & Collection Resources (eLCR) Getting Started Kit

### Who We Are

With your MCLS membership, you join with over 600 member organizations and libraries using MCLS eLCR services. You get access to more than 60 library vendors, negotiated discounts, and central licensing on over 1,000 products and services that include databases, eJournals, eBooks, library supplies, and software. We will manage the entire life cycle of your electronic content purchases from trials to invoicing. Libraries also benefit by using MCLS as a single point of contact to:

- Negotiate favorable licensing terms
- Obtain custom quotes
- Start or renew eResource subscriptions
- Arrange free trials and demos
- Address product questions or concerns
- Track and renew subscriptions through [ConsortiaManager](#)
- Review and pay invoices through the [MCLS Portal](#)

### What is eLicensing & Collection Resources (eLCR)?

Through an annual membership fee, members access MCLS eLCR program, which saves time and money through subscription management, consolidated and customized invoicing, and discounts on products from databases to library supplies.

### What is Consortia Manager and the MCLS Portal and what are they for?

Consortia Manager (CM) is software MCLS and members use to manage member subscriptions. Members designate who can access CM to renew, request pricing, or view and manage subscriptions.

The MCLS Portal is how members access invoices and can also pay invoices online.

To request changes or login credentials, email [services@mcls.org](mailto:services@mcls.org)

### Helpful Links

- The fastest way to get in contact with our eLCR team: [services@mcls.org](mailto:services@mcls.org) or 517-939-1382
- To answer all your invoicing questions: [accounting@mcls.org](mailto:accounting@mcls.org)
- View and manage subscriptions in Consortia Manager: [consortiamanager.com](http://consortiamanager.com)
- Explore [MCLS vendor partners and their products](#)
- Interested in ordering something new? Fill out our quote request form located on our [product search pages](#).

## **MCLS Communications**

Sign up for MCLS Communications! Our Newsletter shares information about the many other resources available to you from MCLS as well as special product offers and discounts. Subscribe today: <https://www.mcls.org/news/enewsletter>

We also have MCLS email discussion list with other member libraries like yours so you can share information, ask questions, and receive occasional service updates from MCLS. Subscribe today: <https://lists.mcls.org/mailman/listinfo/mclsinfo>

The MCLS eLCR Team is here to help you make your staff transition as smooth as possible. We highly encourage staff members to reach out to us at [services@mcls.org](mailto:services@mcls.org) to schedule a brief 15–20 minute conversation with us as a follow-up to the information in this orientation packet. We can answer any questions you may have and make sure you are well-informed and equipped in your new position. Thank you and welcome to MCLS!