

# Negotiations Planning Template

**Publisher:**

**Renewal deadline:**

## Values alignment of current subscription/agreement

*Include your Libraries value statement or principles and align that against the current subscription or agreement you are reviewing. Use the alignment and the remaining questions to guide your negotiation.*

**Your options** *List the various outcomes, interests and priorities below, include all extremes and ideas.*

List alternatives to the proposal provided by the publisher, including your best alternative if the negotiation fails.

List your interests and priorities regarding future agreements. *Some may overlap with above.*

**Publisher's options** *List the various outcomes, interests and priorities below, include all extremes and ideas.*

List your guesses of what the other party's alternatives to their proposal could be and what their best alternative to a negotiated agreement is.

List your guesses of the other's party's interest and priorities.

**Shared or tradeable options**

Are there any interests or priorities that you share with the publisher?

Are there any interests or priorities that you do not share with the publisher?

Can any of the above interests or priorities be traded to reach a successful agreement?

**Agenda and strategy**

*List your plan for the first meeting including the talking points and strategy that you have developed from identifying priorities, interests, and alternatives.*

