# Collaborative Shelving Facility Strategies

ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

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# Cooperative Journal Retention

ASERL has approved a policy for cooperatively retaining print journals as a means of optimizing collection management across the consortium. The retention agreement is in effect through December 31, 2035. A group of 24 ASERL libraries are retaining titles under this agreement. The current working title list (*.xls spreadsheet) is available here (*Updated: 09-09-2013*).

**Scholars Trust**
In early 2013, ASERL and the Washington Research Library Consortium (WRLC) signed an agreement to combine the contents of their respective print journal archives under a single retention and access agreement. The combined title list exceeds 8,000 journal titles and more than 250,000 volumes, making **Scholars Trust** one of the largest print journal repositories in the United States. At the same time, WRLC and ASERL libraries have agreed to extend reciprocal priority Inter-Library Loan (ILL) services across the group.

To participate in the program, an ASERL library need only submit a concise letter of agreement signed by the library dean (or higher authority) affirming to comply with the program policies.
Sample Letter of Agreement

Journal Retention Program Update (Powerpoint, April 2013)

**ASERL Journal Retention Steering Committee, Program Work Day, February 12, 2013**

Meeting Minutes (pdf)

Introduction to WRLC's Journal Archiving Program - Mark Jacobs/Bruce Hulse.   PowerPoint

Shared Print Management – Recommendations for Use of the MARC 583 to Document the ASERL

Retention Agreement – Cheryle Cole-Bennett/John Burger.  PowerPoint

The following ASERL libraries are participating in this program:

1. Auburn University
2. College of William & Mary
3. Duke University
4. East Carolina University
5. Emory University
6. Georgia Tech
7. Louisiana State University
8. Mississippi State University
9. North Carolina State University
10. Tulane University
11. University of Alabama
12. University of Florida
13. University of Kentucky
14. University of Louisville
15. University of Memphis
16. University of Mississippi
17. University of North Carolina at Chapel Hill
18. University of North Carolina at Greensboro
19. University of South Carolina
20. University of Tennessee
21. University of Virginia
22. Virginia Commonwealth University
23. Virginia Tech
24. Wake Forest University

The project's Steering Committee is focused on the steps needed to implement this policy.  For more information about this effort, please contact John Burger.

ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

**Approved April 2011**
## ASERL Collaborative Journal Retention Program Agreement

**Introduction**
ASERL libraries seek new options for sharing the costs and effort of long-term retention of print journals. The policies contained in this document have been reviewed and approved by the ASERL Board of Directors and all participating ASERL libraries. The following agreement provides assurance that the journals designated under this agreement will be retained and available for research purposes as long as the need reasonably exists, thereby allowing participating ASERL libraries to consider withdrawing duplicates of said items from their campus collections, and to rely with confidence on access to the retained copies.

1. <u>Governance</u>
   1.1. The program will be governed by a Steering Committee consisting of one representative of each participating library and a liaison from the ASERL Board of Directors. Each participating library director will designate the Steering Committee member. The ASERL Executive Director shall be an ex officio member of the committee and shall be non-voting except to decide any tie votes.

2. <u>Duration of Agreement, Discontinuance of Participation</u>
   2.1. This agreement shall be in effect through December 31, 2035, upon which time this agreement may be renewed as desired by participating libraries. This agreement will be reviewed in 2020 and 2030 to ensure it continues to provide value to participants.
   2.2. Any modification, amendments or other changes to this agreement must be approved by a 2/3 majority vote of the Steering Committee and a review of the ASERL Board.
   2.3. A participating library may opt to discontinue their participation in this agreement at any time without penalty, but must provide written notice to the Steering Committee a minimum of 24 months prior to withdrawing from the agreement.

3. <u>Selection and Identification of Retained Materials</u>
   3.1. This agreement is designed primarily for storing low use print journals.
   3.2. Materials will be selected for retention based on the completeness of the journal set and their quality/condition.
   3.3. Participating libraries shall note the retention status of designated items within their local catalogs and/or other collection management systems, as deemed appropriate by the Steering Committee.
   3.4. ASERL shall maintain a free and publicly accessible list describing the journals retained under this agreement, as deemed appropriate by the Steering Committee.
   3.5. The participating library shall maintain all of the designated journals in their original, artifactual form whenever possible. If necessary because of damage to or loss of the original of any of the materials, a hard copy facsimile may be used to fill in gaps.

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**www.aserl.org**

4. **Retention Facilities**
   4.1. Items that are to be retained under this agreement will be housed in one of the following types of facilities

| Remote Storage Facility | Locked / Secured Stacks | Open Stacks |
|---|---|---|
| An environmentally controlled, secured facility that is not open for public browsing | On-site access that is not open for public browsing | Open for public browsing |

5. **Ownership and Maintenance of Retained Materials**
   5.1. The ownership of materials designated for retention under this agreement shall remain the property of the library that originally purchased the item(s). The library that agrees to retain a set of journals will verify the degree of completeness of the set to the volume level.
   5.2. Upon agreeing to retain a set of journals, the retaining library will visually inspect each volume to ensure its serviceable condition. Serviceable condition will be defined as physically usable. Materials infested by mold or otherwise in a state of obvious deterioration will not be accepted for retention.
   5.3. Should a participating library be unwilling or unable to retain a set of journals that were designated as part of this agreement, that library must provide 12 months written notice to ASERL and offer to transfer ownership of said journals to another ASERL library for retention under this agreement.

6. **Operational Costs**
   6.1. All costs and workload for staffing and maintaining the facilities and retained materials will be borne by the library that undertakes the agreement.

7. **Duplicate Materials**
   7.1. Any ASERL library may at its discretion retain duplicates of items retained under this agreement by other members of ASERL. No ASERL library will be required to discard any materials.

8. **Circulation**
   8.1. Access to the contents of retained journals will be through electronic or paper duplication, or on-site access to specified items at the contributing library's discretion.
   8.2. The current circulation status of contributed titles must be accurately reported to indicate levels of risk. Levels of potential risk are defined in the table below:

| | Remote Storage Facility | Locked / Secured Stacks | Open Stacks |
|---|---|---|---|
| Non-Circulating | Lowest Risk | Low Risk | Moderate Risk |
| Building Use Only | Low Risk | Low - Moderate Risk | Moderate - High Risk |
| Circulating | Moderate Risk | Moderate - High Risk | Highest Risk |

9. **Lost or Damaged Materials**
   9.1. In the event of loss, damage or deterioration, the participating library shall use reasonable efforts to promptly obtain replacement copies of any of the retained items. Original artifactual copies are always preferred, but facsimiles are acceptable when necessary.

Final Draft -- ASERL Collaborative Journal Retention Program Agreement -- REVISED January 2011

*Georgia Tech Algorithm*

The Georgia Tech Algorithm was developed to assign a numeric value to facilitate the review of journals for the ASERL Cooperative Journal Retention program. The algorithm is designed to assess completeness of the collection, relevance to the institution and relevance to the ASERL project. The algorithm consists of 6 elements:

$$(FirstCopy)^2 - Missing/10 + (LastCopy \text{ OR } Currency) + Class + (ASERL * -2.25)$$

- **FirstCopy**: Ratio of owned first volume to the first volume of the title *squared* (Values: 0 to 1)
- **Missing**: A negative numerical score of missing volumes. Each missing volume counts as 1 and each missing issue counts as .1. All missing issues are summed and this sum is divided by 10. (Values: -*n* to 0, at GT this was -3.5 to 0)
- **LastCopy**: For ceased titles only. This is a ratio of owned latest volume to the final volume of the title. (Values: 0 to 1)
- **Currency**: For continuing titles. Currently, received journals are assigned a value of 1, and .1 is subtracted for each year not held (.9 for 2010 cancellations, .8 for 2009 cancellations, etc). GT used a floor of 0 for titles cancelled in or before 2000. (Values: 0 to 1)
- **Class**: A weight added for classes relevant to the library's mission. At GT we added a weight of .25 to all LC Q and T titles. (Values: 0 or 0.25)
- **ASERL**: A proxy variable if the item has been nominated for ASERL by another library (0 or -1). We then multiply this proxy times the maximum value of the algorithm – 2.25.

**Discussion**

I created the algorithm to provide a quick assessment of 1,059 journals that had previously been selected to be withdrawn (see additional background below), but I think that it could also be used as a starting point for review. It does require a number of data points: earliest volume held, latest volume held, first volume published, last volume published (or knowledge that the title is current)(Ulrich data), a count of missing volumes and issues, selection by other schools (ISSN + Title), and I treated continuations as a single title (call number). I had much of this material from previous projects, and looked up the remaining information using our catalog, Ulrich, and the ASERL spreadsheets.

For **FirstCopy**, I chose to emphasize the owning the first volume by squaring the term which creates a rapid tail off for coming into a series later (FirstCopy = .25 if your holdings begin with volume 2, and FirstCopy = .11). I would caution against assuming that the first volume is volume 1; unaccounted for title changes and title splits often prove to be exceptions. For **Missing**, I counted missing issues as -.1. A more precise way of accounting for missing issues would be to evaluate the frequency (e.g. a missing quarterly would be -.25, and a missing monthly would be -.08), but this added an additional data collection step. I divided the missing count by 10 to make it comparable to the other values in the algorithm. **LastCopy** is similar **FirstCopy**, but I chose not to square this value. Looking at the current

offerings to the project many libraries are offering titles that they have previously converted to electronic, so this feels less critical. **Currency**, however, offers a boost for those titles that are currently received or only recently cancelled. I chose to set a floor of 0 for currency, but you may also allow negative values (e.g. a title cancelled in 1989 would have a currency of 0 in our model, or with negative values have a currency of -2.2). **Class**, as a dummy variable, should be customized to your own needs, and at Georgia Tech we chose to emphasize our science and engineering holdings equally, but we could have been more selective (e.g. LC Class TA: Class = 0.3; LC Class QL: Class = 0.1). I would suggest limiting the range of this variable to -0.3 to 0.3 to keep it in line with the rest of the formula.

Finally, multiplying the **ASERL** value times -2.25, reflects our decision process for these titles, and reflects that we need no longer consider these titles; another school has agreed to keep what we previously had agreed to discard. This is a very aggressive approach that can be adjusted based on your circumstances.

In our initial use of the algorithm, we had values between -2.24 and 2.25 with one outlier value of -5.1 (we did not receive 32 volumes of this title). We have two cutoff criteria +2 and +1. Values of 2 or more will likely be offered by GT to the ASERL project (3%). Values of 1 or less are no longer being considered for inclusion (68%). Values between 1 and 2, so far merit additional evaluation (29%). In our second run, we updated the ASERL holdings and removed JSTOR titles from consideration narrowing our list to 21 likely titles (3.1%) and 155 review titles (23%).

It should be noted that the algorithm does not consider gaps in contributions by other schools. State law prevents us from offering our holdings to other schools, but we are considering contributing to the project (and retaining our copy) of large gaps where our holdings are complete (e.g. ISSN 0022-3093 on the ASERL journals spreadsheet). A new variable **ASERLGAP** could be created using a method similar to **Missing** and subtracted from the **ASERL** variable:

$$\text{(FirstCopy)}^2 - \text{Missing}/10 + \text{(LastCopy OR Currency)} + \text{Class} + \text{(ASERL} - \text{ASERLGAP)} * -2.25$$

### Additional Background

In 2010, a mold outbreak was discovered in our basement compact storage facility, which housed most of our pre-1980 bound periodicals. A decision was made to clean the material and relocate the material to an existing off-site warehouse. Prior to the outbreak we had been in the process of identifying material to relocate to that facility. At the outset, we knew that the warehouse did not have enough room to contain all of the materials from the warehouse, that we could not safely reuse the basement facility, and that there was insufficient room in our stacks; some material had to be discarded.

To determine materials to discard, we looked at our deep backfiles where we had both archival rights and ILL lending rights. This list included titles from JSTOR, Wiley, Elsevier, American Chemical Society, Royal Chemical Society, Institute of Physics, and Nature (one backfile that met the initial criterion was retained -- AIAA journals). We checked the holdings and discarded pre-1980 runs with electronic

equivalents.  Subject librarians participated in the review process and accepted this decision as these print items were either contaminated by or exposed to mold.

In 2011, we have been reviewing the post-1980 equivalents of these discarded titles (using the same criterion of ILL lending rights and archival access from the above publishers), with the goal of realigning the space in the main library.  Subject librarians have been asked to review list of titles and have been supportive of the decision to proceed with discarding these additional volumes.

**Contact**
For further information and questions, please contact Jay Forrest, jay.forrest@library.gatech.edu.

**UNIVERSITY OF CALIFORNIA**

**REGIONAL LIBRARY FACILITIES**

**STATEMENT OF OPERATING
PRINCIPLES**

Approved by the Shared Library Facilities Board November 27, 2006

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**UNIVERSITY OF CALIFORNIA**
**REGIONAL LIBRARY FACILITIES**

**STATEMENT OF OPERATING PRINCIPLES**

1.    **REGIONAL LIBRARY FACILITIES**

*1.1.    Introduction*

This document expresses the basic policies governing the operation of the Regional Library
Facilities of the University of California. It establishes the purposes and goals of the Facilities
and states the guiding principles under which they operate.

*1.2.    Description*

The University of California Regional Library Facilities are managed and operated as shared
resources that support the goals of:
- Cost-effective management of collections and space by the UC libraries
- Universitywide retention of and persistent access to the broadest, deepest and most
  diverse possible collection of information resources needed for research and teaching by
  UC faculty and students
- Equitable access to and use of shared facilities.

Formation of the Facilities was recommended in Chapter X of *The University of California
Libraries, A Plan for Development* (1977) (http://www.slp.ucop.edu/ initiatives/1977.html).

The Northern Regional Library Facility is located at the Richmond Field Station in Richmond,
California, and initial state funding was provided for the building project in 1981. Construction
of Phase I was completed by October 1982, Phase II in the summer of 1990, and Phase III in
April 2005. The NRLF began operation in 1983. The building has staff and reader space as well
as stack space. Phases I, II, and III provide capacity for approximately 7,700,000 volume
equivalents.

The Southern Regional Library Facility is located on the campus of UCLA. Initial state funding
was authorized for the building project in 1984. Construction of SRLF Phase I was completed in
1987 and construction of Phase II was completed in January 1996. The SRLF began operations in
August, 1987. The building has staff and reader space as well as stack space. Phase I and II provide
capacity for approximately 6,900,000 volume equivalents.

Materials are shelved by size and accession number to maximize the capacity of the facilities.
Both facilities are designed to permit construction of new stack components as the need for
additional space develops. The materials of depositing libraries are intershelved. However, non-
University of California deposits (see section 1.4 below) are not intershelved with University of
California deposits. High security areas are available for special collections and archival
collections.  Both facilities provide carefully controlled temperature and humidity conditions
designed to enhance the longevity of materials deposited at the facility.

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### 1.3.   Purpose and Goals

The RLFs store, preserve and provide access to infrequently-used library materials of research value in a cost effective economical manner for the libraries of the University of California.

### 1.4.   Depositors

Primary depositors to the Facilities are the libraries of the campuses of the University of California (UC). Subject to the policies established by the University of California upon recommendation of the Shared Library Facilities Board, other segments of the California library community, public and private, may also become depositors. Policies related to deposits by non-UC libraries are currently under review. Individuals, agencies, and institutions other than libraries are not eligible to deposit material at the Facilities. All depositing libraries are subject to Shared Library Facilities Board policy.

### 1.5.   Charges

With the exception of UC libraries, depositing libraries are assessed on a cost recovery basis for services provided by the facilities, such as processing and housing materials, and administrative overhead.

### 1.6.   Governance

The NRLF and SRLF are managed and operated by the Berkeley and Los Angeles campuses on behalf of the University of California, pursuant to memoranda of understanding dated June 13, 1994 and October 1, 1993, respectively. Both facilities are governed by the Shared Library Facilities Board (SLFB), which is appointed by and responsible to the Provost and Senior Vice President for Academic Affairs. Voting members of the Board are the University Librarians or their designees, a representative of the UC Academic Senate, and a representative of the Librarians Association of the University of California (LAUC).

The Board is chaired by a University Librarian from a UC campus for a two-year term, upon nomination by the voting members of the Board. It is desirable, but not mandatory, that the chairmanship alternate between University Librarians representing the northern and southern regions of the state. Staff and budgetary support for the Board's operations will be provided jointly by the Office of Systemwide Library Planning and the shared library facilities.

## 2.   DEPOSITS

Depositing libraries are considered the owners and managers of the materials they deposit in a UC Regional Library Facility. For materials collaboratively purchased and designated as prospective UC Libraries Collections, ownership is shared among all UC campuses. Legal ownership of UC material is retained by the Regents of the University of California.  In order to assure appropriate use of the Facilities, unless otherwise specified, it is expected that material deposited at the Facilities is intended for permanent storage.

### 2.1.   Material Eligible and Not Eligible for Deposit

Material may be in any physical form normally considered appropriate for library collections with the following exceptions:

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- Materials that duplicate items already in storage at the destination RLF are proscribed except where justified by an approved UC Libraries collection management plan for selective systemwide retention of duplicate copies. Exceptions to the general policy may be made by the Board. Special Collections material is exempted from this policy.

- Materials in an advanced state of deterioration are not ordinarily accepted.

- Highly flammable or potentially explosive items (e.g., nitrate films) are prohibited, as are items infested by mold, insects, or other vermin.

### *2.2. Records*

#### 2.2.1. Book and Book-Like Material

Each depositing library is responsible for providing a machine-readable bibliographic record for all book and book-like items deposited. The record standards and format must be compatible with the UC Union Catalog. Because the primary means of retrieving the material at the facilities is the facility inventory control number, the records must also be capable of accommodating that number.

All UC holdings at a Facility must be listed in the UC Union Catalog. Inclusion of non-UC materials in the UC Union Catalog is a policy matter determined by the UC Office of the President in consultation with the Shared Library Facilities Board. Contact the relevant Facility for more information.

#### 2.2.2. Non-Book Material

Depositing libraries must provide a machine-readable minimum storage record for non-book material, the content of the record to be specified by the Board.

### *2.3. Requests to Deposit*

Requests to deposit material are reviewed on a regular basis by the Facility Directors and the Shared Library Facilities Board as set out in the Board's *Procedures for Annual Management of Deposits to the UC Regional Library Facilities* (November 8, 2006) (http://libraries.universityofcalifornia.edu/planning/SLFB_deposit_management_final.pdf).

Acceptance of deposit requests for accessioning is based upon the ability of the requesting library to meet conditions outlined in this statement of operating principles, e.g., condition, duplication, form, and bibliographical control.

### *2.4. Scheduling*

Immediacy of need, availability of space and facility operating requirements are considered when scheduling receipt of deposits.

Procedures for submitting deposit requests, review, scheduling and notification of requesting libraries of request disposition are available from the Facilities.

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### 2.5. Priorities

If the space required to shelve acceptable deposits exceeds the space available, the Board establishes the priority for acceptance of deposits.

### 2.6. Recalls and Withdrawals

A depositing UC library may recall its deposited items from a Facility for return to its local collections, subject to the policy on *Persistent Deposits in UC Regional Library Facilities* (February 20, 2006) (http://libraries.universityofcalifornia.edu/planning/RLF_Persistence_Policy_rev_final.pdf) and any other applicable UC collection management policies. A non-UC depositor may permanently withdraw deposited items from a Facility, subject to any special agreements between the University and the depositor.

## 3. SERVICES

Primary access to material on deposit at a Facility is provided through lending and copy services to individuals through libraries. Access is also provided directly to authorized individuals through electronic document transmission and on-site services.

### 3.1. Off-Site Services

Off-Site Services are those provided by the Facilities to individuals through other libraries or directly via electronic document transmission. Off-Site services provided include lending and copying.

#### 3.1.1. Lending

The target period for delivery of requested material to UC libraries is no more than two working days from receipt of the request at the Regional Library Facility holding the item to receipt of the material at the requesting library

Non-UC libraries requesting lending services are charged for those services on a cost recovery basis. UC libraries are not charged for lending services.

Effective September 1, 2006, UC materials deposited in the RLFs shall have one of the three following circulation categories:
- Unrestricted:  Lent to any UC campus for one year; lent on-site at the RLF.
- Building Use Only:  Lent to any UC Library for one year, but must be "building use only" on the borrowing campus; may be used but not loaned on site at the RLF.
- Non-Circulating:  Lent only to the owning library for one year; no RLF on site use.

Beginning September 1, 2006, for any materials previously deposited at an RLF having a circulation policy different from the three categories set out above (including the "Limited Circulation" category at the NRLF), upon receipt of a request to use or loan the material the RLF will ask the depositing library to review the requested items and classify them into one of the three approved circulation categories before responding to the request.

#### 3.1.2. Electronic Copy and Photocopy

Electronic copies and photocopies of material deposited at a Facility may be requested by a library or an individual. Telefacsimiles of material deposited at a Facility may be requested by a

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library. The target period for on-line availability of electronic copies is no more than two working days from receipt of the request at the Facility. The target period for availability of requested photocopies at UC libraries is no more than two working days from receipt of the request at the Facility.

All non-UC libraries or individuals requesting photocopy services, electronic transmissions or telefacsimiles are charged for those services on a cost recovery basis.

### 3.2. On-Site Services

#### 3.2.1. Reading Room Use

The following individuals may visit the Facility, have materials paged, and use material in the Reading Room: individuals who hold a valid UC library card; faculty, staff, and students from academic institutions whose libraries have deposited materials at that Facility; other individuals from institutions whose libraries have deposited materials at that Facility; and others with specific authorization from a UC library or authorization from the Facility's Director or the Director's designee.

Materials shelved in the Special Collections areas will not ordinarily be used on-site. On-site use of material shelved in these areas shall occur only with prior authorization from the head of the depositing library or the head's designate and from the Director of the Facility or the Director's designee.

#### 3.2.2. Stack Access

Stack access is available to faculty, graduate students, and staff from academic institutions with depositing libraries, with permission from the Director or the Director's designate. Access to Special Collections areas is restricted to facility staff and, with permission from the Director, the staff of depositing libraries.

#### 3.2.3. Lending

On-site lending services are provided to individuals who show a valid UC library borrowers card, and to faculty, staff, and students from academic institutions whose libraries have deposited materials at that Facility who show a currently valid institutional or library card.

On-site lending services are provided to patrons of non-academic depositing libraries who display appropriate identification and who have specific authorization from their home library. On-site circulation to individuals from non-UC institutions with depositing libraries is charged to their home library on a cost recovery basis.

#### 3.2.4. Photocopy

On-Site photocopy services are charged to the individual, UC and non-UC, on a cost recovery basis.

University of California
**Southern Regional Library Facility**

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# Deposit Guidelines

- **Physical Preparation of Book Material** [Word .doc format]
- **Non-Book Material** [Word .doc format]
- **Special Collections** [Word .doc format]
- **Deaccession Requests [Policy & Procedures]** [Word .doc format]
- **Deaccession Request Form** [Adobe Acrobat .pdf format]
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**CALIFORNIA DIGITAL LIBRARY**
WEST: Western Regional Storage Trust
http://www.cdlib.org/west/

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## WEST: Western Regional Storage Trust

Western Regional Storage Trust

The Western Regional Storage Trust (WEST) is a distributed retrospective print journal repository program serving research libraries, college and university libraries, and library consortia in the Western Region of the United States. Under the WEST program, participating libraries consolidate and validate print journal backfiles at major library storage facilities and at selected campus locations. The resulting shared print archives ensure access to the scholarly print record and allow member institutions to optimize campus library space. This collaborative regional approach to managing library collections represents an important step, when joined with other initiatives, toward development of a network-level shared print archive.

Last updated: September 30, 2013
Document owner: Emily Stambaugh

### Latest News

Changes to WEST Program Management

Emily Stambaugh to Speak on Shared Print

More...

### Announcements and articles

Western Regional Storage Trust (WEST) announces print archiving milestone [ **DOC**]

Stambaugh, Emily. "Heading West: Circling the Wagons to Ensure Preservation and Access." Against the Grain, November, 2010.

Mellon grant awarded to University of California Libraries to Implement the Western Regional Storage Trust (press release, January 31, 2011)

Howard, Jennifer. "Building a Large-Scale Print-Journal Repository." Wired Campus. The Chronicle of Higher Education, 28 February 2011.

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Western Regional Storage Trust

# About WEST



Courtesy of the Stanford University. Libraries. Dept. of Special Collections.

*WEST is a collaborative and sustainable journal archiving program that will transform the manner in which legacy print journal collections are housed and managed.*

In 2009-2010, research libraries, college and university libraries, and library consortia in the western region of the United States joined together, with support from the Andrew W. Mellon Foundation, to plan for a shared print archiving program known as the "Western Regional Storage Trust". The goals established for WEST were to:

- Preserve and provide access to the scholarly print record
- Facilitate space reclamation in WEST libraries and storage facilities

The twenty-two WEST planning partners developed an operating and business model including

1) selection priorities and validation standards based on risk management principles
2) agreements governing retention, holdings disclosure, and access
3) a business plan that includes governance and cost-sharing proposals.

In December 2010, the Mellon Foundation awarded a three year grant to the University of California Libraries to support implementation of WEST. More than 60 additional academic libraries expressed intention to join the program as it moved into implementation. During the initial three-year project (2011-2013), WEST partners will establish the administrative and operational infrastructure to support the distributed journal archive. Selected WEST Archive Builders will actively ingest and validate approximately 150,000 volumes from 8,000 journal runs (current and past titles), to allow recovery of the space occupied by potentially millions of corresponding volumes now held in partner libraries. WEST archiving libraries agree to maintain WEST archives for a period of 25 years (through 2035), with a review of the agreement every 5 years. WEST plans to submit a subsequent proposal for funding to support an additional two year archiving project in 2014-2015 (Phase 2).

The outcome of the WEST project will be a robust framework developed and adopted by a variety of regional partners to support a long-term, distributed print repository. The program will preserve the scholarly record through a coordinated system of persistent archives and will make visible those archives and retention commitments at the national/international level.

Last updated: December 14, 2012
Document owner: Emily Stambaugh

**Introductory WEST Documents**
WEST Program Statement (MOU) [**PDF**]
WEST Archive Holder Builder Roles Responsibilities [**DOC**]

**Announcements and articles**
Western Regional Storage Trust (WEST) announces print archiving milestone [**DOC**]
WEST Presentation at ALA Midwinter 2012 [**PDF**]
Howard, Jennifer. "Building a Large-Scale Print-Journal Repository." Wired Campus. The Chronicle of Higher Education, 28 February 2011.
Mellon grant awarded to University of California Libraries to Implement the Western Regional Storage Trust (press release, January 31, 2011)
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# WEST: Collections Model

## Contents

## WEST Goals and Principles

Libraries in the Western Region of the United States have joined together to consolidate journal back files historically published in print form. The resulting archives are intended to ensure access, when needed, to the scholarly print record while allowing the libraries to optimize space. The journal archives, once consolidated, become part of the Western Regional Storage Trust and are subject to specific terms and conditions to ensure their persistence over time.

The libraries and their storage facilities face significant space pressures which affect their ability to continue to build the collections and provide services. The libraries must deselect holdings and the Trust is intended to provide a framework for doing that responsibly and in an informed way. The size of the collective journal collections and extent of collective duplication require the libraries to focus efforts on specific types of journals and their backfiles. The Collections Model for WEST identifies the types of journals that will be retained and consolidated by WEST member libraries and their storage facilities and the level of effort that will be placed on each type of journal to ensure completeness and condition.

As of 2010, WEST member libraries and their storage facilities house more than 60,000 distinct print journal families (current and previous titles) and approximately 70% are held in duplicate, potentially representing thousands of duplicate volumes. These figures are based on initial collection analysis which focused on journals that have enough bibliographic information to facilitate comparisons[1].

The goals for WEST are to

- Preserve the scholarly print record
- Provide access, when needed, to the scholarly print record
- Facilitate space reclamation in WEST library and storage facilities

Each print title will present different opportunities for preservation and space savings, depending on overlap and other factors. The Collection Model is calibrated to focus on titles that will provide substantial opportunity for space reclamation and on preservation of the scholarly record through collaborative archive creation services.

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[1] Of more than 1 million records submitted by WEST libraries and storage facilities for analysis, about 218,000 contained ISSNs necessary to facilitate network-level comparisons. Of those about 60,000 journal families were identified. Those journal families are the subject of the collection analysis for the planning phase. Future, ongoing collection analysis may seek to improve the bases for comparisons (e.g. data match points.)

## COLLECTIONS MODEL

### *Selection Criteria, Title Categories and Archive Types*

The Selection and Validation Working Group endorsed the use of selection criteria that identify categories of journal titles with similar characteristics; each category is recommended for specific treatment to secure a print backfile(s). A Title Category is an expression of risk for the particular kind of print journal. The combination of format availability, digital preservation services, print overlap, presence of existing shared print archives and other factors form part of the risk profile for each category of titles.

The selection criteria used to define title categories for WEST are informed by

- Risk management principles. If an uncoordinated approach to deselection continues, what is the likelihood of loss of access within WEST, loss of content within WEST or a stewardship failure? Each category of titles has a different combined risk level for these three factors.
- Organizational modeling and cost estimates developed by CDL Shared Print and UC Libraries to determine the most efficient, cost effective approaches to compiling backfiles[2].
- Experimentation with issue-level validation and calibration of effort conducted by CDL Shared Print and the IEEE Print operations team at UC Berkeley, UC Davis and the Northern Regional Library Facility. Includes draft standards for issue-level of validation developed in consultation with JSTOR and UC Berkeley's preservation officer.
- Ithaka S+R's optimal copies research[3], which provides guidance about how many copies need to be assembled at a high or low-level of validation across the network of libraries to ensure that a complete copy exists over a certain preservation horizon.
- Ithaka S+R's recommendations for what to withdraw[4], which provides guidance about the conditions under which print backfiles can be responsibly withdrawn.
- Initial analysis of overlap in print journal titles held by WEST storage facilities and a subset of WEST libraries.

Additional research may be conducted in the future to

- better understand the network effects of one region's retention commitments on the retention choices of other regional efforts
- refine the optimal copies framework in the absence of a page validated archive[5]. In particular, to better understand relationship between the units of publication to be verified, the physical

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[2] UC Libraries have experimented with issue-level validation in the IEEE and CoreSTOR Shared Print Projects. Both models assume that the final archive would reside at a storage facility, but use a different organizational model for validation. Costs per volume and productivity rates were studied for each model to estimate the human resources needed at each storage facility to support a scaled backfile consolidation service.

[3] Yano, Candace, et. al. *Optimizing the Number of Copies for Print Preservation of Research Journals*. University of California, Berkeley, October, 2008.

[4] Schonfeld, Roger and Ross Housewright. *What to Withdraw: Print Collections Management in the Wake of Digitization*. Ithaka S+R, September 29, 2009.

manifestation in library collections (bound issues and volumes,) and a decision-framework for different levels of validation (issue or volume) and/or optimal copies.

- Improve match rates for data supplied by diverse partners from diverse systems and improve automated holdings level analysis.

Each title category is assigned an Archive Type that reflects the level of validation (i.e. completeness and condition check) considered appropriate for titles in that risk category.  The Working Group developed the following Archive Type designations for various validation levels:  Bronze (no validation), Silver (volume-level validation), and Gold (issue-level validation).  A fourth designation, Platinum, is reserved for special archives warranting page-level validation (e.g. the UC-JSTOR Shared Print Repository).

The relationship between Title Category-Archive Type provides transparency and predictability about the level of effort that will be placed on a title with certain characteristics and keeps decision-making overhead low. It would allow the libraries to calibrate the level of effort placed on certain types of titles; more effort on higher risk titles, less effort on lower risk titles. It is recommended that WEST focus on titles at different risk levels in parallel to gain experience with the operational and cost requirements at different levels.

The following matrix summarizes the title categories and archive types. More detail about the categories and definitions of the archive types can be found in Appendix C: Title Categories and Appendix D: Archive Types.

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[5] Ithaka S+R and Candace Yano are planning to refine the optimal copies research conducted in 2008. UC Libraries and others will supply data about levels of validation, disclosed conditions and gaps to facilitate that research.

**Table 1: Title Categories, Print Risk Level and Archive Type**

Some shared print archives that pre-date WEST are contributed to the Trust (e.g. Orbis Cascade Alliance's DPR including the JSTOR Arts and Sciences 1+2 collections and ACS collection, the University of California's IEEE and CoreSTOR archives).

| Title Category | Duplication Level within WEST sought in candidate titles | Risk Level | Archive Type | Number of Archive Copies |
|---|---|---|---|---|
| **1  Print and Electronic plus Digital Preservation** | **High** | **Low** | **Bronze** | **1** |
| American Chemical Society  Orbis Cascade Alliance DPR | N/A, Entire ACS List | Low | Silver | 2 (-2002) |
| IEEE, UC Shared Print | N/A | Low | Gold | 1 |
| **2  Print and Electronic, no Digital Preservation, publisher e-journal packages** | **High** | **Low** | **Bronze** | **1** |
| CoreSTOR, UC Shared Print | N/A | Low | Silver/Gold | 1 |
| **3  Print only with selected full-text access through aggregator databases** | **High** | **Moderate** | **Silver** | **1** |
| **4  Print only with electronic abstracting and indexing** | **Moderate - High** | **High** | **Gold** | **1** |
| **5  Print only, no electronic access points** | **Moderate - High** | **High** | **Gold** | **1** |
| **6  JSTOR** | | | | |
| JSTOR UC Shared Print Collection gaps | N/A, Entire JSTOR List | High | Platinum | 1 |
| JSTOR Orbis Cascade Alliance DPR (Arts & Sciences 1 and 2) | N/A, Entire JSTOR List AS1+2 | Moderate | Silver | 2 (-2002), 1 (2003-) |
| JSTOR (Arts & Sciences 3+ and other journal collections) | N/A, Entire JSTOR List AS3+ | Low/Moderate | Silver | 1 |

**Level of duplication sought in candidate titles for WEST**

The current level of print duplication among WEST libraries is one characteristic that makes a journal a candidate for the Trust. *Titles with moderate to high print duplication among member libraries are candidates* for the Western Regional Storage Trust. Titles with low duplication are not initially candidates for the Trust. It is assumed that unique titles will be managed locally without the need for cooperative action.

After (and in addition to) the current level of print duplication, other criteria are also considered (e.g. electronic availability, scholarly/academic titles.)

The Trust is envisioned as a catalyst for space reclamation. By choosing titles that are widely held in print and agreeing to retain one copy, the members can generate the greatest opportunity for space reclamation across the network.

**Collection Analysis**

To determine levels of duplication, WEST members participated in an ambitious collection analysis effort. In 2010, WEST library and storage facilities supplied more than one million records of their journal holdings for a collection analysis effort.  Records were ingested into a database along with enriched metadata supplied by Ulrichs.  Approximately one fifth of the records (218,000) were suitable for analysis.

Based on an initial analysis of those records at the title level, WEST library and storage facilities hold approximately 60,580 journal families (current and previous titles). Further overlap analysis suggests that a high level of duplication among WEST libraries and storage facilities may be 5 copies and a moderate level may be 3-4 copies.

**Table 1: Levels of Duplication within WEST Defined**

| Duplication Level | # Copies | # Journal Families (current and previous titles) | % |
|---|---|---|---|
| **High** | 5 to16 | 17,233 | 28% |
| **Moderate** | 3 or 4 | 13,381 | 22% |
| **Low** | 1 or 2 | 29,966 | 49% |
| **Total** | | **60,580** | **51%** |

These figures may be significantly understated (at the title level) due to limitations in the data supplied for analysis.  These figures may or may not be overstated at the holdings (volume) level. Future analysis and capabilities may be needed to improve automated holdings level analysis.  The initial planning phase for WEST included analysis at the title level for all categories except category 3, and preparation of title lists with proposed archive providers/locations. Subsequent holdings analysis will occur in an implementation phase.

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### *Validation*

Validation of a journal backfile includes two components: 1) proactive compilation and verification of completeness of the backfile in a single location and 2) verification of the condition of the material.

The level of validation recommended for a title is determined by the Title Category and the designated Archive Type for that category. Some titles will not be validated at all (Bronze Archive Type) while some titles will be validated for completeness only (Silver), and some will be validated for completeness and condition (Gold).

This approach allows WEST members to scale efforts on print backfiles while calibrating the level of effort by risk level; more effort is placed on higher risk titles; less effort on lower risk titles.

Validation instills confidence in the partners to know just what reasonable efforts have been made by the Archive Provider to secure a near complete, good condition backfile.

Proposed standards for validation are outlined in the ***"Standards for Issue and Volume Level Validation"*** (Appendix E). These standards explicitly define what a reasonable effort is to ensure completeness and condition, including some aspects pertinent to the "call for holdings" process mentioned below. WEST Archive Providers are expected to adhere to these standards. Modifications to these standards are made by the governing body for collections (the Collections Council).

The Collections Council may re-calibrate aspects of the validation standards in the first three years including:

- Whether to change an archive type for a title category
- Whether to allow, disallow or modify certain conditions in Gold archives
- Whether to disclose each condition in bibliographic records or to group the conditions into some form of general vocabulary (fair, good, excellent) for Gold archives
- Whether a periodic audit of the archives is needed to ensure compliance with the validation standards. If so, develop a statistical methodology that can be reused periodically and outline desired responses in the event of a deficient audit.

**Call for Holdings and Filling Gaps (Silver and Gold Archives)**

Titles that fall into the Silver and Gold Archive Types will be proactively assembled by Archive Providers.

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These backfiles are compiled through two processes: a proactive "call for holdings" followed by a longer term passive "gap filling" process. The call for holdings is designed to assemble the majority of the volumes in a backfile in preparation for validation.

The "call for holdings" is usually done on an annual basis for the entire list of titles that the Archive Provider is scheduled to work on that year. Contributions from member libraries are made in response to a call for holdings from an Archive Provider. Contributions are made in the same year that the call is issued by the Archive Provider to expedite the archive creation process.

To prepare the call for holdings, the Administrative Host supplies the Archive Provider with a list of journal families that the membership has agreed upon for that year. The Archive Provider reviews bibliographic records for existing holdings, identifies gaps and prepares a formal request for contributions from WEST member libraries. Templates for preparing the holdings level analysis and formal call can be supplied by the Administrative Host.

In general, the Archive Provider will call for holdings from libraries that are directly affiliated within the same library system or consortia to simplify the contribution process. If contributions cannot be secured within those groups, the Archive Provider can issue a second call for holdings in the same period to other WEST members.

Archive Providers do not call for holdings beyond WEST (in keeping with an optimal copies approach to archiving.) After a second call for holdings in the same period, the Archive Provider discloses gaps in the collection which are used later to prepare a "wish list" for future gap filling efforts.

**Filling Gaps (Bronze Archives)**

Lower risk titles are not validated for completeness or condition (Bronze Archives).

Archive Provider's for these titles simply disclose existing holdings (as currently recorded in bibliographic records). Archive Providers are not expected to proactively fill gaps to assemble a complete run. WEST members may work directly with Archive Providers to contribute holdings to fill in gaps, if mutually agreed upon.

Archive Providers for these titles are typically chosen based on the depth of holdings as indicated in bibliographic records for the ISSN. The Library or Storage facility in WEST with the deepest holdings is recommended to serve as the Archive Provider.

### *Additional Considerations*

**Optimal Copies**

WEST Silver and Gold archives, which include some minimal level of validation, are eligible for contribution to broader efforts to secure optimal copies across the network of research libraries.

WEST Bronze archives are not considered appropriate for contribution to a network of optimal copies, as they are not validated.

**Quality of Digital Surrogates, Incorporating What to Withdraw framework**

Ithaka S+R's "What to Withdraw " framework recommends that the quality of digitization and image density be considered as part of the risk profile for a print backfile. A title that has been poorly digitized might be considered for validation, while a title that has been digitized well may not require validation.

Implications for WEST: At present, the WEST title categories do not take the quality of digitization into consideration. Backfiles that are available electronically are considered low to moderate risk and consequently, they are currently aligned with a Bronze or Silver Archive Type (i.e. no validation or volume level validation). The WEST Collections Council may consider whether to refine the criteria for the relevant title categories and recommend validation (i.e., a different Archive Type) in the future.

At present, information about the quality of digitization or image density is not routinely captured for decision-support purposes. The title categories may be refined to incorporate this aspect in the future.

**Replacements**

If a volume in a WEST print archive should be found to be unusable, efforts will not be made to find replacements. WEST members can gain access to volumes in other built archives in North America, in keeping with the concept of optimal copies across the network.

**Titles move between categories**

Over time, titles may move from one category to another: a title currently available in print may become available electronically from the publisher, or a title currently available electronically may join a third party digital preservation service. It is generally assumed that a title will move from a higher risk category to a lower one. When this occurs, the nature of the WEST archive and level of effort placed on it could change from the next year forward. The Collections Council may want to review these movements periodically.

**Designated End Year for an Archive (-2005), Scoping our Work**

To better plan our work and scope efforts, print "backfiles" are defined as a set of holdings from volume 1 to the year 2005. The year 2005 is recommended as a pivotal year for the conversion of print to electronic for journals and for many libraries' cancelations of print subscriptions.

The designated end year also provides scope for the validation work effort. It serves as a milestone for Archive Providers. Once reached, completion of the archive can be communicated to the partnership, allowing members to make collection management decisions about remaining copies. If additional

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volumes are held within WEST for more recent years, it is advisable to compile them in the same effort as the backfile consolidation effort.

**Government Documents, Initially Excluded**

Government documents of all types are initially excluded from WEST's selection criteria.

**Value Added Services**

Journal backfiles that are only available in print may be good candidates for digitization and digital curation to enhance access to these titles, secure the scholarly record and facilitate contributions. The Trust could seek to manage relationships with the publishers for these titles. Digitization might be staged in different ways:

1) One touch approach. Digitize while validating.

2) Use-based, trigger-event approach. When a volume is requested for a particular WEST backfile, digitize the entire backfile.

3) Library selection-based approach. WEST libraries periodically identify backfiles in the Trust to be digitized

## *Collection Decision-Making*

Decisions about the collections are made by a Collections Council on an ongoing basis. The titles that will be incorporated in to the Trust are made periodically via a Collection Voting Model administered by the WEST Project Manager with support from the Administrative Host. Title sets will be routinely identified by ongoing collection analysis conducted by or under the direction of the Project Manager and referred to the Collections Council. Titles may also be nominated by WEST member institutions. Nominations are submitted to the Project Manager and considered by the Collections Council. Further description of the roles and responsibilities for the Collection Council can be found in the Governance structure for WEST.

Decisions are expected to be made on an annual basis but may be made less frequently after the Trust has been established for a few years.

Types of decisions may include:

- Prioritization of sets of titles and title nominations within each selection category
- Balancing holdings and contributions among partners
- Satisfying diverse partners' collection management needs and collection planning
- Managing contribution problems
- Consultation on collection-related issues, particularly when value added services are applied to Trust holdings

**Archive Locations and Principles for Title Contributions**

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The Selection and Validation Working Group recommends the following definitions and principles when conducting collection analysis and identifying the institutions that might best serve as Archive Provider for a title. The Project Manager would confirm commitments from potential Archive Providers prior to a firm designation. These principles are designed to keep collection analysis costs as well as subsequent validation costs low for the partners. The Collections Council may define additional principles over time.

"Archival locations" are defined to include separate high-density library storage facilities and library locations with controlled access and appropriate environmental conditions. This hybrid model for archive locations is recommended for various reasons:

- Provides for archiving more materials since there are capacity constraints at storage facilities
- Allows more institutions to serve as archive locations; supports distributed archiving programs such as the Orbis Cascade Alliance Distributed Print Repository and GWLA (in planning).
- Supports the likely progression over time for materials to move toward more secure environments, e.g., from campus stacks to protected status to protected locations such as storage facilities.
- Could be implemented more quickly and less expensively.
- Supports different comfort levels among participants and different incentives among archive providers

The following principles would guide efforts to analyze collections to identify archive location candidates:

- When multiple backfiles for the same title exist in WEST, the most complete backfile is selected for the archive (as complete as can be discerned initially from bibliographic records.) That backfile is completed by other members' holdings on a proactive or passive basis (as described in the "call for holdings and filling gaps" section.
- WEST member libraries that have access to a storage facility will move a Silver, Gold or Platinum title's backfile to storage, if selected for the Trust.
- WEST member libraries that have access to a storage facility may choose to move Bronze backfiles to storage or retain them on site.
- Validation occurs at the final archival location for the backfile. This is the most cost-effective way to perform validation. For libraries with storage facilities, validation occurs at the storage facility; for libraries without storage facilities, validation occurs at the library.
- Members are expected to contribute holdings when called upon to complete a backfile, even if local backfiles must be broken up.
- When contributions of more recent holdings are of concern, a rolling-wall pattern can be set up.

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*Governing body for WEST Collections*

**WEST Collections Council**

A WEST Collections Council, a special council within the Operations Committee, consists of one representative from each Archive Provider and two representatives appointed by the Executive Committee from among all Borrower/Contributors.   (The total number of representatives depends on the number of Archive Providers.) The terms of appointed members shall be determined by the Executive Committee.

Responsibilities of the Collections Council are to:

- Refine the Collections Model, when needed, in response to WEST partner's evolving needs.
- Refine selection criteria, Title Categories and Archive Type assignments
- Refine validation standards appropriate for different Archive Types
- Prioritize sets of titles and title nominations for continued development of the WEST archive
- Balance responsibility for holdings among Archive Providers
- Advise on diverse partners' collection management needs and collection planning
- Consult on collection-related issues
- Prepare public relations statements related to the collections

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**Collaborative Projects**

## Shared Print Repository

Introduction | Goals | Activities | Policies/Guidelines | Holdings | Working Groups

### Introduction

As part of their mutual commitment to efficient, ongoing access to scholarly information resources, library directors from CIC member universities agreed in July 2011 to fund a shared collection of print journal backfile volumes.

The first phase of this initiative is now underway, with plans for securing some 250,000 volumes over the next five years in a state-of-the-art storage facility located at Indiana University.

The Summer 2013 Update is available here.

**Center for Library Initiatives**
- CLI Home Page
- CIC/HathiTrust Digital Repository
- Google Book Search Project
- Shared Print Repository
- Consortial Licensing
- Scholarly Communication
- Reciprocal Library Borrowing

**Technology Collaborations**
**Purchasing and Licensing**
**Leadership Development**
**Shared Courses**
**Global Collaborations**
**Traumatic Brain Injury Research Collaboration**

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**COUNCIL OF PRAIRIE AND PACIFIC UNIVERSITY LIBRARIES**
Shared Print Archive Network (SPAN)
http://www.coppul.ca/projects/SPAN.html

**Council of Prairie and
Pacific University Libraries**

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## Shared Print Archive Network (SPAN)

The Council of Prairie and Pacific Libraries' Shared Print Archive Network (SPAN) is a distributed retrospective print repository program. SPAN's main goals are to provide access to shared print archives, create opportunities for the reallocation of library space, and preserve the print record for its members in a cost-effective way. Rather than thinking about the project in terms of preserving the "last copy," this partnership emphasizes the role of the archived print as part of an optimal copy network that includes other print archiving initiatives.

As of May 1, 2012, the **20 participating COPPUL libraries** have agreed to consolidate and validate print journal backfiles and monographs at major library storage facilities and selected campus locations. Initial phases will proactively focus on journal backfiles, with a much less managed, optional process for retention and preservation of scarcely held monographs in member library collections. Selection of titles for inclusion in SPAN will be made using a risk management framework: journals will be categorized as Low- , Moderate- , or Higher-Risk based on their availability electronically, rarity, and relevance to the region (Western Canada). In the future, the Network and archiving program may be expanded to include prospective (i.e. current) collections. The Network was pleased to welcome MacEwan University as its 20th member on April 1st, 2013.

While each archive holder library will retain ownership of its materials, the holdings are subject to shared management. SPAN is run by a Management Committee that includes representatives from four of the participating libraries and at least one COPPUL director. With support from the COPPUL office, this committee oversees the initiative's operation and development, works to integrate SPAN with related archiving programs nationally and internationally, recommends solutions related to holdings disclosure and access/delivery, and develops and monitors a process to select titles for inclusion in the SPAN archive. The **COPPUL Shared Print Archive Network Member Agreement (April 2012)** outlines the governance of the initiative, as well as the contributions and responsibilities expected from each participating library.

**Archived Titles**

**Documentation**

**SPAN Frequently Asked Questions**

**Phase Two:**

**Overview of SPAN Phase 2, 2014-2014**

**Phase 2 Documentation for Archive Holders**

**Phase 2 Documentation for Archive Supporters**

**Phase One:**

**Overview of SPAN Phase 1, 2012-2013**

**Phase 1 Documentation for Archive Holders**

**Phase 1 Documentation for Archive Supporters**

**Registry**
**SPAN is working with the Center for Research Libraries to expose retention committments for material archived in our Network in the Print Archives Preservation Registry (PAPR). Titles archived by SPAN members are now visible and searchable in this registry.**

**SPAN Management Committee 2013/2014**
**Leonora Crema (University of British Columbia) - Chair**
**Ken Ladd (University of Saskatchewan)**
**Sharon Marshall (University of Alberta)**
**Bill Sgrazzutti (University of Regina)**

**SPAN Management Committee Minutes**

**July 9, 2013**
**June 6, 2013**
**April 19, 2013**
**March 6, 2013**
**Feb 6, 2013**
**Dec 5, 2012**
**Nov 5, 2012**
**Oct 3, 2012**
**Sept 17, 2012**
**Aug 30, 2012**
**Aug 7, 2012**

**COUNCIL OF PRAIRIE AND PACIFIC UNIVERSITY LIBRARIES**
Shared Print Archive Network (SPAN)
http://www.coppul.ca/projects/SPAN.html

**July 25, 2012**
**July 9, 2012**

**List of participating libraries:**

**Athabasca University**
**Concordia University College of Alberta**
**King's University College**
**Kwantlen Polytechnic University**
**MacEwan University**
**Mount Royal University**
**Simon Fraser University**
**Thompson Rivers University**
**University of Alberta**
**University of British Columbia**
**University of Calgary**
**University of the Fraser Valley**
**University of Lethbridge**
**University of Manitoba**
**University of Northern British Columbia**
**University of Regina**
**University of Saskatchewan**
**University of Victoria**
**University of Winnipeg**
**Vancouver Island University**

**Publications and Presentations about SPAN**

**G.Bird & S.Wong, "Consortial shared print archiving: perspectives from Canada," at Academic Librarian 3, Chinese University of Hong Kong, May 31, 2013. Abstract.**

**G.Bird & L.Crema, "Do We All Need to Keep That? Shared Print Archiving in COPPUL," at BC Library Conference, Richmond BC, May 10, 2013.**

**G.Bird & L.Crema, "COPPUL Shared Print Archive Network," to the Print Archive Network, American Library Association Midwinter Meeting, Seattle WA, Jan 25, 2013.**

**S.Wong, "Shared Print, Shared Knowledge". *Feliciter* 2012, 58(6): 30-32.**

**G.Bird & G.Ashoughian, "All together now: planning for shared print archiving at Canada's western universities," *Collection Management* 2012, 37(3-4), p.260-270. DOI:10.1080/01462679.2012.685433**
**Open access version available here.**

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**SHARED PRINT ARCHIVE NETWORK
MEMBER AGREEMENT APRIL 2012**

The Council of Prairie and Pacific Libraries' Shared Print Archive Network (SPAN) is a distributed retrospective print repository program. Participating libraries consolidate and validate print journal backfiles and monographs at major library storage facilities and selected campus locations. The Network and archiving program may be expanded to include prospective (i.e. current) collections in the future. Initial phases of the Network will proactively focus on journal backfiles, with a much less managed, optional process for retention and preservation of scarcely held monographs in member library collections.

**Terms and Conditions**
**1. Participation and Governance**
1.1. **Participation:** COPPUL member libraries (not including affiliate members) will be eligible to join the SPAN in its initial phase. In future phases of expansion, affiliate members of COPPUL, other academic libraries, research libraries, and library consortia serving the Western region of Canada may also be eligible to participate.

1.2. **Term of commitment:** In order to promote stability of the Network, participants agree to join for an initial five (5) year term. The initial term will be April 1, 2012 – March 31, 2017. The agreement renews automatically for another five year term.

1.3. **Archive Holders:** Participants that commit to retain materials under the SPAN program are known as Archive Holders. Once a participating library's holdings have been analyzed through the SPAN program, the library is eligible to serve as an Archive Holder beginning in the following year.

1.4. **Archive Builders:** Participants that agree to proactively build archives by calling for, receiving, validating and ingesting holdings according to standards developed by SPAN are known as Archive Builders. Once an archive is built, the Archive Builder becomes an Archive Holder for the title.

1.5. **Archive Supporters:** Participants that support the stewardship of the scholarly record in the region but do not retain physical archives locally under the SPAN program are known as Archive Supporters.

1.6. **Management Committee:** The SPAN is a program of COPPUL. It is run by a Management Committee that oversees operation and development of the Network, works to integrate the Network with related archiving programs nationally and internationally, recommends solutions related to holdings disclosure and access/delivery, and develops and monitors a process to select titles for inclusion in the COPPUL SPAN archive. The Management Committee is composed of representatives

COPPUL SHARED PRINT ARCHIVE NETWORK MEMBER AGREEMENT          PAGE 1

from four (4) libraries participating in the Network, including representation from various sizes of libraries, more than one province, various areas of expertise (e.g. Library Director, Technical Services, Collections Management, etc.), and of Archive Holders, Builders, and Supporters. The COPPUL Executive Director will provide support to the Management Committee. At least one COPPUL Director will serve on the Committee in order to liaise with the COPPUL Directors. Management Committee members are appointed by the COPPUL Board of Directors and serve for staggered two year terms.

1.7. **Administrative Host:** Administrative Hosting, such as program management, member support, and fiscal agency, will be provided by COPPUL, through the COPPUL office. The COPPUL SPAN will function as a program of COPPUL, subject to approval by the COPPUL Board of Directors.

**2. Archiving**

2.1. **Selection process:** Decisions about which titles will be incorporated into the COPPUL SPAN and where they will be preserved are made via a periodic Collection Model administered by the SPAN Management Committee with support from the COPPUL office. Title sets will be routinely identified and prioritized by ongoing collection analysis. Titles may also be nominated for archiving by SPAN libraries. Journals will be categorized as Low- , Moderate- , or Higher-Risk based on their availability electronically, rarity, and relevance to the region (Western Canada).

2.2. **Retention period:** Archive Holders agree to maintain SPAN archives for retention periods specific to the archive type: Low-Risk, until December 31, 2022, Moderate-Risk, until December 31, 2036, and Higher-Risk, until December 31, 2036. These dates are known as the SPAN Retention Date and represent a period of 10 or 25 years from the beginning of the SPAN program. The Management Committee will review and may modify the SPAN Retention Date every five years if agreed upon by unanimous vote within the Committee. Retention commitments survive membership in SPAN.

2.3. **Ownership:** Participants will retain ownership of the materials for which they are the Archive Holder. Materials which are relocated to an Archive Holder will become property of the Archive Holder (preferably through a gift process). Archive Holders agree not to sell, discard, donate, or otherwise relinquish ownership or control of any of the archived materials prior to the Retention Date, except to transfer materials to another COPPUL SPAN Archive Holder or with permission of the Management Committee.

2.4. **Withdrawn materials:** Libraries that withdraw their own material (books or journals) to contribute to SPAN may wish to track those items as "withdrawn in lieu of storage" for their own reporting purposes. It is possible that these copies "withdrawn in lieu" may still be counted by some organizations (ARL, CARL, etc.) as part of their extended collection – even though they will be owned by the Archive Holder, they will be subject to shared management as a result of the SPAN agreement.

2.5. **Contributing holdings:** Participants agree to use their best efforts to contribute holdings in a timely manner via physical transfer of materials from local collections to complete the archived backfile held by any Archive Holder.

2.6. **Archiving Facilities:** Archive Holders agree to maintain SPAN materials in archival locations suitable for the archive type, as established by the Management Committee. Archiving facilities are defined to include 1) campus library shelving (for lower-risk items); 2) library locations with controlled access and appropriate environmental conditions; and 3) separate high-density library storage facilities (for rare and higher-risk items).

2.7. **Original Form.** Archive Holders agree to maintain all of the archived materials in their original, artifactual form whenever possible.

2.8. **Review of Materials (Validation):** Archive Builders agree to examine all newly-archived materials according to the requirements for the level of validation specified by the Management Committee for the archive type.

2.9. **Holdings disclosure:** Archive Holders agree to take all steps reasonably necessary to cause all of the archived materials, and information about their accessibility to potential users, to be registered in union catalogs and other applicable system(s) as established by SPAN disclosure policy.

2.10. **Access to the Materials:** Archive Holders agree to make the materials available to SPAN libraries and other institutions to which the Archive Holder lends materials in accordance with the applicable Interlibrary Loan policies and procedures of the Archive Holder as follows

2.10.1. **Reproductions:** Archive Holders agree to fulfill requests for photocopies/electronic delivery of any of the archived materials.

2.10.2. **Building Use Only:** Original materials may only be provided for onsite use at the Archive Holder library or at the requesting library.

**3. Financial Obligations**
3.1 **Financial Support to the COPPUL SPAN Program:** SPAN members agree to provide financial support to SPAN through payments to the Administrative Host as specified in an annual budget and cost-sharing formula developed by the SPAN Management Committee and approved by the COPPUL Directors.

3.2. **Financial Support to Archive Builders:** Archive Builders receive funding from the SPAN program to help support their services as Archive Builders if approved and budgeted by SPAN.

3.3. **Absorbed Costs:** SPAN libraries agree to be responsible for all of the costs and expenses associated with maintaining the materials, contributing holdings to other Archive Holders (including transportation costs), and deselecting materials from local collections.

**4. Withdrawal**
4.1. **Withdrawal of a COPPUL SPAN Member:** At any time after completion of its first five years of participation, a SPAN member may withdraw by providing written notice to the Management Committee at least twelve (12) months prior to its intended withdrawal date. The SPAN member must continue to pay any required participation fees during the 12-month notice period.

4.2. **Archive Holder Withdrawal:** If an Archive Holder withdraws from the COPPUL SPAN or can no longer maintain the materials, the Archive Holder agrees to offer the materials to another Archive Holder and to transfer any accepted materials to the Archive Holder at the initial Archive Holder's expense. The Management Committee may waive this requirement if it determines that the materials no longer need to be archived.

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Five College Library
Depository

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**Depository Policies**

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## Depository Policies

March, 2002; revised July, 2008; January 2013

**Introduction**

The Five College Librarians Council adheres to the principle that the Depository is a trusted repository and that all collections transferred to the facility are considered persistent deposits. Designating the FCLD collections as persistent is intended to give all Five College libraries and Affiliate Members the assurance that they can withdraw duplicates of deposited items from their campus collections and rely with confidence on access to the copies placed in the Depository.

The policies contained in this document have been developed and approved by the Five College Librarians Council. They provide the basis for the Five College Libraries to share an off-site periodical and book storage facility leased from and maintained by Amherst College. Items stored in the Depository by the University remain the property of the University. Items given to the Depository by the four colleges become the property of Five Colleges, Inc. Implementation of these policies is the primary responsibility of the Depository Manager, who is responsible to the Librarians Council.

1. **Governance**

1.1 The Five College Librarians Council is the governing body for the Five College Library Depository.

2. **Participation**

2.1 Full participation in the Five College Library Depository is restricted to member libraries of Five Colleges, Inc. Libraries outside the Five Colleges may apply for Affiliate Membership (see 18. below)

3. **Facility Leasing**

3.1 Five Colleges, Inc. will lease indefinitely approximately 10,000 square feet from Amherst College, the owner of the Depository facility.

3.2 Expansion of Five Colleges, Inc. Depository space will be negotiated with Amherst College at that time when the Five College Librarians Council deems such expansion necessary.

4. **Facility Maintenance**

4.1 Amherst College is responsible for the physical maintenance of the Depository facility.

4.2 The Five College Librarians will establish standards for the maintenance of the Depository and negotiate with Amherst College for the adherence to such standards.

5. **Operational Costs**

5.1 Ongoing operational costs of the Five College Depository not covered by grants or outside agencies will be borne by the five colleges and apportioned on the "11ths" formula used by the Five College Librarians Council. This formula may be changed with the consent of the Five College Board of Directors.

6. **Ownership of Deposited Material**

6.1 Five Colleges, Inc. will assume ownership of materials deposited in the Five College Library Depository by Amherst College, Hampshire College, Mount Holyoke College, and Smith College and will retain or dispose of such materials in accordance with guidelines approved by the Five College Librarians Council.

6.2 The University of Massachusetts Amherst will retain ownership of materials deposited in the Five College Library Depository.

6.3 All volumes deposited by Amherst College, Hampshire College, Mount Holyoke College, Smith College and the University of Massachusetts Amherst may be counted as being owned by each institution for the purposes of reporting statistics to national and regional organizations.

7. **Deposit of Materials in the Depository**

7.1 The Five College Library Depository will be used primarily for the storage of little- used periodicals and books owned by the Five College Libraries.

7.1.1 Requests to deposit Five College library materials other than little-used periodicals and books will be        considered, provided that the materials circulate normally and can be efficiently stored within the existing configuration of trays and shelving. Such requests will require the approval of the Five College Depository Advisory Group in consultation with the Five College Librarians Council.

7.1.2 The Five College Depository will not be used to store rare and valuable books and periodicals.

7.2 Selection of materials for deposit in the Depository will be made by each of the five libraries based on their local needs.

7.3 Materials infested by mold or in an advanced state of deterioration are not normally accepted for deposit.

7.4 No library will discard the last copy in the Five Colleges Libraries of periodicals, serials, or monographs in serviceable condition, and deemed to have intellectual/research value, but will send them to the shared depository. Serviceable condition will be defined as physically usable. Intellectual/research value will be determined by a library selector or other subject expert in the field.

8. **Return of Materials from the Depository to the Institution of Origin**

8.1 The University of Massachusetts Amherst will be able to return to its campus any materials it has deposited on either a temporary or a permanent basis.   The University agrees not to withdraw any materials returned back to them.

8.2 Materials deposited by Amherst College, Hampshire College, Mount Holyoke College, and Smith College will not be subject to be returned to the college of origin.

8.3 Please see section 19 for detail on the dissolution of the collection in the event that the facility closes.

9. **Duplicate Materials**

9.1 Each of the Five College Libraries may at its discretion retain on its campus duplicates of titles deposited in the Depository by other members of the five colleges.

9.2 The Five College Libraries agree to send only volumes not already held at the facility.

10. **On-Site Access**

10.1 The Depository collection will be available to the general public for on-site use.

11. **Hours of Operation and Services**

11.1 Depository hours will be established and adjusted to meet the reasonable needs of the Five College community.

11.1.1 The Five College Librarians Council or its designee will determine appropriate hours of service for on-site access to the collection and general operation of the Depository.

12. **Circulation**

12.1 Periodicals will not generally circulate from the depository.

12.1.1 Access to contents of periodicals will be through duplication and document delivery or on-site access.

12.1.2 Exceptions to this policy will be made at the determination of the Depository Manager and will be based on the nature of the request.

12.1.2.1 Five College Library staff may submit a request to borrow a defined run of a periodical from the Five College Depository Collection for an extended loan to meet an extraordinary curricular or research need at their campus.

12.1.2.1.1 The material loaned will be retained in a controlled-access environment such as reserves.

12.2 Books will circulate from the Depository.

12.2.1 The loan period for books will be established and adjusted to meet the reasonable needs of the Five College community and in harmony with existing Five College loan policies.

12.2.1.1 The Five College Librarians Council or its designee will determine appropriate loan periods for books.

12.2.2 Books may be circulated to Five College Libraries for reserve use.

12.2.3 Use of books in fragile condition may be restricted at the discretion of the Depository Manager or his/her designee.

12.3 Serials will circulate from the Depository.

12.3.1 The loan period for serials will be established and adjusted to meet the reasonable needs of the Five College community and in harmony with existing Five College loan policies.

12.3.1.1 The Five College Librarians Council or its designee will determine appropriate loan periods for serials.

12.3.2 Serials may be circulated to Five College Libraries for reserve use.

12.3.3 Use of serials in fragile condition may be restricted at the discretion of the Depository Manager or his/her designee.

12.4 Materials in Affiliate Collections.

12.4.1 Materials in Affiliate Collections will circulate only to Five College and Affiliate Libraries (according to the terms detailed in the Affiliate Agreement).

13. **Document Delivery**

13.1 Returnables

13.1.1 Requests for loans of returnable Depository materials will be initiated through the Five College library management system.

13.1.2 Delivery and return of returnable Depository materials will be accomplished using the existing Five College delivery service.

13.2 Non-returnable copies.

13.2.1 The process for requesting non-returnable copies of Depository materials will be established by the Depository Manager or his/her designee in consultation with the Five College Librarians Council or its designee.

13.2.2 Non-returnable copies will be delivered either in paper or electronic form or both in accordance with the Depository's technological capabilities and the needs of the user.

13.3 Delivery Time Standards.

13.3.1 The Five College Librarians Council or its designee will determine service standards for document delivery requests.

14. **Interlibrary Loan**

14.1 Requests for loans of returnable items or copies of depository materials to other than Five College libraries will be processed through standard interlibrary loan procedures and will follow the National Interlibrary Loan Code for the United States.

14.2 The Five College Librarians Council or its designee will determine any fees for interlibrary loan services.

15. **Use of Depository Materials for Reserve**

15.1 Books may circulate to Five College Libraries for reserve use.

15.2 Articles from Depository periodicals for reserve use will be duplicated and delivered to the requesting Five College reserve service.

15.3 Requests for exceptional loans of periodical issues or volumes will be negotiated between Five College library staff and the Depository manager.

16. **Lost or Damaged Materials**

16.1 If the material borrowed from the Depository if lost or damaged, the Library that initiated the borrowing request will be responsible for replacing the item and sending the replacement to the Depository.

17. **Statistics**

17.1 Statistics will be collected regularly for the purpose of reporting to federal, national, and regional organizations and for internal management purposes.

17.1.1 Statistics will be shared with the Five College Librarians Council and other Five College library staff as appropriate.

18. **Cooperation**

18.1 Libraries outside the Five Colleges may apply for Affiliate Membership.

18.1.1 Affiliates may contribute volumes to fill gaps in selected collections held at the Depository (See Appendix C)

18.1.1.1 Affiliates relinquish ownership of any volumes they send to Five Colleges, Inc.

18.1.1.2  Affiliate collections are identified with a note in the 590 field of the Holdings record in Aleph.  In the event that Depository disbands, the Affiliate collection materials will automatically be sent to UMass.

18.1.2 Fees for Affiliate Members are set by the Five College Librarians Council.

18.2 At the request of the Five College Board of Directors, the Five College Librarians Council will explore ways to cooperate with other New England consortia in the development of regional or remote depositories.

19. **Dissolution of the Five College Depository**

19.1 In the event of the dissolution of the Five College Depository, materials designated as part of the Affiliate collections will automatically be sent to UMass as will any other materials contributed by UMass.  The Five College Collection Management Committee will recommend to the Librarians Council an appropriate distribution of the volumes owned by Five Colleges, Inc. to Amherst, Hampshire, Mount Holyoke, and Smith Colleges. The Librarians Council will make the final decision about the distribution of volumes owned by Five Colleges, Inc.

20. **Policy Revision**

20.1 These policies may be revised by a unanimous vote of the Five College Librarians Council.

*Adopted unanimously by the Five College Librarians Council, January 2013. This policy supersedes the March 2002, the May 2008 policy and the Copy of Record Agreement.*

## Guidelines and Criteria for Selection of Materials

Titles must be currently held by at least 2 participating libraries
- Priority should be given to titles held by multiple institutions
- Exact match for every volume of a lengthy serial runs is not necessary

When placing serial runs into the collection, priority should be given to complete or near complete serial runs.

- Choose titles with strong local holdings with long runs
- Put out a call (via email) for other participating libraries to contribute obvious gap volumes to the shared storage model. List of email contacts can be found on the JLF website.

Government Documents Received Through the Federal Depository Library Program

- Cannot be placed in JLF because the federal and state governments retain ownership and subsequently the items are not eligible for RIC designation

Accepted Formats
- Primarily codex format
- Individual serial issues accepted but each issue must be barcoded and have a unique item record created for it
- Chemically stable microfilm
- Audio/video media stored on edge (albums, tapes, DVDs)

Non-accepted Formats

- Flat large item storage (maps & pictures)
  - Eats a lot of space as must either store flat or use vertical hanging configurations with large spacing between shelves
  - Likely to undermine RIC, particularly with regard to pictures
  - The maximum tray size is 15 inches tall by 11.125 inches deep with a 17 inch shelf height.  Any materials with dimensions larger than this cannot be sent to JLF.
- Fiche – weight too heavy for standard shelf specifications
- Archival boxes
  - Ephemera, such as pamphlets and clippings
  - Memorabilia and artifacts
- Materials with significant chemical deterioration that could lead to high flammability or materials needing special preservation/conservation environment, mold abatement, or pesticide treatments

**TRIANGLE RESEARCH LIBRARIES NETWORK**
TRLN Collaborative Print Retention Committee
http://www.trln.org/singlecopy/

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T R I A N G L E   R E S E A R C H   L I B R A R I E S   N E T W O R K
DUKE UNIVERSITY    NORTH CAROLINA CENTRAL UNIVERSITY    NC STATE UNIVERSITY    UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

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## TRLN Collaborative Print Retention Committee

**About the Committee**
Chair: Cheryl Thomas, Duke
Members
Committee Charge
Memorandum of Understanding

Policies

🔒**Cataloging Procedures**
Duke | NCSU | UNC
Training Materials

What is Single Copy?

**Tools:**
Journals by title/contributing library
View contributions in Search TRLN
Contribution forms: online | manual

**Communication:**
listserv and wiki

**Archive:**
Single Copy Task Group (2006-2008)

**Next Meeting:**
scheduling in process

🔒**Meetings**
August 1,2013
April 29, 2013 Agenda
December 14, 2012
May 9, 2012
January 30, 2012
August 10, 2011
April 24, 2009

**TRLN Staff Contact**
Lisa Croucher, Program Officer

The Single Copy Operations Committee became the Collaborative Print Retention Committee in 2011, and will provide updates and reports to the Collections Council.

**Charge:** to coordinate the processing of titles into the TRLN Collaborative Print Retention Program--an ongoing service for TRLN libraries. Working under the direction of the TRLN Collections Council, the Retention Committee is comprised of technical and physical processing staff. The Committee coordinates the following workflow:

- Conducts inventory of contributing library's holdings for each title and reports gaps
- Updates holdings records of contributing library to indicate commitment to Collaborative Print Retention
- Determines if and which partner libraries can fill gaps and indicates on holdings inventory--updates holdings records to indicate commitment to Collaborative Print Retention
- Processes volumes by updating bib and item records according to campus procedures
- Moves volumes to new location (if appropriate)
- Reports completed titles and new holdings locations

**Members:**

Angela Bardeen, UNC
Kurt Blythe, UNC
Sean Chen, Duke Law
Linda Chilian, NCCU Law
Emma Cryer, Duke MCL
Christie Degener, UNC HSL

Karen Grigg, Duke MCL
Linda McCormick, Duke Ford
Terri Saye, UNC Law
Bob Sotak, NCSU
Cheryl Thomas *(Chair)*, Duke
Staff to the Committee: Lisa Croucher

Triangle Research Libraries Network  CB#3940 Wilson Library, Suite 712 Chapel Hill, NC 27514-8890
Phone: (919) 962-8022  Fax: (919) 962-4452

*comments to: patti.pittman@unc.edu*
*last modified: August 20, 2013*

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Online Reference Shelf
Outreach
UW Stats & Reports
WebOps
UW Committee / Councils
TUG Committees
Library Info
News
Tools

### Information Resources Management Committee

**Policy for Relocating and Withdrawing Library Materials**

In its role as a recognized major research library*, the Library acquires, organizes, makes available, and preserves materials which support the University's teaching, learning and research needs. While such material is increasingly available in electronic format, this expanded access to virtual collections has not supplanted the need for retrospective and current collections in hard copy. To ensure adequate space for existing and evolving resources and services, the Library routinely relocates specified categories of material to an off-site facility. In addition, when necessary and appropriate, the Library withdraws specified categories of material from the collection.

The off-site facility, known as the Annex, is jointly owned and operated by the TriUniversity Group of Libraries (TUG). Material located in the Annex is included in TRELLIS and may be retrieved and sent to any of the TUG libraries within 24 hours, during the work week. Users typically choose to have required items sent to one of the libraries for pick up but may arrange to use material at the Annex, if they prefer. Items located in the Annex may be returned to the on-site stacks when a collections librarian decides that this is appropriate.

The Library may withdraw material no longer deemed necessary for the collection. Withdrawn material may be offered to the Federation of Students' used bookstore and other agencies. If no agency is interested in accepting withdrawn material, paper is recycled and microform is discarded.

The following categories of library materials may be considered for relocation or withdrawal:

- Duplicate copies (including copies duplicated by an electronic format)
- Superseded editions
- Material which no longer supports teaching, learning and research at the University
- Low-use material
- Material in poor physical condition

#### Relocating Material to the Annex

Material is relocated to the Annex at the discretion of appropriate collections librarians, in consultation with Faculty Library Representatives as appropriate.

Librarians do the following when relocating material to the Annex:

1. Establish specific criteria for selection of material to be relocated to the Annex (a librarian may choose to consult with the appropriate Faculty Library Representative when determining criteria). When material is to be relocated from several areas of the collection, several librarians may work together to establish criteria.

2. Identify specific titles or volumes to be relocated.

3. At their discretion, invite other librarians and/or faculty members to review the items identified for relocation to determine whether some should remain in the open stacks.

4. Consult with appropriate User Services and Cataloguing managers on matters related to the work required to relocate designated items to the Annex.

#### Withdrawing Material from the Collection

In some cases it is appropriate to withdraw material. Withdrawal of duplicate copies is viewed as "housekeeping" and may be done at the discretion of the collections librarian responsible for the copies in question. Decisions to withdraw the only copy of an item

Home
Terms of Reference
Membership
Minutes
E-resources
Policies, Procedures, Guidelines
Academic Program Reviews
Collections Management
Collections Training Programme
Wish List
Liaison Tools
Keeping Current
Ebooks
Under Development

in the collection must be made by the collections librarian in consultation with others.

Librarians do the following when withdrawing material from the collection:

1. Establish specific criteria for selection of material to be withdrawn (a librarian may choose to consult with the appropriate Faculty Library Representative when determining criteria). When material is to be withdrawn from several areas of the collection, several librarians may work together to establish criteria.

2. Identify specific items as candidates for possible withdrawal and obtain a report documenting those items.

3. Ensure that appropriate faculty members and other librarians have an opportunity to review the material to identify items that should remain in the collection.

4. Consult with appropriate User Services and Cataloguing managers on matters related to the work required to withdraw the final selections from the collection.

January 2004

* The University of Waterloo Library is a member of the Canadian Association of Research Libraries (CARL), the Ontario Council of University Libraries (OCUL) and is one of 14 Canadian members of the Association of Research Libraries (ARL) based in Washington D.C. and participates in a number of consortial projects including the Canadian National Site Licensing Project (CNSLP).

Information Resources Management Committee
LibIRMC@library.uwaterloo.ca.
May 6, 2008

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519 888 4883

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