



What is EAST?

The Eastern Academic Scholars' Trust is a shared print initiative whose mission is to create a collective collection that secures print monographs and serials in support of teaching, learning, and research. As part of this mission, EAST has created a decentralized repository system, which means that each of its retention partner member libraries agrees to store and make accessible titles which is was assigned during the collection analysis process. This practice allows member libraries the opportunity to deselect print items knowing that they are maintained at other institutions and trusting that they will be freely available for borrowing when needed by patrons. Libraries that are EAST members are required to retain, loan, and replace items that are designated for retention at their library.

The following list gives important information about retained titles:

- Monograph, journal and serial titles are retained for 15 years (currently through June 30, 2031).
- The EAST retention commitment is reflected in the 583 MARC Field of bib or holdings record.
- EAST Retention commitments can be transferred or reallocated; procedures for doing so are outlined in the Retention FAQ, under the Retention & Access menu on eastlibraries.org
- Member libraries can determine if another institution retains a particular title by searching the database available on the eastlibraries.org homepage. Additional data about the full EAST retained collection is available via a combined GreenGlass search. Interested libraries can [contact us](#) for information on how to access it.

Why is my institution an EAST member?

Each EAST member joined for a variety of reasons, including wanting to safeguard and provide access to the scholarly record while recognizing that no single institution can do so by itself. EAST allows member libraries to make collection management decisions by taking into account other EAST members' willingness to retain and loan specific titles. Membership in EAST also indicates that an institution is interested in participating and contributing to the broader conversation around issues of shared print, that is taking place at state, regional, national, and international levels.

How does EAST impact my institution?

The engagement of staff in the member institutions is required. Each library unit contributes to the smooth execution of the EAST initiative.

Where can I go if I have questions about EAST?

The EAST website, eastlibraries.org, is your go-to place to find answers. The site provides comprehensive and dynamic FAQs and Best Practices on topics including retention commitments and Interlibrary Loan. It contains a listing of each library's EAST Voting Member and Operational Contact. For additional guidance, contact the EAST Project Team directly.

EAST and the Technical Services Unit

Technical services staff are responsible for assuring that print items on a library's EAST retention list are discoverable in its ILS, and that staff are aware of the responsibilities associated with retained items so as to avoid accidental weeding or loss. For example, technical services staff should update catalog records with EAST retention information, remediate ILS errors found through the collection analysis work, and provide input to the EAST membership on best practices for recording retention information for both monographs and serials. To this end, technical services staff from EAST member institutions developed the [583 Best Practices](#)¹, which provide a blueprint for all libraries to follow when recording retentions in their local catalogs. Technical services staff should also be involved in recording retentions in WorldCat.

EAST relies on communication with technical services staff to keep its own Retentions Database up to date. As part of this maintenance, the EAST Project Team issues reallocation calls, during which member libraries are asked to send in lists of items they can no longer commit to retain. Reasons for reallocating titles to other EAST member libraries are varied and include bibliographic errors (the retained item is found to have never been part of the collection), the inability to replace a lost item, and similar such issues. More information about why, how, and when to participate in the reallocation process can be found in this document, the [EAST Reallocation Process](#)². More information on retained items and reallocation requests can be found in the EAST Retentions FAQ, located at <https://eastlibraries.org/frequently-asked-questions-about-retention-commitments>.

Access to GreenGlass

All EAST Retention Partners have access to their own instance of the GreenGlass™ collection analysis tool through January 31st, 2021, as well as access to the combined EAST Retentions instance until the OCLC Shared Print Registration Service is fully operational. Interested libraries should contact EAST for login information. NOTE: The data in GreenGlass will not reflect any local changes made to retentions, but is still a useful tool for collection management and data clean-up projects.

How do I become personally involved in EAST?

EAST periodically looks for volunteers to serve on its various committees and working groups. The best way to find out about these opportunities is to sign up for our emails by using the [Contact Us form](#) on the EAST website to request to be added to the EAST.Members list-serv.

¹Located on the eastlibraries.org site:

https://eastlibraries.org/sites/default/files/BLC_Uploads/583BestPractices.pdf

²Located on the eastlibraries.org site:

https://eastlibraries.org/sites/default/files/BLC_Uploads/EASTReallocationProcess-May2017.pdf

