



EAST Reallocation of Retention Commitments: Last Updated June 2019

The EAST Operations Committee created the following process to facilitate reallocation and alleviate the burden on individual EAST member libraries to find retention copies in partner institutions. Before using this process, please ensure the material you are attempting to reallocate falls within the scope and operational guidelines of revoking retention commitments as defined in the [EAST Major Operating Policies](#). Questions pertaining to retention commitments can be found in the [Retention FAQ](#).

In rare instances where retained material has been identified as lost or damaged and is not replaceable by the retaining library, it may be necessary to revoke an existing retention commitment and attempt to assign it to another EAST institution. Libraries wishing to reassign retention commitments, both large and small, may use one of the following procedures:

- A) Reach out to other EAST institutions individually and inform the [EAST Project Team](#) of any retention reallocations. The [Find EAST Holdings](#) search can be used to find other EAST retention partners holding a title, and includes the EAST Operational Contact information.
- B) EAST conducts a semi-annual schedule of retention reallocations according to the following yearly calendar. Requests for revocation and/or reallocation of retentions can be made using the [EAST Reversal and Reallocation Request](#) form. Requests can be made at any time of year but reallocations will only be processed twice a year.

At any time during the calendar year		Requests for reallocation may be submitted at any time by using the EAST Reversal and Reallocation Request form.
May 1st	Nov 1st	EAST Project Team reminds member libraries of June/December 1st deadline to submit reallocation requests.
June 1st - 15th	Dec 1st - 15th	EAST staff determines which titles have surplus copies in EAST for potential reallocation.
June 15th - July 31st	Dec 15th - Jan 31st	Operational Contacts at EAST libraries holding surplus copies are provided lists of potential additional retention requests. Libraries have 6 weeks to examine the lists and respond if they are able to take on the additional retentions. Libraries are then responsible for recording retention commitments on these titles in their ILS and WorldCat (when available). The EAST Project Team will update the EAST Retention Database.

August 1st	Feb 1st	Libraries who submitted requests for retention reallocation are informed of the results.
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This process will be revisited by the Operations Committee for potential revision in 2020 when the OCLC registration service is fully functional.

Questions regarding this procedure may be sent to EASTreallocation@blc.org.