EAST and the Technical Services Unit

Technical services staff are responsible for ensuring that EAST retained print materials are discoverable in their institution’s ILS, registered in WorldCat, 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 Practices¹, which provides 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 or other EAST approved systems, and occasionally provide EAST with updated records.

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. Libraries can also request reallocation at any time via a form on the EAST website. 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 on the EAST website². More information on retained items and reallocation requests can be found in the EAST Retentions FAQ.

Access to GreenGlass® and Gold Rush® Collection Analysis Tools

Libraries that have a current contract with OCLC for GreenGlass can use it for collection analysis and for searching EAST retentions. All EAST libraries have access to the Gold Rush collection comparison tool, which contains data for all EAST retentions. For login information to Gold Rush please contact the EAST Project Team. EAST retention commitments are registered with OCLC and thus visible in several OCLC products.

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/reallocation-process