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 Practices[1], 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 website[2]. 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
Cohort 1 and Cohort 2 EAST monograph Retention Partners have access to their own instance of the GreenGlass™ collection analysis tool through January 31st, 2021, at which time EAST retention commitments will be visible in several other OCLC products. Libraries also have access to the Gold Rush collection comparison tool. For login information please contact the EAST Project Team. NOTE: The data in these systems will not reflect any local changes made to retentions, but they are still useful for collection management and data clean-up projects. Gold Rush may be updated annually.

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.

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[1]Located on the eastlibraries.org site:
https://eastlibraries.org/sites/default/files/BLC_Uploads/583BestPractices.pdf
[2]Located on the eastlibraries.org site: https://eastlibraries.org/reallocation-process