

Update on EAST Policies

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Today's Agenda

- Review major EAST operating policies as currently approved by Executive Committee
- Address any questions or concerns
- Describe process for completion of other policy and procedure related documents
- Preview of the soon-to-be-launched EAST website
- Full text of the current EAST Major Operating Policies may be found at http://eastlibraries.org/sites/default/files/BLC_Uploads/MajorOpPol-EAST%20Version1%2020160620.pdf

EAST Major Operating Policies

- Selection - what will be the criteria for selection of titles to be retained?
- Ownership and Location - who will own the retained materials and where will they reside?
- Retention - how long will libraries be required to commit to retain the titles?
- Validation - is any form of validation required as a part of retention?
- Access & Fulfillment - what are the policies for providing titles to users at other EAST libraries?

EAST Major Operating Policies

- Delivery - how will retained titles be delivered to other EAST libraries?
- Operating Procedures - while not expected to be included in detail in the Memorandum of Understanding, EAST will develop high level operating procedures relating to issues such as replacement of lost or missing titles.
- Disclosure - what are individual libraries and EAST as a group expected to do to ensure retained titles are disclosed in local, regional and national catalogs?
- Discovery - how will library staff and end users discover retained titles?

Selection of materials

- Includes both monographs and journals
- Monographs are identified through collection analysis
 - To include both widely-held and rarely-held monographs
 - To include materials that can be shared
 - Retention Partners are only required to retain one copy of a title
 - Final retention model will be approved by the Executive Committee
- Journals – we will explore approaches to identify journals for retention
 - Library-volunteered or publisher-based titles
 - A later phase may include a more comprehensive analysis of journal holdings
- The Executive Committee may identify new categories of materials to be considered for selection

Ownership and Location

- Retention Partners will maintain ownership of their own materials
- EAST shared print collection is distributed with volumes maintained at the Retention Partner libraries
 - Traditional campus shelving locations or
 - Library storage facilities

Retention

- Retention Partners agree to hold items for 15 years from year of commitment
- Five ConnectNY libraries agree to extend their 10 year commitments through June 30, 2031
- EC will revisit retention period at least every 5 years
- MOU will establish provisions to handle cases where a Retention Partner withdraws from EAST or can no longer commit to retention

Validation

- EAST does not require validation of inventory confirmation, metadata or physical condition
- Should the EC determine some form of validation is required in the future, it will not be retro-active
- Owning libraries expected to follow approved procedures for replacing damaged or lost retained volumes
- **QUESTIONS on selection, ownership & location, retention or validation?**

Access and Fulfillment

- EAST is a light archive with volumes available for circulation to other EAST members
- EAST members strongly support a practice of free lending* but libraries may choose to charge and may then be charged
- Members to use local institutional policies to fulfill requests for EAST retained titles

* To support this, an ILL Working Group has been approved by the EC and will be formed soon to focus on procedures and workflows

Delivery modes

- Physical volumes to be delivered upon request using existing ILL or consortial methods
- In-library use may be required for certain items
- Delivery may be made through scanning or digital delivery
- Members commit to deliver and return materials expeditiously

Interlibrary Loan Code

- Members expected to adhere to the principles of the ILL Code for the US (2016)-
http://www.ala.org/rusa/sites/ala.org.rusa/files/content/sections/stars/resources/ILL_Code_with_Supplement.pdf
- **Questions on access, fulfillment, or delivery?**

Operating procedures

- Policies and procedures – such as protocols for replacement and repair – reviewed and approved by EC
- Policies may be changed based on recommendations from Working Groups or other operating committees
- MOU will include this as a principle but will not be specific or detailed

*Note: All policies will be maintained and available publically on the soon-to-be-launched EAST website

Disclosure & Discovery

- EAST retention commitments to be disclosed in local catalogs as well as in regional and national/international systems such as OCLC WorldCat in ways consistent with current standards
- Specific details being developed*
- Discovery of EAST retained titles will be made via OCLC WorldCat and other systems as determined. There is no plan currently for a separate EAST discovery catalog.

*The recently convened 583 Committee is working on documentation for EAST since the OCLC specifics are not yet confirmed.

Additional Policy/Procedural Documents in the Works

- Replacing Lost or Damaged Items with Retention Commitments – being finalized per discussions with Policy subgroup
- No charge ILL for EAST holdings – ILL Working Group being formed to develop
- Governance Policies
 - Executive Committee – approved
 - Operating Committee and Working Groups – in process
 - Members' Rights and Responsibilities – in process
- **QUESTIONS on operating procedures, disclosure and discovery or the work in progress?**



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Securing the scholarly record
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Collection Analysis >

Collection analysis is key to determining the specific scholarly content EAST commits for retention. With an analysis of over 16 million monograph holdings, EAST's collection analysis is the largest to date. [Learn More](#)

Validation >

Through its validation sample studies EAST is able to verify that retained titles will be available and usable by scholars and researchers. [Learn more](#)

Retention & Access >

Retention Partners are making commitments to retain more than **6,000,000 scholarly monographs** for a minimum of 15 years and guarantee access to these retained titles to other EAST members. [Learn more](#)



Retention & Access

[VIEW](#)[EDIT](#)

Retention & Access

Retention and access are key to any shared print initiative such as EAST. Through the detailed [collection analysis](#), the 40 EAST [Retention Partner](#) libraries have agreed to retain more than **6 Million scholarly holdings** in their local collections and make these titles available to students, scholars, faculty and researchers at other EAST libraries through standard inter-library loan. The libraries have agreed to a 15-year retention period, which may be extended.

In order to identify titles that have been committed for retention, the EAST project team is currently developing documentation that will allow the [member](#) libraries to update their local catalogs with the commitment. This process, known as "disclosure", will also be done in

[Retention Commitments](#)[Policies & MOU](#)[Access](#)[WANT TO LEARN MORE
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Member Resources

Member Resources

EAST Member Resources

June 20, 2016 • [Webinar](#)

[Member Update - June 2016](#)

This [recording of a webinar](#) contains an update on the activities of EAST with a focus on work done in the winter and spring of 2016. Between completion of the first validation sample study,...

April 08, 2016 • [Slides](#)

[Building a Shared Print Network in New England and Beyond](#)

In April, 2016 Anna Perricci, Project Manager for EAST, presented at the [New England Technical Services Librarians conference](#).

Documentation for Members

Throughout the EAST project, documentation of a variety of types has been developed to assist the EAST member libraries in participating in the [collection analysis](#), for training workers for the [validation](#) sample studies, and in updating their local catalogs with disclosure information on their [retention commitments](#). For further information on the specific

Thanks

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