

## **EAST Major Operating Policies**

The policies established below are intended to define major operational elements of the EAST shared print collection and set a common understanding among EAST members. Most of these policies, along with other terms and conditions, will be incorporated into the Memorandum of Understanding (MOU). These policies will be supplemented with more detailed operating procedures as needed (i.e. protocols for repair or replacement of lost or damaged materials, conditions under which retention commitments can be changed).

This major operating policies document was approved by the EAST Executive Committee on June 20, 2016.

### **Selection of materials**

The EAST shared collection program includes both monographs and journals.

- Monographs will be identified for inclusion through collection analysis and a related decision-making process. The shared collection will include both widely-held and rarely-held monographs that can be shared with other participants in some form. Retention Partners are required to retain only one copy of titles they have been allocated a commitment to retain. The definition of which holdings to include in the EAST shared print collection will be developed during collection analysis and approved by the EAST Executive Committee.
- Journals: EAST will explore approaches to identify journals for retention such as library-volunteered or publisher-based titles. In later phases, EAST planners may implement a more comprehensive collection analysis of journal holdings among participants.

The EAST Executive Committee may identify new categories of materials to be considered for retention from time to time in the future.

### **Ownership**

Retention Partners will maintain ownership of their own materials.

### **Location**

The EAST shared print collection will be a distributed collection with volumes maintained at the Retention Partner libraries, either in traditional campus shelving locations or in library storage facilities at the library's discretion.

## **Retention**

Retention Partners agree to hold the designated items for 15 years from the year of commitment. EAST Retention Partners that are also ConnectNY retention libraries agree to extend their existing 10-year ConnectNY commitments through June 30, 2031.

The EAST Executive Committee will revisit the retention period at least once every five years, and again two years before the end of the initial EAST agreement, to determine if circumstances warrant extending or reducing the commitment periods for certain kinds of materials. The MOU will establish provisions to handle cases where a Retention Partner withdraws from EAST or can no longer retain some or all of its committed holdings.

## **Validation**

The EAST program does not require validation of metadata (inventory confirmation) or physical condition for retained volumes. The owning library will be expected to follow approved procedures for replacing damaged or lost volumes that have retention commitments.

## **Access**

EAST materials will be held as an accessible light archive with volumes available for circulation to other EAST libraries.

## **Fulfillment and delivery** (updated 6/8/16)

EAST members may use their own institutional policies to fulfill requests for EAST holdings. The EAST members strongly support a policy of free lending across the member libraries. Libraries may opt out of this policy. Libraries that choose to opt out of free lending may be charged to borrow from any other EAST member at the lending member's discretion.

## **Delivery modes**

Members agree to deliver physical volumes upon request using existing ILL or consortial delivery methods.

Members may require in-library use at the borrowing library for certain items (e.g. based on condition, rarity).

Where possible, delivery will be made through scanning and digital delivery, e.g. for an individual chapter or article in the case of journals.

Members will commit to deliver and return materials expeditiously via the established resource-sharing mechanism appropriate to each request.

## **Operating procedures**

The EAST Executive Committee will review and approve detailed operating policies and procedures, such as protocols for replacement or repair of retained titles that are damaged, and will have authority to revise those policies and procedures from time to time as needed. Such policies or changes will be based on recommendations from the Monographs Working Group or other operating committee that may be established in the future. The MOU will describe this principle but will not include the specific operating policies or procedures, to facilitate future modifications that may be necessary based on operating experience.

## **Interlibrary Loan Code**

EAST members are expected to adhere to the principles of the Interlibrary Loan Code for the United States (2016)

[http://www.ala.org/rusa/sites/ala.org.rusa/files/content/sections/stars/resources/ILL\\_Code\\_with\\_Supplement.pdf](http://www.ala.org/rusa/sites/ala.org.rusa/files/content/sections/stars/resources/ILL_Code_with_Supplement.pdf)

## **Disclosure**

EAST Retention Partners will record EAST retention commitments in their local catalogs to prevent withdrawal of these volumes. Retention Partners will also disclose EAST retention commitments in regional and national/international systems (e.g., OCLC WorldCat) in ways that are consistent with emerging national or international standards. Specific details will be developed and approved by the Executive Committee as operating policies and procedures outside the MOU.

## **Discovery**

Discovery of EAST holdings will be made via OCLC WorldCat and other systems as recommended. There is no requirement or current plan for an EAST discovery catalog.