EAST Guidelines for Issue and Volume Level Validation

(as of January 2019)

While validation of serials and journals is not a requirement, EAST encourages libraries to verify that allocated titles are present on the shelf.   This includes verifying that holdings match the data recorded in the local ILS. Below are guidelines that can be used if conducting either volume or issue level validation, along with standard notations for commonly cited condition problems.

Validation information can be recorded in the MARC 583[*] field, and should be included in any retention commitments submitted to the Center for Research Libraries' Print Archives and Preservation Registry (PAPR) (see [Member Resources](#) for guidance on recording commitments in PAPR).

Volume Level Validation:

Confirm volume level designations in the holdings statement are physically present. This includes:

> Confirming volumes are physically present on the shelf

> Confirming material listed on the volume matches what is inside, i.e. that the volume is not mis-labeled. E.g. if a volume is labeled "Journal of XYZ, 1999", open the volume and confirm that it does indeed contain *Journal of XYZ*.

If possible, note if gaps are missing volumes from the library's holdings, or if they are known publisher/enumeration errors[**].

Issue Level Validation

Confirm that all issues listed in the holdings statement are physically present on the shelf.

This includes looking at the binding labels, volume, issue and date statements and flipping through the volume looking for obvious missing issues and noting any gaps.

If possible note if gaps are missing issues from the library's holdings, or if they are known publisher/enumeration errors[2].

Condition

It is important to know if material is in usable/readable condition, e.g. that words are not lost at the margins or on the pages due to publishing or binding errors, significant damage or markings. Thus, while not required, it is desirable to note any condition problems found during validation. Below is a standard list of conditions you may encounter that may help in describing condition problems. Please note these condition problems and the volumes/issues where they occur.

Standard $l terms used when $a = condition reviewed		
acidic paper	insect damaged	rehoused poorly
alkaline paper	loose	repaired previously
annotated	marginalia	scratched
blocked	missing	stained
brittle	mold damaged	sticky shed
damaged	mutilated	torn
defaced	not intact	undamaged
delaminated	obscured	vinegar syndrome
do not treat	obsolescent format	warped/cockled
faded	oxidized	water damaged
flaked/cracked	rebacked	
foxed	redox	

From: https://www.loc.gov/marc/bibliographic/pda.pdf, p. 18.

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[*] Additional MARC 583 'action note' fields can be used to record validation and condition. Subfield a records the type of action, subfield i contains validation level, and subfield l contains the status. Below are a few examples. For more information see the EAST 583 Working Group website.

Validation: page-level, issue-level or volume-level:

> 583 1b |a completeness reviewed |c 20160630 |d 20310630 |f EAST |3 v.1-v.6, v.8-v.50 (1951-1959, 1961-2005) |i volume-level validation |z missing v.7(1960) |u http://eastlibraries.org/retained-materials |2 pda |5 MeWC

> Note that gaps should never be noted for holdings outside of the stated holdings range, so the above example does not need a subfield l stating that issue 7 is missing. Subfield z is an optional public note that you may choose to include.

> 583 1b |a completeness reviewed |c 20160630 |d 20310630 |f EAST |3 v.1-v.6, v.8-v.50 (1951-1959, 1961-2005) |i issue-level validation |l missing volume 6, issue 3 |z missing v.6, issue 3 and v.7(1960) |u http://eastlibraries.org/retained-materials |2 pda |5 MeWC

Condition:

> 583 1b |a condition reviewed |c 20160630 |d 20310630 |f EAST |3 v.1-v.6, v.8-v.50 (1951-1959, 1961-2005) |i issue-level validation |l v.1-v.2 tight bindings |u http://eastlibraries.org/retained-materials |5 MeWC

[**] In most cases, there is no single verifiable list of the complete publication history of a journal. Completeness can be determined by consulting various sources including local catalog records, union catalog records, inspection of physical pieces, publisher's lists of historical volumes/issues, out-of-print vendors' catalogs and advanced researchers with special knowledge about the publication.