



EAST Reallocation of Retention Commitments: Process as of May 2017

The Interim Operations Committee created the following process to facilitate reallocation and alleviate the burden on individual EAST member libraries to find retention copies in partner institutions. Before using this process, please ensure the material you are attempting to reallocate falls within the scope and operational guidelines of revoking retention commitments as defined in the [EAST Major Operating Policies](#). Questions pertaining to retention commitments can be found in the [Retention FAQ](#).

In rare instances where retained material has been identified as lost or damaged and is not replaceable by the retaining library, it may be necessary to revoke an existing retention commitment and attempt to assign it to another EAST institution. Libraries wishing to reassign retention commitments, both large and small, may reach out to other EAST institutions individually and inform the EAST Project Team of any retention reallocations, or may follow the process outlined below.

For reallocation requests made prior to December 2017, any titles available in the EAST Cohort 2 libraries will be reassigned there. For 2018, EAST will follow a semi-annual schedule of retention reallocations according to the following yearly calendar:

At any time during the calendar year		Requests for reallocation may be submitted at any time by providing the EAST Project Team with a list of OCLC numbers.
May 1st	Nov 1st	EAST Project Team reminds member libraries of June/December 1st deadline to submit reallocation requests.
June 1st - 15th	Dec 1st - 15th	EAST staff determines which titles have surplus copies in EAST for potential reallocation.
June 15th - July 31st	Dec 15th - Jan 31st	Operational Contacts at EAST libraries holding surplus copies are provided lists of potential additional retention requests. Libraries have 6 weeks to examine the lists and respond if they are able to take on the additional retentions. Libraries are then responsible for recording retention commitments on these titles in their ILS and WorldCat (when available). The EAST Project Team will update the EAST Retention Database.
August 1st	Feb 1st	Libraries who submitted requests for retention reallocation are informed of the results.

This process will be revisited by the Operations Committee in January 2019 for potential revision.