



Executive Committee approved August 2016; updated to reflect Reallocation Process May 2017

Operating Procedure: Replacing Lost or Damaged Items with Retention Commitments

This procedure is to be followed by EAST Retention Partners that have identified retained materials they hold for EAST which require replacement due to loss, damage, or other criteria for replacement. Libraries who wish to reassign retention commitments are asked to follow one of the two procedures below: the first provides mechanisms for replacement of a large number of retention commitments, and the second details operational workflows for replacing individual retentions.

Replacing large number of retention commitments

In order to reduce the burden on libraries needing to transfer a large number of retention commitments, the Operations Committee has created a Reallocation of Retention Commitments process whereby member institutions can submit lists of desired retention commitment reallocations to the Committee which will follow the semi-annual reallocation process described here: [EAST Reallocation of Retention Commitments document](#).

Replacing individual retention commitments

When a library wishes to reallocate an individual retention commitment or only a few such titles, the following steps should be followed whenever possible. We encourage EAST libraries to integrate these steps into their workflows for de-accessioning local materials.

1. If your library holds another copy of the title, transfer the commitment to the other copy and follow the EAST guidelines for recording and removing retention commitment statements in local and union library catalogs and OCLC WorldCat.
2. If your library does not hold another copy, you are expected to follow your usual workflows and procedures for repairing and replacing material. Original artifactual copies

of the title are always preferred, but print facsimiles are acceptable when necessary.

3. In certain situations, a title may not be replaceable or repairable at what is locally determined to be a reasonable cost. In this case, the EAST Retention Partner is expected to find a replacement retention copy.
 - a. Search OCLC WorldCat (or other agreed upon database of EAST retention commitments) to determine whether another EAST Retention Partner holds a copy that has not been designated an EAST retention commitment.
 - b. Contact the EAST Retention Partner library (see below for contact list) to request that they add a commitment to their copy. The request should include:
 - Title
 - OCLC number
 - Link to WorldCat record
 - c. If no other EAST Retention Partners hold the title or the library receiving the request does not agree to commit to retain their copy, follow EAST guidelines for removing retention commitment statements in catalogs and notify the [EAST Operations Committee](#).
 - d. If the library receiving the request is willing to commit to retain their copy, both libraries will follow EAST procedures for recording and removing retention commitment statements in catalogs.

Note: Retention Partners are not required to accept retention commitment transfer requests.

[EAST Operations Committee Members](#)
[EAST Operational Contacts at Retention Partner Libraries](#)