

EAST 583 Best Practices

The [EAST Disclosure Policy](#) requires that "EAST Retention Partners will record EAST retention commitments in their local catalogs in an effort to prevent withdrawal of these volumes."

Retentions in local ILS

Retention commitments are recorded in local catalogs using the MARC 583 "Action Note" field. Information on the 583 field, along with ILS specific instructions, are available on the [EAST 583 Working Group website](#). EAST recommends that this field be added at the holdings or item level whenever possible, as to avoid data potentially being overwritten or lost when moving MARC bibliographic records into shared environments. EAST also recommends when exporting MARC records without attached holdings or item records that the 583 data be included in a 983 field.

Display of EAST commitment in Public Interface

EAST strongly encourages indicating EAST retentions in the public display of both local and union catalogs whenever possible. This might be as simple as the word EAST linked to <https://eastlibraries.org/retained-materials>. Some of the advantages of public display include:

- Easier access for local staff, no need to log into a staff interface to see retention status
- Promotion of EAST participation to administration, faculty and stakeholders
- Allowing other libraries to see retention status, especially in the context of shared catalogs.

Examples of local and union catalog display:

- [Davidson](#)
- [MaineCat](#)
- [Skidmore](#)

OCLC WorldCat

As of August 2020, EAST member libraries who have completed their collection analysis are registering their retention commitments in WorldCat. Libraries can choose to self-register, or ask EAST to register for them. More information about this process is available on the [OCLC Registration](#) page on the EAST website (eastlibraries.org).

Further information and documentation are available on the EAST 583 Working Group website: <https://sites.google.com/eastlibraries.org/583workinggroup/home>. Libraries experiencing difficulties with these practices should contact the EAST Project Team for further assistance.