Dear EAST Operational Contact,

Thank you for agreeing to act as your INSTITUTION's Operational Contact to the Eastern Academic Scholars' Trust (EAST). EAST Operational Contacts typically hold positions at their institutions with responsibilities for metadata and/or collections and resource sharing. This responsibility complements that of the EAST Voting Member, who is responsible for policy and governance issues.

For Retention Partners, EAST Operational Contacts deal with issues relating to collections such as submitting and responding to reallocation requests, and ensuring that EAST retentions are recorded both locally and in OCLC WorldCat, and for journals also in PAPR. For both Retention and Supporting Partners (including Consortia Supporting Partners), the role is also responsible for ensuring that EAST resource sharing guidelines are understood by the local institution. Note that the Operational Contact is added to the EAST Operations listserv (very low traffic) and will receive all information posted there, which may or may not apply to a Supporting Partner or Consortia Supporting Partner. Institutions may have multiple Operational Contacts if they wish.

Depending on the level of familiarity you and other staff at your institution have with shared print and its role in the collections lifecycle, you may wish to consult documentation from EAST including the Value of EAST and the Onboarding documentation for various roles in the library.

As an EAST Operational Contact, you are encouraged to attend EAST's quarterly member updates and the annual member meeting. You are also encouraged to participate in standing committees and/or ad hoc working groups. These are all advertised both on the EAST members listserv (subscribe). Please share as appropriate with other staff in your library.

Should you have questions concerning your role as the EAST Operational Contact or on EAST more generally, please send an email to info@eastlibraries.org.

Yours,

Susan Stearns, EAST Program Director