

# *Onboarding Webinar for New Staff at EAST Member Libraries*

**November 20, 2024**

**10 a.m.**

**Record!**



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# Introducing the EAST Program Team



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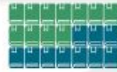
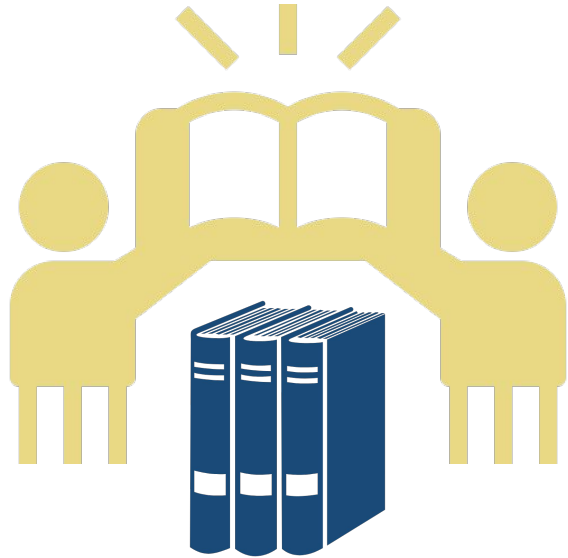


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## What is Shared Print?

Shared Print and Shared Print Programs are collaborations among libraries to distribute the responsibility for maintaining collections, allowing partner libraries to reserve valuable space for materials that aren't available electronically, or for print items that are in high demand.

### Over 23 million books retained!

That's around 3,276 miles of books which would reach from Maine to California.



### More Space for You!

Sharing print copies between libraries means more space in libraries for other uses like meetings and technology.

It's not just books, libraries are preserving and sharing journals and magazines too.



Over 600,000 retained!

### Shared Print Creates a Collective Collection

Collective collections combine the resources of libraries, creating more content for users to explore.



### Keeping the Print

In an age of digital materials, shared print programs make sure the older rarer print materials stick around.

[What is Shared Print Infographic from Toolkit.SharedPrint.Org](https://en.wikipedia.org/wiki/Collective_collection)

[https://en.wikipedia.org/wiki/Collective\\_collection](https://en.wikipedia.org/wiki/Collective_collection)



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# The EAST Mission

Securing the scholarly record in support of teaching, learning and research

Goals: Maximize retention commitments and facilitate access



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# Some EAST Definitions:

**Retention Partners:** Dues paying member institutions who agree to keep and provide access to titles they were allocated to retain during their collection analysis process. Can be individual or consortia.

**Supporting Partners:** Dues paying member institutions who support and value the work of EAST but cannot commit to retain titles; they are represented in EAST's governance. Can be individual or consortia.

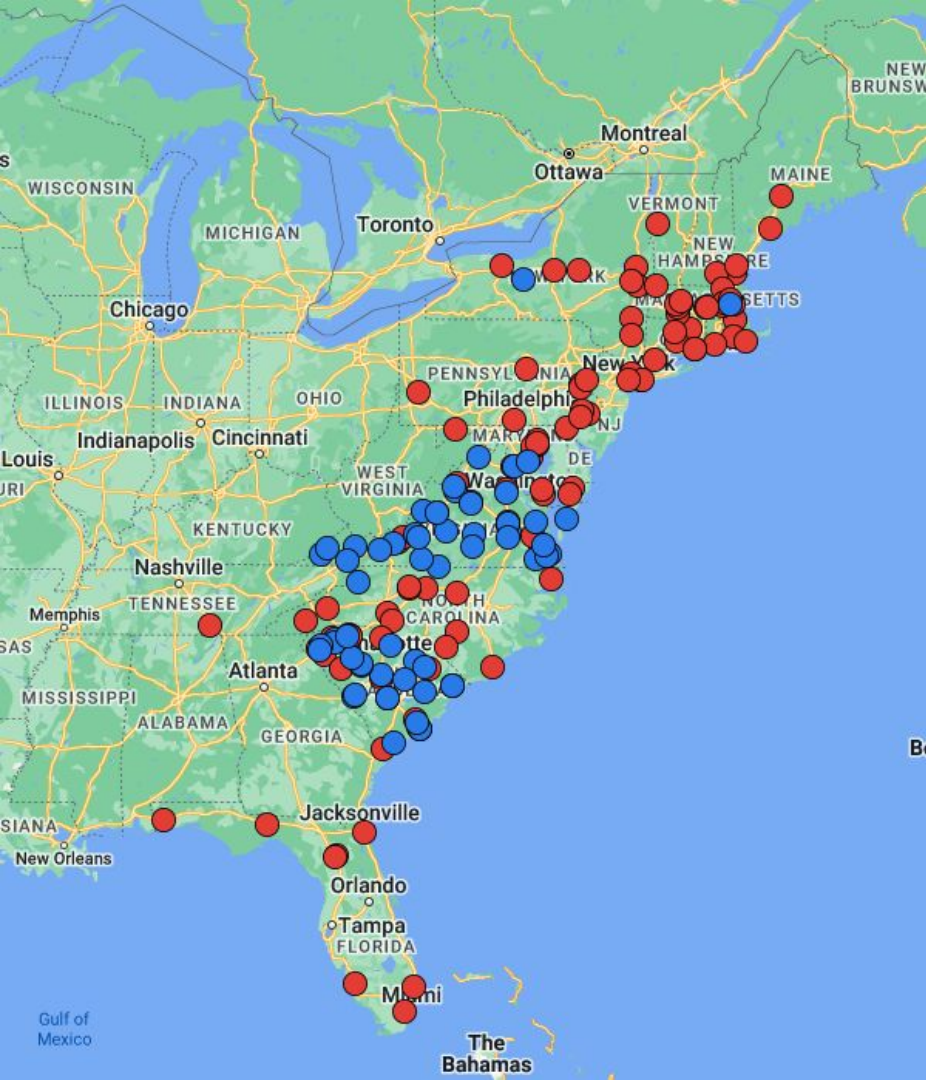
**Retained/Retention Commitments:** Titles libraries agree to keep and loan (or otherwise provide access to) in order to preserve the scholarly record.

**Disclosure/Registration:** The act of updating the records of retained titles by incorporating a "Committed to Retain" note in the MARC 583 field. This is done in the institution's ILS, in OCLC, and in PAPR (for serials/journals retentions) and facilitates discovery of shared print retentions. Marc records for retained titles are also loaded into Gold Rush which serves as an EAST Retentions Database.



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170+ Members in 15 States

Most are Monograph Retention Partners

32 Serials and Journals Partners

Over 11 million monographs currently retained and growing

Over 37,000 serials and journals currently retained

Retention commitments registered in WorldCat and the [PAPR](#) databases

Founding member of the [Shared Print Partnership](#)

# The EAST Business Model

- EAST began as a grant-funded project sponsored by the Boston Library Consortium. EAST is now incorporated as an independent 501(c)(3) non-profit organization.
- EAST member libraries pay an annual membership fee based on collection size (at the time of joining). Consortia discounts are available when libraries join together.
- In addition to the annual operating budget, EAST maintains a reserve fund to facilitate subsidy of collection analysis work and support special projects approved by the Board of Directors.
- EAST staff work virtually with the Director who reports to the EAST Board of Directors.

# Major Policies and Procedures

All of EAST's collection analysis and retention work is guided by the EAST Membership Agreement (MOU) which is signed by all member libraries.

Also on the [eastlibraries.org](http://eastlibraries.org) website:

- General Governance Policies
- EAST Members' Rights and Responsibilities
- Major Operating Policies
  - Supplemented by documentation on replacing retention commitments for lost, missing or damaged items and Best Practices for Inter-Library Loan
  - Includes an FAQ on common questions relating to retention commitments



# EAST Governance: Your Opportunity

## Board of Directors

- Governing body
- Nominated by the membership through their Voting Members
- Representative by type and size of library
- Staggered three year terms
- Includes two Executive Committees: Finance and Personnel

## Operations Committee (OC)

- Charged with addressing issues relating to operationalizing EAST policies
- Nominated by the membership
- Representative by type and size of library
- Staggered two year terms

Working Groups – Ad hoc representative groups focused on specific aspects of a project – e.g. Resource Sharing Working Group.



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# Monograph Collection Analysis

Retention Partners joining EAST carry out a collection analysis using one of two tools: GreenGlass (from OCLC) or Gold Rush (from the Colorado Alliance of Research Libraries).

During this process, libraries with support from the EAST Program Team:

- Load their MARC records into the tools (can include only circulating collections/locations).
- Compare their local records to the EAST collective collection of retention commitments to determine uniqueness and overlap resulting in a retention model for the library's collection.
- Review an initial allocations list that includes the titles they are asked to retain and finalize their local retention commitments.
- Register commitments in the appropriate databases.



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# The EAST Monograph Retention Model - Pre-2011 Titles

- Limited to print monograph titles published prior to 2021
- Retain all scarcely held – includes unique titles and those with limited holdings in WorldCat (if comparison with WorldCat is feasible)
- Retain additional copies of higher circulating titles (if circulation data available)
- Retain additional copies of titles published pre-1900
- Exclude out of scope material and material that meets EAST definition of “ephemera”
- As we work with newer libraries “top up” commitments to get to 5 commitments



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# The EAST Monograph Retention Model - Post-2011 Titles

- 67 EAST libraries participated in a collection analysis focussed on newer print monograph titles, those added to libraries' collections 2011-2021
- Retain unique titles
- Retain up to 5 copies of all other titles:
  - Allocation based on libraries' geographical region & existing commitment levels
- Exclude out of scope material and material that meets EAST definition of “ephemera”

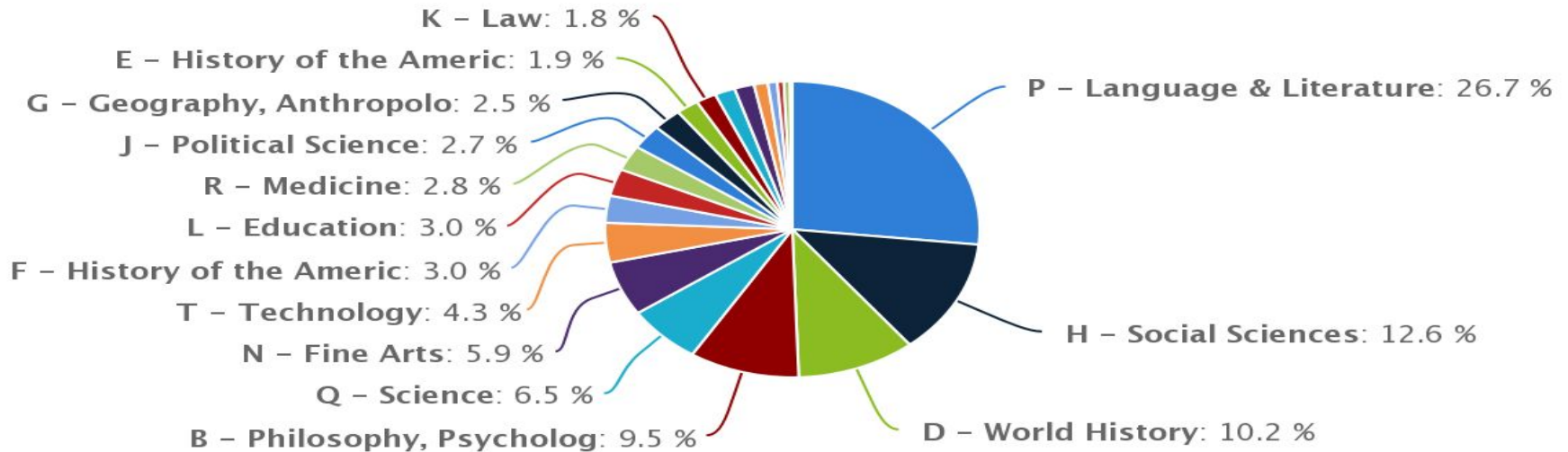
# Serials and Journals

- Thirty-two of the EAST members are Serials and Journals Retention Partners. Two retain serials titles only.
- The journal collection analysis was carried out 2016-2019, with the support of the Center for Research Libraries, which worked with the EAST Project Team to develop a phased methodology to identify titles held by 4-6 participating libraries, then 7-28, and lastly, titles held by 3 or fewer libraries. This work yielded ~27K retained titles.
- Subsequent participation in the Rosemont Last Known Copy Initiative have increased this number to over 37K holdings.
- Future plan to work with newer members on an analysis project.

Details of this work can be found in the [EAST Serials & Journals Collection Analysis and Retention Modeling 2016-2019 document](#).

# EAST Collective Collection

LC call number facet





# SHARED PRINT PARTNERSHIP

The Shared Print Partnership

**Newly formed federation of shared print program, following a merger of the Rosemont Shared Print Alliance and the Partnership for Shared Book Collections. 2024 a bridge year to finalize the scope and mission of this new organization, with work being guided by a bridge year executive committee.**

**<https://sharedprint.org/>**



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# Partnership Resources & Projects

- Developed [Shared Print Toolkit](#) and Best Practices
- Guidance on managing communications around local deaccessioning work
- Risk model on optimal number of copies to retain
- Project with OCLC to investigate landscape of shared print in US and Canada, identify gaps and better understand subject and regional coverage
- Updating shared print metadata guidance - SPA
- Shared print presence in resource sharing tools & Alma
- Open retention data repository



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## Archiving & Preservation

[Overview](#)[Digital Preservation](#)[Print Preservation](#)

- Archiving by Domain
- ICON Database
- JSTOR Print Archive
- PAPR Database
- **Print Archive Network (PAN)**
- Contributing Serials to the Linda Hall Library

## Print Archive Network Forum (PAN)

The Center for Research Libraries promotes opportunities for knowledgeable individuals at libraries and consortia to share information, expertise and best practices on the strategic management of print holdings. The Print Archive Network (PAN) Forums are venues for this kind of information sharing. The semi-annual PAN Forum has been held since 2009. It occurs the Friday morning before ALA's annual and midwinter conferences. Everyone with an interest in print archiving is welcome to attend and participate in the Forums.

### PAN Event Lists and Materials

- The [CRL Event Index](#) lists all PAN events since 2010, as well as any scheduled future PAN events. PowerPoint presentations and reports on various U.S. and Canadian shared print and print archive programs, produced for past PAN Forums, are also available within this index.
- The [old PAN Meeting Archive](#) contains early discussions and materials leading up to the development of a North American print archives framework in 2010.

Contact: Marie Waltz (mwaltz at crl<dot>edu).

See also the CRL resources below related to **Archiving and preservation**

### The Impact Of CRL

Stories illustrating CRL's impact on research, teaching, collection

### Subscribe To PAN

First Name \*

Last Name \*

Email \*

Learn more about the PAN Listserv

### Recent Print Archive Network Forum (PAN) News

PAN Meeting Notes from Midwinter 2020

PAPR Database Enhanced

PAN Updates on Shared Print at ALA Annual Meeting

PAN, a free biannual forum for all things shared print print related.

Join the PAN listserv and view material from previous forums:  
<https://www.crl.edu/programs/print-archive-network-forum-pan>

## Upcoming PAN Forum in January 2025



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# Recording Retentions in 583 field

Shared Print Programs use the 583 field to record retentions.

583 1b |a committed to retain |c 20160630 |d 20310630 |f EAST  
|u <http://eastlibraries.org/retained-materials> |5 MeWC

ILS-specific instructions on the [EAST 583 Working Group](#) website.



**Report on the Church : Catholicism after Vatican II**

Authors: [Richard P McBrien](#)



Print Book ©1992, 1st ed.

San Francisco : HarperSanFrancisco, ©1992.

^ Alumnae Library

Shelving Location

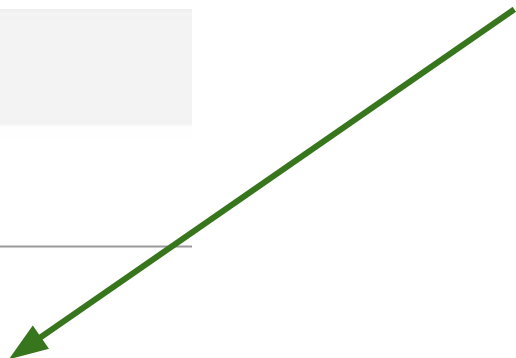
Stacks

Call Number

BX1390.M119

*Note: committed to retain*

Make sure you know where to find commitments in your local ILS.



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# Shared Print in OCLC



OCLC SHARED PRINT SOLUTIONS

Functionality across services

WorldShare® Record Manager

Edit Shared Print commitment

LHR 343597293 (Shared Print) ✕

Derive LHR

**Related Bibliographic Record** 12345

**Title** Twentieth century interpretations of The fall of the house of Usher : a collection of critical essays

?	000	▶	nx un
?	001		343597293
?	004		12345
?	007	▶	zu
?	008	▶	2012292u 0 4001aa 0201229
?	014 1		991041723404131 \$b NCH
?	583 1		committed to retain \$c 20160630 \$d 20310630 \$f EAST \$u https://eastlibraries.org/retained-materials \$2 pda \$5 NCH
?	852		YHM \$b YHMM



# Finding EAST Commitments

## Monograph & Serial Commitments:

OCLC - Connexion, Record/Collection Manager, FirstSearch and some APIs.



Searchbox available on homepage of [eastlibraries.org](https://eastlibraries.org) - Data from the OCLC API.

Shared Print Retentions Search - Google Sheets Add on 

Gold Rush - contact us if you want a login or visit <https://bit.ly/EASTGOLDRUSH>

GreenGlass & Choreo Insights - subscription based access



## Serials Commitments Only:

Print Archives Preservation Registry (PAPR)



Note that PAPR also hosts a [Collection Comparison Tool](#) which allows for an upload of a list of local record numbers to generate an instant comparison with the PAPR archived titles registry.



# Shared Print Retentions Search [Request OCLC API WSKey](#)



## Shared Print Retentio...

Search OCLC for registered Shared Print, and check HathiTrust and Internet Archives for digital surrogates



Test Sheets Add on api Search EAST Retentions-RegisteredIn...

File Edit View Insert Format Data Tools Extensions Help



Search icons, 100% zoom, currency symbols, 123, Calibri font, and a dropdown arrow.

A14

fx 16405913

	A	B	C	D	E	F	G	H	
1	OCLC	WorldCat OCLC	EAST Retentions	Retained By Symbol	Hathi	IA	US Holdings (Same edition) in WorldCat	Merged OCLC numbers	Hath
2	14025450		0				12		
3	32625860	<a href="#">32625860</a>	1	VA@					
4	123456789012345		0						
5	51247428		0		<a href="#">Limited (search-only)</a>				pst.C
6	16405913	<a href="#">16405913</a>	9	NNM,YHM,	<a href="#">Limited (search-only)</a>				uc1.
7	564795	<a href="#">564795</a>	1	WCM	<a href="#">Full view</a>				hvd.
8	12345	<a href="#">12345</a>	1	YHM		<a href="#">twentiethcentury0000wood_l7u9</a>			
9	asdf	Invalid OCN							
10	14025450		0						
11	32625860	<a href="#">32625860</a>	1	VA@					
12	123456789012345		0						
13	51247428		0		<a href="#">Limited (search-only)</a>				pst.C
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Select tab that contains OCLCs in column A

TinyTest

Start search at row number:   
(optional: min 2, max 1,000)

Select Services to Search:

Shared Print Retentions in OCLC:  
Program Name:

OCLC API Key and Secret

Metadata API  Search API

Key:

Secret:

Include Additional WorldCat Data - Merged OCNs, Title

Include Worldcat Holdings

Availability in HathiTrust

Availability in Internet Archives

Send email upon completion

6 min.  30 min. [i]

# Reallocation Process

**Twice yearly call for libraries to request reallocation** of retained titles that can no longer be retained (because they are out of scope - in which case the retention is removed and not reallocated - due to loss, change in lending status, etc).

**Once a year, we send out to the libraries the lists of titles that have been requested for reallocation** and which are held (but not retained) at other EAST libraries.

Libraries then let us know if they can retain those new titles and update their ILS and WorldCat accordingly. These changes would also be reflected in the annual Gold Rush data update request.

**[FORM for reporting Out of Scope and Reallocation Requests](#)**

NOTE: [PASCAL has its own process](#) to follow first!



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# Resource Sharing through EAST

## Resource Sharing Best Practices

Most libraries lend at no charge

- Rapid EAST pod - for Rapid ILL and Rapid Returnables
- EAST OCLC GAC

Mailing List - [ResourceSharing@lists.eastlibrareis.org](mailto:ResourceSharing@lists.eastlibrareis.org)

Subscribe at: [https://eastlibraries.org/member\\_resource/east-mailing-lists/](https://eastlibraries.org/member_resource/east-mailing-lists/)

Resource Sharing Community of Interest

[1st Meeting Jan 22, 2025, 11 am](#)

<https://resourcesharing.eastlibraries.org/>



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# EAST Lending Network

Inter-Library Loan: The EAST Lending Network

Searching and Viewing EAST Retentions

EAST OCLC Symbols and Docline IDs

Name	OCLC_Symbol	Docline_ID
Adelphi University	VJA	
Amherst College	AMH	
Bard College	VVP	
Blue Ridge Community College	PZF	
Boston College	BXM	MAUBNU

## EAST OCLC GAC

Symbols on EAST website

<https://eastlibraries.org/retention-access/access>

### EAST Resource Sharing Contacts

If you would like to be added to this list, contact [info@eastlibraries.org](mailto:info@eastlibraries.org)

Boston College	Paul Bridden	<a href="mailto:paul.bridden@bc.edu">paul.bridden@bc.edu</a>
Boston University	Rhoda Bilansky	<a href="mailto:rhoda@bu.edu">rhoda@bu.edu</a>
Bowie State University	Phillip Tajeu	<a href="mailto:ptajeu@bowiestate.edu">ptajeu@bowiestate.edu</a>
Brandeis University	Dzintra Lacis	<a href="mailto:lacis@brandeis.edu">lacis@brandeis.edu</a>
Bridgewater College	Vickie Montigaud-Green	<a href="mailto:vmontigaud-green@bridgewater.edu">vmontigaud-green@bridgewater.edu</a>
Brightpoint Community College	Rebeca Parrott	<a href="mailto:rparrott@brightpoint.edu">rparrott@brightpoint.edu</a>
Bryn Mawr College	Jacob Long	<a href="mailto:jlong1@brynmawr.edu">jlong1@brynmawr.edu</a>



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# Communications with EAST members

- [EAST members email list](#)
- Operational, resource sharing, voting and billing contact(s)
- Quarterly member update webinars
- Onboarding sessions for new staff
- Annual member meeting in October



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[About Us](#) ▾

[Collection Analysis](#) ▾

[Retention & Access](#) ▾

[Policies & Documentation](#)



## Member Resources

[Onboarding Documents, Best Practices...»](#)

## FAQ

[Have a question? View our FAQ page! »](#)

## Upcoming Events

[View recordings of previous events »](#)



### Skillman Library, Lafayette College

Lafayette College is a founding member of EAST.

## Search the 10+ million EAST retention holdings

Search OCLC Number:

[About this search »](#)



“By creating a collaborative collection which elevates the concept of a library collection to scale above a single institution, shared print programs help research libraries to fulfill their mission to preserve the scholarly record in an era of changing usage, limited funding, and space constraints.”

# Onboarding Documentation

EAST has an abundance of documentation on the website, including onboarding documentation and information geared towards the following staff groups:

- Administrators
- Collections
- Resource Sharing, which includes links to the Best Practices
- Technical Services

\*all these resources are available via [eastlibraries.org/member-resources](https://eastlibraries.org/member-resources) or directly at [eastlibraries.org/onboarding](https://eastlibraries.org/onboarding).



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# 2022-25 Strategic Directions for EAST

- **Support collection building and management strategies**
  - 2011-2021 collection analysis project
  - Ephemera review project
- **Ensure flexible and sustainable pathways to membership**
  - Consortium membership model
  - IMLS grant with SCELIC to investigate barriers for MSIs
- **Secure EAST's organizational sustainability**
  - Membership growth
  - Incorporated as a 501(c)(3) non-profit organization
- **Expand opportunities to contribute to EAST collective collection**
  - Special Collections analysis pilot
  - Self-designating specialty areas



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# Ongoing EAST Work

- Wrapping up 2011-2021 collection analysis project
- Ongoing registration of new commitments in OCLC and PAPER
- Collaboration with the Shared Print Partnership
- Work with PALNI on collection analysis project
- Implementing Resource Sharing Task Force Recommendations
- Exploring how to support lesser resourced members



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## From the FAQ:

### What does an EAST retention commitment mean?

A retention commitment means that the retaining library is committed to retain the title and provide access through June 30, 2031.\* This includes replacing the title if lost or damaged.

### How do I know what monographs are retained?

Retentions are recorded in your local ILS (most likely in a MARC 583 field), Gold Rush\*\*, and OCLC's FirstSearch.

*\*This date may be extended.*

*\*\*Ask the Project Team for login information.*

## The value of EAST

*"EAST offers essential assurances to our faculty that we are invested in the print record and ensuring its accessibility to current and future scholars."*

--Anna Gold, University Librarian, Worcester Polytechnic Institute

## EAST Members can:

- Borrow materials from their EAST partners, in most cases at no cost
- Withdraw titles that their partners have committed to retain
- Participate in the governance of EAST
- Access and use EAST member training materials and documentation
- Engage in regular update webinars and the annual membership meeting
- Contribute to the protection of the print record through regional and national collaboration.



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# Thank you.

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[matthew.revitt@maine.edu](mailto:matthew.revitt@maine.edu)



Education, Owl  
graphics by Freepik,  
Flaticon, CC BY 3.0 (via  
Logo Maker)



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