Things to Consider When Joining EAST

For those considering becoming a Retention Partner:

EAST suggests that institutions considering EAST membership first review the [Becoming a Member of EAST](#) document. Once committed to membership, the EAST PRogram Team recommends that new institutional members assign a 'project manager' to facilitate the collection analysis and ongoing operationalization of EAST. The project manager should be a technical services or collections management librarian, who can liaise with others at their institution. This person would become the EAST Operational Contact once the institution is fully onboarded.

In the Initial Year you can expect:

> Staff in the following areas may be called upon to participate in the collection analysis and subsequent activities: metadata management, collection development, systems, and/or resource sharing. We recommend that all relevant staff attend the initial kick-off meeting.

> Participate in a collection analysis project that will identify materials your library will be asked to consider retaining. This will involve both work in extracting data from the local LSP and meetings with appropriate library staff to discuss scope, retention model, and retention lists. Note that significant time may be required in evaluating potential retention lists.

> Record EAST retentions in your local LSP and register these retentions in OCLC. You will also be asked for an extract of MARC records of your retentions. EAST can assist with these tasks, and has documentation for various LSPs.

After the first year you will :
- Maintain retention commitments, alerting EAST if any become lost or damaged.
- Have an Operational Contact and a Voting Member contact that can respond to questions, surveys and attend quarterly ½ hour update webinars. The Voting Member and Operational Contacts should be finalized early on in the onboarding process, and they will be added to the appropriate EAST email lists to ensure adequate communication and knowledge transfer.

Your institution will benefit from EAST membership by increasing the ability to make data-informed collections decisions and gaining resource sharing access to the collective EAST collection, stretching across 170+ research and academic libraries in the eastern United States. Your library may find the [Value](#)

of EAST and Becoming a Member of EAST documents helpful in communicating with various constituents.

While the Project Timeline varies depending on the collection analysis tool and the availability of staff at member institutions, the project will proceed through the following steps, usually accomplished over 6-12 months:

- Signs the EAST Memorandum of Understanding and agrees to abide by the EAST Major Operating Policies and Procedures and commits to paying the annual membership dues
- Meeting to kick-off the project with institutional stakeholders, EAST Program Team, and collection analysis staff
- Data upload from the institution to the collection analysis tool
- Meeting to review EAST retention model, project scope, and ephemera lists
- Time for the institution to review and sign off on proposed retentions. This may include importing the lists into the local LSP to look for missing or weeded materials, and/or refine retention lists based on local needs.
- Final onboarding meeting with all staff who need to be aware of EAST (collections, stacks maintenance, metadata, systems, etc.)
- Time for metadata staff to apply the EAST retention action note to records, and provide EAST with an extract of MARC records of their retentions.

For those considering becoming a Supporting Partner:

An institution joining EAST as a Supporting Partner
- signs the EAST Memorandum of Understanding and agrees to abide by the EAST Major Operating Policies and Procedures,
- commits to paying the annual membership dues, and
- provides EAST with contact information for a Voting Member Contact, Resource Sharing Contact, and Billing Contact for the institution.

Supporting Partners participate in EAST resource sharing (see Best Practices) and may be added to the OCLC profile group (EAST GAC) and/or Rapid/o Pods, depending on their local infrastructure.