

EAST Special Collections Working Group Draft Charge  
*for review and approval by the EAST Executive Committee on Friday, March 26th 2021*  
*Approved by the EAST Executive Committee on March 26th, 2021.*

While our efforts so far in EAST have focused on the retention and sharing of circulating print monographs and serials and journals we recognize that many of our members are also interested in EAST investigating the retention and options for sharing of titles held in special collections locations.

The Special Collections Working Group is tasked with making recommendations to the EAST Executive Committee regarding expanding the scope of the EAST collection to include print monographs and journals held in special collections locations, including potentially how to handle the transfer of retained circulating items to non-circulating status. These recommendations will be focused on the following: developing criteria for special collections material in-scope for EAST retention, lending and access policies, and producing additional operating policies and procedures required specifically for the management of retained special collections titles.

Participation in this working group is open to 6-10 library staff from across member institutions with knowledge of providing access to special collections-held print monographs and serials & journals, resource sharing, and collection management, plus the EAST Project Team. We strongly encourage those familiar with any wider discussions happening in the archival and special collections concerning collection analysis, retention of, and access to special collections content to consider participating. The anticipated time commitment is 1-2 hours per month over the course of approximately 6 months. The group will meet periodically via Zoom to discuss major topics pertaining to the retention of special collections titles and collaboratively form recommendations for the Executive Committee no later than Q2 2022.

**Members:**

Lois Black, Lehigh University  
Arthur Carlson, Worcester Polytechnic Institute  
Hannah Davis, Florida State University  
Chloe Gerson, Brandeis University  
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Marianne Hansen, Bryn Mawr College Library  
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