



Shared Print Archive Network Phase 1, 2012-2013 Documentation for Archive Holders

As an Archive Holder, you have committed to retain materials under the SPAN program. This document outlines the responsibilities of Archive Holders in phase 1 of SPAN.

Timeline:

August 15, 2012	Libraries receive title lists
September 14, 2012	Due date: libraries must respond by this date – see Holdings Verification for information

Materials for Retention:

For current subscriptions, Archive Holders agree to retain volumes published to the end of 2012.

Original Form:

Archive Holders agree to maintain all of the archived materials in their original, artifactual form whenever possible.

Retention Period:

Archive Holders agree to maintain low-risk SPAN archives for a retention period of 10 years (until December 31, 2022). The Management Committee will review and may modify the SPAN Retention Date every five years if agreed upon by unanimous vote within the Committee. Retention commitments survive membership in SPAN.

Ownership:

Participants will retain ownership of the materials for which they are the Archive Holder, but the materials are subject to shared management. Archive Holders agree not to sell, discard, donate, or otherwise relinquish ownership or control of any of the archived materials prior to the Retention Date, except to transfer materials to another COPPUL SPAN Archive Holder (in case of program withdrawal) or with permission of the Management Committee.

Archiving Facilities:

Archive Holders agree to maintain low-risk SPAN materials in campus library shelving, or other current location (i.e. there is no requirement to move them to a controlled environment, storage facility, or the like).

Holdings Verification:

Libraries are required to verify the holdings statements that they have been given with their local catalogue. Completeness and condition reviews do not need to be conducted. Staff do not need to examine the physical holdings.

Archive Holders are asked to respond by **Friday, September 14** with their commitments recorded on the spreadsheet distributed to them: Retain? (Yes/No), 583 added to bib record? (Yes/No), Notes (Note problems here, e.g. statement reflects non-print holdings, errors in start/end dates, large gaps not noted, etc.). This will allow COPPUL staff to track the holdings that are retained as part of SPAN. If needed, a second wave of retention commitment requests will be sent out to fill any outstanding holdings.

Holdings Disclosure:

The Archive Holder is required to mark the local catalogue records of the journals they are retaining. The only required amendment to the existing bibliographic record is the addition of a 583 Preservation Action Note stating the retention commitment. The value of the first indicator should be "1" (not private). The required subfields are in red; the other subfields are optional.

583 (in bib record)		
a	Action	"Committed to retain"
c	Time/Date of Action	Date action taken, YYYYMMDD
d	Action Interval	Date when the retention commitment expires (for Phase 1, 20221231)
f	Authorization	Archiving program, "COPPUL SPAN"
j	Site of Action	Holding location code, if different than 852 b
u	URI	Link to project documentation (http://www.coppul.ca/projects/SPAN.html)
3	Materials Specified	Detailed holdings to which action applies, if different from 85X/86X or 866
5	Institution to which field applies	Canadian library symbol (if available) for archiving institution

(Quotation marks indicate controlled vocabulary.)

Example: 583 1#\$aCommitted to retain\$c20120810\$d20221231\$fCOPPUL SPAN\$5BVAU

Libraries are free to use any local methods to add the 583 information to the records. SPAN is working with CRL's PAPER initiative to automate the creation of 583 in order to ease the workload for staff at Archive Holder libraries. Archive Holders who choose this option are asked to contact the COPPUL office, and following the instructions provided by the office, will need to export bibliographic information into an Excel spreadsheet template. COPPUL staff will then send the template to CRL for automated creation of the 583 field. Archive Holders will be able to then use MarcEdit to form MARC records with the updated information.

Access to the Materials: Archive Holders agree to make the materials available to SPAN libraries and other institutions to which the Archive Holder lends materials in accordance with the applicable Interlibrary Loan policies and procedures of the Archive Holder as follows

Reproductions: Archive Holders agree to fulfill requests for photocopies/electronic delivery of any of the archived materials.

Building Use Only: If necessary, original materials may be provided for onsite use only at the Archive Holder library or at the requesting library.

Archive Holder Withdrawal:

If an Archive Holder withdraws from the COPPUL SPAN or can no longer maintain the materials, the Archive Holder agrees to offer the materials to another Archive Holder and to transfer any accepted materials to the Archive Holder at the initial Archive Holder’s expense. The Management Committee may waive this requirement if it determines that the materials no longer need to be archived.

Outline of requirements for Low-, Moderate- and Higher-Risk materials for Archive Holders:

In phase 1, only low-risk titles will be archived.

	Low-Risk	Moderate-Risk	Higher-Risk
Holding facilities	Campus library shelving	Library locations with controlled access and appropriate environmental conditions	Separate high-density library storage facilities
Retention period	10 years	25 years	25 years
Retention end date	December 31, 2022	December 31, 2036	December 31, 2036

Date last modified: 15 august 2012