



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

As an archive supporter, your library supports stewardship of the scholarly record in the region, but is not required to retain physical archives. This document outlines the actions and responsibilities of Archive Supporters in COPPUL SPAN.

Duplicate Materials:

The list of materials distributed by COPPUL staff provides information on retention commitments at Archive Holder libraries and may be used for collection management purposes, but decisions to withdraw materials are at each Archive Supporter's discretion. No SPAN library will be required to discard any materials.

Withdrawing Materials:

Before discarding print materials, it is the responsibility of the Archive Supporter to ensure that perpetual access rights to digital copies are guaranteed as per the licensing agreement signed with the e-journal provider (i.e. publisher or aggregator). In some cases, perpetual access may only be provided for the electronic journals that the institution has previously subscribed to in print ("core" collection) and may not include those journals that have been since added to the subscription package.

Tracking Withdrawn Materials:

Archive Supporters will be asked to keep statistics on withdrawn volumes in order for the SPAN Management Committee to track the program's progress. Information should be recorded in the form *WithdrawnTitles.xls* that COPPUL will distribute along with the list of titles archived in SPAN. Institution name, title, print ISSN and number of volumes withdrawn will be requested.

Discarding Materials:

For libraries that do not have a local procedure for journal discards, there are options for donating journals to organizations that will distribute them to libraries in need. The Canadian Book Exchange Centre (CBEC) is no longer operational, but their listservs are still active; for more information, see www.collectionscanada.gc.ca/cbec-ccel/index-e.html. Many organizations do not accept journal donations, but these organizations accept journal donations if the materials meet their criteria (see websites for details):

- International Book Project (www.internationalbookproject.com)
- Sabre Foundation (www.sabre.org)
- United States Book Exchange (www.usbe.com)

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