Shared Print Archive Network Phase 5 Overview
25 October 2019

Introduction

COPPUL SPAN Phase 5 is intended to identify and secure commitments for at-risk Western Canadian print serials. “Western Canadian” serials include titles from any time period, either published in British Columbia, Alberta, Saskatchewan or Manitoba or concerning those provinces. “At-risk” serials include those held at fewer than 5 COPPUL libraries. OCLC’s Worldcat database was the source of the initial bibliographic and holdings information.

Participants may choose to commit to retain titles that form part of their special collections, but they are not required to do so.

Archive Holders are expected to transfer any titles they commit to retain to secure, non-public storage. Archive Holders are expected to perform volume-level validation for their retained titles.

Materials for Retention

We identified an initial data set of 13,571 print serial titles for this phase. We attempted to include preceding and succeeding titles, when data was available. Appendix A provides detailed information on the search strategies used to identify the titles in Worldcat.

From the data set, we excluded titles possessing any of the following attributes:

- Held at more than 4 SPAN libraries
- Included in an earlier phase of SPAN
- Available in a digital format
- Listed in CRL’s PAPR database as archived by another shared print program
- Government publication
- Newspaper
- Microform
- Directory

1 At the time we performed the searches, Trinity Western University was not yet a SPAN participant.
The final data set includes a total of 8,764 titles.

Retention Date

Archive Holders agree to maintain Phase 5 materials for 25 years, until 30 April, 2045. The Management Committee will review the Retention Date every five years and may modify it by unanimous vote. Retention commitments survive membership in SPAN.

Holdings Verification

Archive Holders are required to verify physical holdings for retention commitments at the volume level. Once Archive Holders have confirmed their commitments, they can start updating their local bibliographic records to reflect their archival status. COPPUL will provide detailed instructions on physical validation and updating bibliographic records for this phase before 01 Feb 2020.

Archiving Facilities

To protect retained materials against theft or damage while still providing access within the COPPUL community, Archive Holders are encouraged to transfer Phase 5 materials to a closed-stack location, such as high-density storage, special collections or other controlled environment, when possible.

Access to the Materials

Archive Holders agree to make archived Phase 5 materials available to COPPUL 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.
Workflow

COPPUL will make title lists available for all participating libraries to search against their holdings. The title lists for each library will include only those titles that OCLC lists as being held at that library.

Unlike previous phases, we will not use Excel files for searching titles and confirming commitments. Participating libraries’ data will be made available as Google sheets. Each library will receive a unique link that will allow staff to edit the data directly in the Google sheet.

Libraries will work through their title lists in the usual way. For each title, libraries are asked to provide the following information in their responses:

- **Do you hold this title?**
  - Yes or No, regardless of whether you are willing to commit to retain it.
- **Special Collections?**
  - Does this title already form part of your special collections? Yes or No.
- **Are you willing to be the Archive Holder?**
  - Yes or No.
- **Are you willing to transfer to another Archive Holder?**
  - If asked, would you be willing to transfer some or all of your holdings to another participant to help their fill gaps in their holdings? Yes or No.
- **Different OCLC number**
  - If your local catalogue record lists this title under a different OCLC number, or if your OCLC holdings are on a different OCLC number, please provide that number here.
- **Holdings**
  - Required if “Do you hold this title?” = Yes.
  - Your library’s holdings, based on the data in your local catalogue, using the NISO standards for reporting summary holdings if possible.
- **Not In Scope**
  - If you think this title is not in scope for this phase, please describe why.
  - This will help us to identify and exclude any out-of-scope titles that are still in the data set.
- **Participant Note**
  - Any additional information you wish to provide.
  - Some participants like to include their local record number or call number, to make subsequent work simpler. This is the correct place for that type of information.
Should libraries wish to suggest additional titles (including preceding and succeeding titles not already listed in the data), they may do so at the end of the sheet and add a note to the “Participant Note” explaining that they have added the title.

Once COPPUL has received all of the responses, we will allocate titles for retention. Archive Holders should perform volume-level validation during their commitment confirmation work.

When the Archive Holders have physically validated their holdings and confirmed their commitments, they can begin updating their bibliographic records.

COPPUL will report the confirmed holdings to CRL for their PAPR database and will produce a final report on this phase.

Timelines

- 01 Nov 2019: Participants have received their title lists for searching.
- 01 Feb 2020: Instructions for volume-level validation and updating bibliographic records available.
- 29 Feb 2020: Participants have submitted their responses.
- 15 Apr 2020: COPPUL sends out allocation lists to potential Archive Holders.
- 15 Jun 2020: Archive Holders have performed volume-level validation and confirmed their commitments. Archive Holders can start transferring materials to secure, non-public storage and updating their bibliographic records.
- 15 Jul 2020: COPPUL reports the confirmed commitments to CRL and produces the final report.

Reporting Out

Once libraries have returned their lists with their confirmed commitments, COPPUL staff will check that all titles have Archive Holders assigned to them and will resolve any conflicts or discrepancies. COPPUL will report the title commitments to CRL for inclusion in their PAPR database. COPPUL will also produce a final report for Directors and SPAN participants. The final list of titles and Archive Holders will be available on the SPAN website.

Further information

For further information, please email Doug Brigham, COPPUL SPAN Coordinator, at span@coppul.ca.
Appendix A

In order to identify the initial set of titles for this phase, we searched OCLC’s Worldcat database. We divided the searches into two blocks: four searches centered on places of publication and five searches centered on geographic coverage. We performed each of the nine searches against the holdings of each of the 20 COPPUL SPAN participants and exported all of the resulting MARC records.

These are the searches used to identify the initial set of titles:

- **Places of Publication**
  - British Columbia: $cp=bcc$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]
  - Alberta: $cp=abc$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]
  - Saskatchewan: $cp=snc$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]
  - Manitoba: $cp=mbc$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]

- **Geographic Coverage**
  - British Columbia: $gc=British Columbia$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]
  - Alberta: $gc=Alberta$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]
  - Saskatchewan: $gc=Saskatchewan$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]
  - Manitoba: $gc=Manitoba$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]
  - Prairie Provinces: $gc=Prairie Provinces$ and $dt=ser$ not $mt:new$ not $mt:url$ not $mt:gpb$ and $mf:nmc$ and li:[OCLC library code]

We combined all of the MARC records and exported selected data elements into a Microsoft Access database. We analyzed the number of holdings for each title and excluded those titles held at more than 4 SPAN libraries. We excluded other titles based on the other attributes for exclusion. We incorporated data from CRL’s PAPR database, to identify titles already archived by other shared print programs. The PAPR data provided additional information about titles with electronic equivalents. Finally, we re-grouped individual OCLC numbers under their respective OCLC Work IDs, which helped to identify some titles that are held more widely than we first thought.