Introduction

As an Archive Holder, you have committed to retain materials under the SPAN program. This document outlines the responsibilities of Archive Holders in phase 5 of SPAN.

Archive Holders are not required to perform physical validation of their retained titles. Archive Holders are encouraged to transfer materials to secure locations that are not directly accessible to the public, to avoid potential loss and damage.

Materials for Retention

Archive Holders agree to retain all of the specified volumes for each title assigned to them. COPPUL will make Google spreadsheets available to each Archive Holder, to allow the Holder to review the titles assigned for retention and to update any information prior to finalizing the commitment.

Archive Holders are required to confirm that they are willing to retain the titles assigned to them by COPPUL. Once they have confirmed their retained titles to COPPUL, they may start updating their bibliographic records.

Archive Holders agree to maintain these titles for 25 years, until April 30, 2046.

Holdings Disclosure

Archive Holders are required to update the local bibliographic records of the titles they are retaining with a 583 field. Libraries are free to use any method to add the 583 fields to their records, provided the information is added as noted below.

The indicators for this field are 1 and blank. All subfields except ‡j and ‡3 are required.
<table>
<thead>
<tr>
<th>Subfield</th>
<th>Purpose</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>‡a</td>
<td>Action</td>
<td>“committed to retain”</td>
</tr>
<tr>
<td>‡c</td>
<td>Time/Date of Action</td>
<td>Date action taken, YYYYMMDD</td>
</tr>
<tr>
<td>‡d</td>
<td>Action Interval</td>
<td>“20460430” (25 years from 30 April 2021)</td>
</tr>
<tr>
<td>‡f</td>
<td>Authorization</td>
<td>“COPPUL SPAN”</td>
</tr>
<tr>
<td>‡j</td>
<td>Site of Action</td>
<td>Optional. Holding location code, if different than 852‡b.</td>
</tr>
<tr>
<td>‡u</td>
<td>URI</td>
<td>“<a href="https://coppul.ca/programs/shared-print%E2%80%9D">https://coppul.ca/programs/shared-print”</a></td>
</tr>
<tr>
<td>‡3</td>
<td>Materials Specified</td>
<td>Optional. Detailed holdings to which action applies, if different from 85X/86X or 866</td>
</tr>
<tr>
<td>‡5</td>
<td>Institution to which field applies</td>
<td>Canadian library symbol for archiving institution</td>
</tr>
</tbody>
</table>

Example

583 1# ‡acommitted to retain ‡c20201001 ‡d20460430 ‡fCOPPUL SPAN ‡uhttps://coppul.ca/programs/shared-print ‡5BNM

Archiving Facilities

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

Archive Holders are encouraged to store their retained titles in locations that meet or exceed the following guidelines:

- Ability to maintain environment within 30-70% relative humidity and less than 24°C.
- Annual Time Weighted Preservation Index of 70 or better (100 preferred).
- Fire detection and suppression systems, with notification to responders.
- Light exposure limited to work hours only.
Archive Holders who are not able to transfer their retained titles to secure locations are encouraged to at least make their retained titles non-circulating.

**Timelines**

Archive Holders are asked to confirm their commitments to COPPUL no later than 01 December 2020. After that, COPPUL will report the retained holdings to the CRL PAPR directory.

Archive Holders are asked to complete their holdings disclosure and local record updating work no later than 01 March 2021.

Archive Holders who believe they will have difficulty meeting these timelines should contact the SPAN Coordinator as soon as possible.

**Further Information**

For further information, please contact the COPPUL SPAN Coordinator: span@coppul.ca.