Memorandum of Understanding for Monographs Project #1

Purpose
The purpose of this Memorandum of Understanding is to outline the commitments of participating Shared Print Archive Network (SPAN) members under Monographs Project #1.

Project Goals
To identify and retain scarcely-held materials within the COPPUL region for preservation purposes. Project goals include:

- identifying unique or scarcely-held titles for retention and preservation;
- providing participating libraries an opportunity to weed low-use materials with minimal impact on users or library partners;
- assessing duplication, usage and dispersion of holdings across participating libraries
- to the extent possible, designing this project to dovetail with any national Last Copy Initiative that emerges from the Library and Archives of Canada;
- informing and influencing ongoing collection development for print monographs in the region.

Outcomes and Timelines
Participants are committed to working in consultation with each other for fifteen years to responsibly, collaboratively and transparently retain and share rarely-held print materials as identified through the collection analysis and retention modelling process. We also commit to
reviewing the project every five years within the fifteen-year retention period, to assess successes and ideas for improving access and preservation outcomes.

Participants

The institutions participating in Monographs Project #1 are:

- Simon Fraser University
- Thompson Rivers University
- University of Calgary
- University of Lethbridge
- University of Manitoba
- University of Regina
- University of Saskatchewan
- University of Victoria
- University of Winnipeg
- Vancouver Island University

Retention Models

The retention models are outlined in “Appendix A.”

Retention Note

Participants will add the following retention note to the local bibliographic records for their retained materials:

583 1# $aCommitted to retain$c20170101$d20321231$fCOPPUL SPAN
Monograph$5[PARTICIPANT’S CANADIAN LIBRARY SYMBOL]

Maintenance of Collections

Retained materials remain the property of the Participant that agrees to retain them and will be housed at the expense of that Participant.

Participants agree not to sell, discard, donate, or otherwise relinquish ownership or control of any of their retained materials prior to the expiration of this MOU, except to transfer materials to another Participant.

Participants are expected to treat retained materials with the same or better care as other materials in their collections as regards physical handling, circulation, repairs and restoration.
Participants will follow their current institutional practices and standards for identifying, repairing, and replacing retained materials.

A Participant may offer to donate materials to another Participant for retention. The donation will be governed by the current gift agreements or procedures of the Participants involved. Shipping costs will be the responsibility of the donating Participant. Materials which are relocated will become the property of the Participant that receives them.

Retained materials will circulate according to normal loan periods.

All titles will be searchable in OCLC and local catalogs and will be available for resource sharing through the Participant’s current policies and practices.

Governance

Representatives from participating institutions form the SPAN Monograph Committee, which, collaboratively and via consensus, designs and implements program policies and deliverables. Guidance and advice from the COPPUL SPAN Management Committee is welcomed. The COPPUL Executive Director or the Executive Director’s designee will administer the fiscal aspects of the program and will be responsible for relations of the program with vendors, contractors, other shared print agreements, the Board, and the membership.

Financing

Participating institutions contributed a one-time fee at the beginning of the project to cover consulting and data management costs (provided by Sustainable Collections Services.)

Participants will absorb the costs of retaining materials, keeping and sharing records for them, contributing staff time to maintaining and developing the program at their local institutions, and sharing volumes with the library community.

Version

This is version 1.0, dated 18 April 2018.
Signatures

For the Council of Prairie and Pacific University Libraries

Signature ________________________________ Date __________________________

Name Kristina McDavid  Title Executive Director

For the Participant

Institution ______________________________________________________________

Signature ________________________________ Date __________________________

Name ________________________________ Title ________________________________

Second Signature for the Participant (if required)

Signature ________________________________ Date __________________________

Name ________________________________ Title ________________________________
Appendix A: Retention Models

Retain 3 copies if

- “COPPUL Canadiana” (see below) and U Alberta / UBC holdings equal to 0 (same edition)

Retain 2 copies if

- “COPPUL Canadiana” and U Alberta / UBC holdings more than 0 (same edition)

Retain 1 copy if any of the following is true

- Not “COPPUL Canadiana” and U Alberta / UBC holdings equal to 0 (same edition)
- Other COPPUL holdings equal to fewer than 3 (same edition)
- CARL libraries holdings equal to fewer than 2 (same edition)
- CARL libraries holdings equal to fewer than 5 (any edition)

Details of “COPPUL Canadiana”

PLACE OF PUBLICATION CODES (008)

- abc (Alberta)
- bcc (British Columbia)
- snc (Saskatchewan)
- mbc (Manitoba)

GEOGRAPHIC AREA CODES IN MARC 043 FIELD

- n-cn-bc (British Columbia)
- n-cn-ab (Alberta)
- n-cn-sn (Saskatchewan)
- n-cn-mb (Manitoba)
- n-cnp (Prairie Provinces)

LC CALL NUMBER RANGES

- E 92 [Indians / Canada]
- E 99 K15 [Kainah]
- E 99 S54 [Siksika/ Blackfoot]
SUBJECT HEADING KEYWORDS AND PHRASES

- British Columbia
- Colombie-Britannique
- Alberta
- Saskatchewan
- Manitoba
- Canadian Rockies
- Prairie Provinces
- Canada, Western
- Lethbridge
- Blood Indian
- Siksiwa
- Kainah
- Indians of North America AND (Montana OR Great Plains OR Washington)
- Nanaimo
- Coast Salish Indians
- Hul'qumi'num Indians
- Snuneymuxw Indians
- Cowichan Indians
- Comox Indians
- Nootka Indians
- Clayoquot Indians
- Kwakiutl Indians
- Halkomelem language
- Assiniboine
- Chipewyan
- Cree Indians
- Dakota Indians
- Dakota Language
- Ojibwa
- Winnipeg

ABBREVIATIONS IN SUBJECT HEADING

- (B.C.)
- (C.-B.)
- (Alta.)
- (Alb.)
- (Sask.)
- (Man.)
- (B.C. and Alta.)
- (Mont. and Alta.)
• (B.C. and Wash.)