

Shared Print Archive Network Phase 4 Documentation for Archive Holders November 29, 2017 (rev. November 06, 2018)

As an Archive Holder, you have committed to retain materials under the SPAN program. This document outlines the responsibilities of Archive Holders in phase 4 of SPAN. Phase 4 includes 9,180 titles, all of which are low risk.

Timeline:

February 15, 2018	Non-Holders can begin withdrawing materials from Phase 4A. An online form is available so that all SPAN members can report the number of items they have retained or withdrawn as part of Phase 4.
September 2018 – May 2019	Retention assignments for Phase 4B are being made and commitments verified. Archive Holders can update their local catalogue records to reflect their commitments.
01 July, 2019	Phase 4 is complete.

Materials for Retention

For current subscriptions, Archive Holders agree to retain volumes published to the end of 2016. We are not asking libraries to make retention commitments that extend beyond the end of 2016. Libraries asked to archive a journal title to the end of 2016 are free to cancel a print subscription, if desired. This may not apply to many serial publications in this project.

Original Form

Archive Holders agree to maintain all of the archived materials in their original, artifactual form whenever possible. If there are supplements that accompany a publication, we ask that reasonable measures be taken to archive the supplementary materials alongside the title, if possible. For example, if the supplement is identified within the record currently, then please retain and note it in the retention commitment statement in the 583 field, as described below. If the supplement is catalogued separately, it is acceptable not to pursue it.

Holdings Verification

Archive Holders are not required to verify their physical holdings. Archive Holders must update Column F of the attached spreadsheet with “Y” or “N” to indicate whether they can retain the items listed in Column G. Libraries should update Column G of the attached spreadsheet to provide further information, if required. Once Archive Holders have confirmed their commitments, they can start updating their local bibliographic records to reflect their archival status (see “Holdings Disclosure” for details). Physical volumes do not require archival identification.

Retention Date

Archive Holders agree to maintain Phase 4 materials as low risk titles for 10 years, until February 15, 2028. The Management Committee will review and may modify the 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 Phase 4 materials in campus library shelving, or in another location of their choosing. There is no requirement to move the materials to a controlled environment, storage facility, or the like.

Next Steps

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. The final list of titles and Archive Holders will be circulated to all SPAN members.

Holdings Disclosure

The Archive Holder is required to mark the local bibliographic records of the titles 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 in the table below; the other subfields are optional.

583 field (in bib record)		
a	Action	"Committed to retain"
c	Time/Date of Action	Date action taken, YYYYMMDD
d	Action Interval	20280215 (the Retention Date)
f	Authorization	"COPPUL SPAN"
j	Site of Action	Holding location code, if different than 852 b
u	URI	Link to project documentation (http://coppul.ca/programs/shared-print)
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

Example

583 1# |aCommitted to retain|c20180215|d20280215|fCOPPUL SPAN|5BNM

Libraries are free to use any method to add the 583 information to the records, provided the information is added as noted above.

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.

Transfers and Withdrawals

Once the Archive Holders have been confirmed, libraries may begin the process of withdrawing items they have not been assigned to them to archive. Withdrawal decisions are made at the local level: libraries are not required to discard any materials.

Reporting

All participants are asked to report on the number of items they retain or withdraw as a result of this phase, using the [online form](#).

Reporting these changes helps COPPUL staff to quantify SPAN's impacts on everyone's physical collections. This, in turn, helps COPPUL members demonstrate the benefits of the SPAN program.

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.

Further information

For further information, please contact the COPPUL SPAN Coordinator, Doug Brigham, via email at span@coppul.ca.