



Shared Print Archive Network Phase 2, 2013-2014 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 confirm the digital status of each title. In Phase 2, many titles do not have post cancellation access, and it will be up to each individual library to decide what to weed based on their own local collection management principles and procedures.

Tracking Withdrawn Materials:

Archive Supporters will be asked to keep statistics on withdrawn volumes in order for the SPAN Management Committee to track the program's progress.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.xlsx 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 Institution name, title, print ISSN and number of volumes withdrawn will be requested.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)

Date last modified: 29 August, 2013