



Shared Print Archive Network Phase 2, 2013-2014 Documentation for Archive Holders

As an Archive Holder, you have committed to retain materials under the SPAN program. This document outlines the responsibilities of Archive Holders in phase 2 of SPAN. Please note that in this round, titles to be retained could be low-risk or medium-risk, but it will be clearly indicated to libraries which titles fall into each category at the time that title lists are circulated.

Timeline:

August 30, 2013	Libraries receive title lists
October 30, 2013	Due date: libraries must respond by this date – see Holdings Verification for information

Materials for Retention:

For current subscriptions, Archive Holders agree to retain volumes published to the end of **2013**. Please note, we are not asking libraries to make retention commitments that extend beyond the end of this year. Libraries asked to archive a journal title to the end of this year are free to cancel a print subscription starting in 2014, if desired.

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 journal, we ask that reasonable measures are taken to archive the supplementary materials alongside the journal title, if possible. For example, if the supplement is identified within the journal record currently, then please retain and note it in the retention commitment statement in the 583 field, as noted below. If the supplement is catalogued separately, it is acceptable not to pursue it.

Please note that we are also asking archive holders to check for preceding and continuing journal titles as part of the archiving process. Additional titles that either precede or follow a journal title on an archive holders' list are requested to be archived alongside the initial title if possible (and noted in the separate journal's bib record). Titles that are not held at the archive holder's library are requested to be tallied and returned to the COPPUL office for re-assignment.

Retention Period:

Archive Holders agree to maintain low-risk SPAN archives for a retention period of 10 years (until December 31, 2023) and medium risk titles for 25 years (until December 31, 2038).

The Management Committee will review and may modify the SPAN 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:

Low-risk titles:

Archive Holders agree to maintain **low-risk** SPAN materials in campus library shelving, or other current location (i.e. there is no requirement to move them to a controlled environment, storage facility, or the like).

Medium-risk titles:

Archive holders agree to maintain **medium-risk** titles in library locations with controlled access and appropriate environmental conditions. Such titles are not required to be stored in remote storage facilities, but are considered too high risk to be merely placed in open stacks.

Outline of requirements for Low-, Moderate- and Higher-Risk materials for Archive Holders:

In phase 2, only low-risk and medium-risk titles will be archived.

	Low-Risk	Moderate-Risk	Higher-Risk
Holding facilities	Campus library shelving	Library locations with controlled access and appropriate environmental conditions	Separate high-density library storage facilities
Retention period	10 years	25 years	25 years
Retention end date	December 31, 2023	December 31, 2038	December 31, 2038

Holdings Verification:

Low-risk titles:

For **low-risk** titles, libraries are required to verify the holdings statements that they have been given with their local catalogue. Completeness and condition reviews do not need to be conducted. *Staff do not need to examine the physical holdings.*

Medium-risk titles:

Libraries with **medium-risk** titles on their holdings statements will be required to validate their holdings for completeness at the volume level. This means that someone will need to verify that the volumes on the shelf match the statement of holdings in the catalogue. This information will need to be recorded in the bib record, as noted below. *Please note that neither validating for physical condition nor issue level validation is required.*

Archive Holders are asked to respond by **Wednesday, October 30, 2013** with their commitments recorded on the spreadsheet distributed to them: Retain? (Yes/No), 583 added to bib record? (Yes/No), Notes (Note problems here, e.g. statement reflects non-print holdings, errors in start/end dates, large gaps not noted, etc.). This will allow COPPUL staff to track the holdings that are retained as part of SPAN. If needed, a second wave of retention commitment requests will be sent out to fill any outstanding holdings.

Holdings Disclosure:

The Archive Holder is required to mark the local catalogue records of the journals 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; the other subfields are optional.

583 (in bib record)		
a	Action	"Committed to retain" for low risk items OR "Completeness reviewed" for medium risk items
c	Time/Date of Action	Date action taken, YYYYMMDD
d	Action Interval	Date when the retention commitment expires (ie, 20231231 for low risk or 20381231 for medium risk titles)
f	Authorization	Archiving program, "COPPUL SPAN"
i	Method of Action	Validation level used, "volume-level" ONLY when a = "completeness reviewed"
l	Status	When a = "completeness reviewed" use "missing", if necessary and use z Public note to indicate volumes missing.
z	Public Note	Used to specify the volumes for which a completeness problem has been identified in l. Specify the completeness problem, followed by the units to which it applies. E.g., z missing volume 13 (1937). Use one z Note per completeness status.
j	Site of Action	Holding location code, if different than 852 b
u	URI	Link to project documentation (http://www.coppul.ca/projects/SPAN.html)
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

(Quotation marks indicate controlled vocabulary.)

Example: 583 1#**\$a**Committed to retain**\$c**20130910**\$d**20231231**\$f**COPPUL SPAN**\$5**BVAU

Libraries are free to use any local methods to add the 583 information to the records, provided the information is added as noted above. If archive holders require information regarding how to automate the 583 field additions, please contact the COPPUL office.

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.

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.

Date last modified: 26 August, 2013