Best Practices for When Member Libraries Exit a Shared Print Program (for Programs)

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This best practice pertains to circumstances when a shared print program is faced with a member library's decision to exit it before the expiration date of its current retention commitments. Shared print programs are encouraged to discuss with the library the necessity to remain in the program and/or retain its commitments, but respect that libraries may still need to make the difficult decision to exit[1]. The best practice for when libraries exit a shared print program takes into consideration that each program may have its own MOU (see Best Practices for MOUs at [this link](#)), as well as its own policies, funding, procedures for the transferring of commitments, and disclosure practices.

Note: This Best Practice uses the [Good, Better, Best, Aspirational](#) terminology

Each level presumes all checks of any/all preceding levels.

Good

- If guidelines for exiting a program are not included in the MOU, the program develops policies and procedures for this process.
- The program encourages the transferring of commitments as a member library exits.
- If the exiting library continues to retain commitments for the program, the library is included on relevant email lists that pertain to the policies and procedures governing program retentions.

Better

- The program not only encourages transferring of commitments, but it also provides guidelines and procedures for doing so.

Best

- Guidelines for exiting a program are included in a program's MOU and include a timeline for notification period and procedural information, such as the transferring of commitments and updating metadata.
- A program's MOU mentions that if a transfer of commitment metadata or transfer of physical item is not possible, the exiting library retains commitments on behalf of the program and continues to adhere to the policies of the program for [past members](#) (e.g., if a past member library wants to withdraw previously made commitments, it is encouraged to submit a request through the program or automatically look for a reallocation/transfer partner in the program).

- A program requires the transferring of commitments and provides guidelines and procedures for doing so.
- A program works with member libraries ***considering*** exiting to provide collection analysis data when possible.

Aspirational

- Program funding includes reserves to prevent an exit because of increasing member fees.

Criteria	Good	Better	Best	Aspirational
If guidelines for exiting a program are not included in the MOU, the program develops policies and procedures for this process.	X			
The program encourages the transferring of commitments as a library exits.	X			
If the exiting library continues to retain commitments for the program, the library is included on relevant email lists that pertain to the policies and procedures governing program retentions.	X			
The program not only encourages transferring of commitments, but it also provides guidelines and procedures for doing so.		X		
Guidelines for exiting a program are included in a program's MOU and include a timeline for notification period and procedural information, such as the transferring of commitments and updating metadata.			X	

A program's MOU mentions that if a transfer of commitment metadata or transfer of physical item is not possible, the exiting library retains commitments on behalf of the program and continues to adhere to the policies of the program for past members (e.g., if a past member library wants to withdraw previously made commitments, it is encouraged to submit a request through the program or automatically look for a reallocation/transfer partner in the program).			X	
A program requires the transferring of commitments and provides guidelines and procedures for doing so.			X	
A program works with member libraries considering exiting to provide collection analysis data when possible.			X	
Program funding includes reserves to prevent an exit because of increasing member fees.				X

Last Updated December 2022

1. The Best Practices Committee plans to develop a future best practice around communicating the importance of remaining in a shared print program or retaining commitments already made. This new best practice will provide more details.