

Best Practices for Shared Print Programs

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Best Practices Working Group



PARTNERSHIP FOR SHARED BOOK COLLECTIONS

What is your awareness of shared print?

I am responsible for my library's participation in a shared print program and/or coordinate a shared print program.

My library participates in a shared print program but I do not work on it directly.


My library does not participate in a shared print program, but is interested.

My library is not interested in shared print, but I am.

This is the first I've heard of shared print.



What is shared print?



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Collective collections

From Wikipedia, the free encyclopedia
(Redirected from [Shared print](#))

A **collective collection**, also known as a **shared print program**, involves mostly [academic](#) or [research libraries](#) collaborating to retain, develop, and provide access to their physical [collections](#). Most collective collections comprise [monographs](#) and/or [serials](#).^[1] Other efforts have addressed acquisition and/or retention of [microform](#),^[2] federal government documents,^[3] and digital collections.^[4]

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The goal of collective collections is to preserve and provide access to the scholarly record in its original print form.^[5] Each library participating in a collective collection agrees to retain certain titles for a given period of time, usually at least ten years. This practice ensures that the collective collection contains a predetermined number of unique items (such as specific editions of books and complete runs of journals) and that these items will be cared for and made available to all libraries participating in the collective collection. To prevent the loss of a unique title, participating libraries determine an appropriate number of copies that should be retained, so that if one were lost or destroyed, other copies would remain available. Shared print programs base these decisions on the number of libraries involved, the size of the collective collection, availability of the item outside of the collective collection, and other factors.^[6]



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Vision

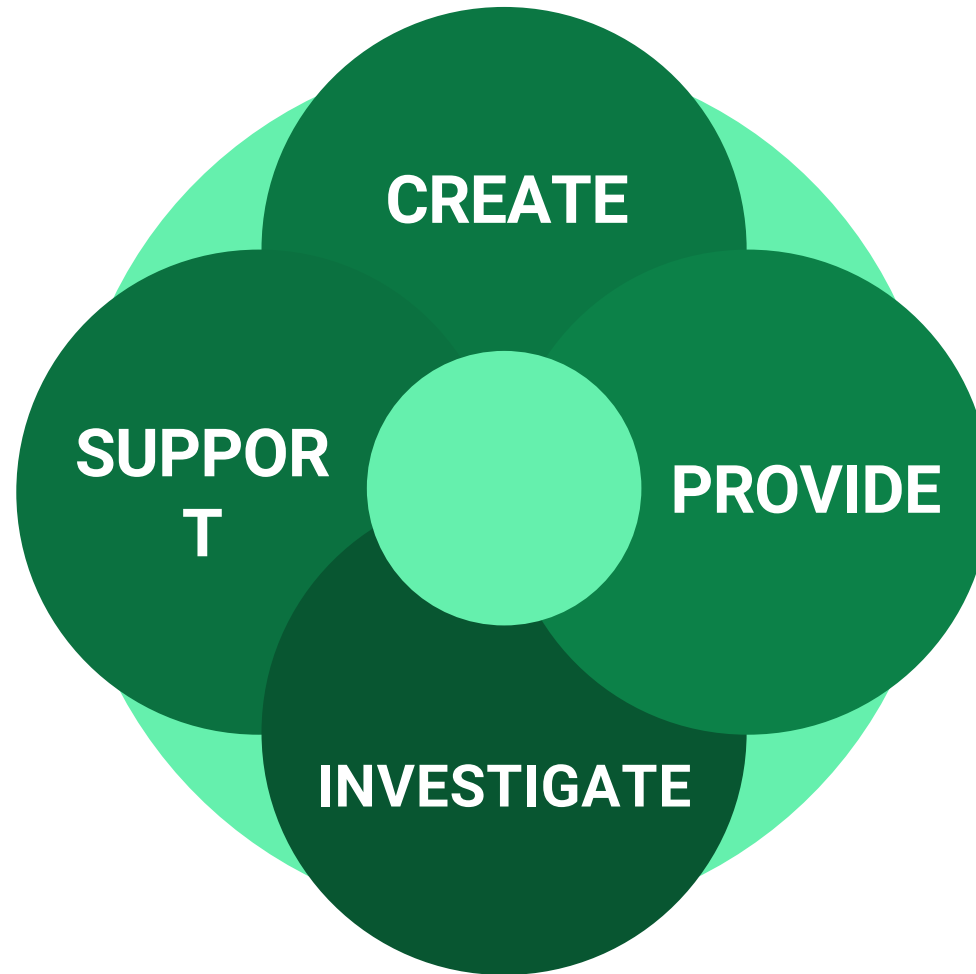
Ensure the long-term preservation, access to, and integrity of monographic print resources.

Mission

Coordinate collaboration among shared print monograph initiatives and collections in North America to support cost-effective retention and access to shared print monograph collections.

sharedprint.org

Services





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scehc



UNIVERSITY OF CALIFORNIA



COLORADO ALLIANCE OF RESEARCH LIBRARIES



ConnectNY

sharedprint.org



ACADEMIC LIBRARIES OF INDIANA



Best Practices Working Group

*To support **trust** and **reliance** in a system of shared monograph retention, promote, identify and/or establish community standards and perhaps even certify compliance. Such standards, best practices and guidelines will **support better local decision-making**, speed resource sharing, strengthen long-term preservation, and **ensure interoperability** between the diverse networks and programs that will administer retention locally.*

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Current Best Practices

- Shared Print Glossary
- Collection Scope of Shared Collections
- Retention Period and Survivability
- Storage Environment
- Digital Surrogates
- Replacing, Withdrawing, or Transferring Committed Volumes Lost or Damaged Beyond Usability
- Resource Sharing
- Memorandum of Understanding



Shared Print Glossary

This glossary was developed in conjunction with the [Rosemont Shared Print Alliance](#).

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A Access	Document Delivery	Preservation Preservation Index (PI) Print Archives Preservation Registry (PAPR)	T Temperature Time Weighted Preservation Index (TWPI) Title
C Circulation Closed Stacks Commitment/Retention Commitment Committed Titles Copy	F Full Service Library	R Relative Humidity Resource Sharing Rosemont Shared Print Alliance	U Usable
D Decision Support Service/Tool (DSS) Digital Surrogate Digitally Preserved	J JRNL (Journal Retention and Needs Listing)	S Scarce Copy Standalone Facility Standard Numbers Storage Environment	V Validation
	M Materials Member Program Representative Member Programs		W Withdrawal
	O Open Access Open Stacks		
	P Participating Libraries Partnership for Shared Book Collections		

Collection Scope of Shared Collections



1. define the body of material to be protected;
2. establish a protocol for identifying and encouraging retention;
3. bring more volumes under protection;
4. set chronological and numerical goals for protecting volumes;
5. agree on group as well as individual library responsibilities;
and
6. define subject and other collection specialties by institution
for prospective shared collection building.



Retention Period and Survivability

In order to ensure sustainability and survivability of a shared print program, best practices include:

1. Making initial retention commitments for a minimum of 10 years.
2. Agreements in an MOU or Policy Guidelines related to the following aspects as outlined in the Best Practices:
 - a. Replace/withdraw decisions
 - b. Exit clauses
 - c. Goals and strategies for the program
 - d. Ability to develop reports for external bodies
 - e. Schedule programmatic reviews

Storage Environments

Composed of two sections: (1) a **recommended tier system** to quickly identify the quality of the storage environment in which a retention resides; and (2) recommendations for programs and participants to consider as they **determine what storage environments are optimal for their shared print collections**.

Variables in the tier system:

Facility Type

Annual TWPI

Relative Humidity

Maximum Temperature

Light Exposure

Disaster Preparedness Security

3 tiers with recommended priority materials for each tier (e.g. highest climate control and security, prioritize last or scarce copies and print-only materials)

How to expose storage environment information for shared print retentions?

Option 1: Record and expose through a directory of retention institutions (i.e. directory of facilities in the Print Archives Preservation Registry); related option to further expose the tiers as a generated data field at the title-level in registry records

Option 2: Record and expose through local metadata (i.e. 583 note in disclosure records)



Digital Surrogates

- Consider the following questions:
 - Is there a digital surrogate?
 - Who is the provider?
 - Is the surrogate open access?
 - Has the digital surrogate been validated? If so, how was it validated and when?
- Record answers to these questions both locally and in OCLC's master bibliographic record (if not already present) in accordance with local cataloging practice to facilitate discovery and access across programs.



Best Practices for Discovery and Disclosure of Items in Local Systems

Shared print programs may outline specific requirements, but individual libraries in shared print programs are encouraged to follow these best practices:

1. Disclose and maintain retention information in local collection management systems; this should be done for each shared print program in which a library participates. Please see examples below.
2. Notify the shared print program, via the program manager or coordinator, when commitments status change.

Replacing, Withdrawing, or Transferring Committed Volumes Lost or Damages Beyond Usability

1. If you hold another copy, transfer the commitment to that copy.
2. If you don't hold another copy, proceed in one of two ways:
 - a. repair or replace the copy; or,
 - b. transfer the retention commitment to another library in the shared print program.
3. If you are unable to transfer the retention commitment within your shared print program, seek to transfer the retention commitment to another library outside your program.
4. Libraries are not required but are strongly encouraged to accept requests for transfer of a retention commitment.
5. Regardless of the disposition of the retention commitment, all libraries involved should update local, OCLC, and any other shared bibliographic records accordingly.



Resource Sharing

Follow existing resource sharing best practices, but, in general:

1. Materials should be discoverable and available for use across shared print programs when possible. To encourage a true collective collection, shared print programs are strongly encouraged to provide lending to all libraries. This includes physical or digital loans of items and photocopies.
2. Resource sharing should enable access for users across the globe to a collective collection.
3. When lending an item, a shared print program or retention library may set local accessibility restrictions as needed for special collections, rare, and/or restricted access materials.
4. Materials shared are the responsibility of the borrowing library and should be treated as such.



Memorandum of Understanding

1. Program description, including vision, goals, and scope of the shared print program
2. Eligibility and participant member types
3. Method of entry and withdrawal of participating organizations
4. Description of governance and operations model
5. Description of the business model and financial obligations
6. Method by which retained materials will be selected, identified, validated, and stored
7. Duration of retention commitments
8. Definition of ownership and requirements for preservation and maintenance of retained materials
9. Method by which retained materials may be transferred among partner libraries or withdrawn
10. Method by which access to retained materials will be provided
11. Any other responsibilities of participating organizations
12. Process through which the shared print program could be dissolved
13. Method by which the MOU may be amended and/or reviewed



Future Best Practices

- Programmatic Review and Assessment
- Metadata and Record Sharing
- Access for Users
- Inventory
- Preservation
- Transferring Commitments
- Last Copy
- Future enhancements to Discovery and Disclosure



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Questions & Feedback

We want your feedback and ideas!

Please see our page at

<https://sharedprint.org/best-practices/>

or contact us.

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